



Attendance Approval for Special Part-time High School Students*

The student below has been granted approval to attend San Jose City College for the _____ term/year as a Special Part-time Student. This permission is for the term indicated ONLY and must be renewed, along with a new application for admission, each desired term of enrollment.

Please Print

SJCC Student ID#: _____

Telephone _____

Last Name First Name Middle Initial Date of Birth

Address City State, Zip Code

High School Now Attending: _____ Grade (circle one) 9 10 11 12

Upon request, San Jose City College discloses education records without student consent to officials of another school in which a student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

Student Signature: _____

Date: _____

Only classes authorized on this form by a High School Counselor will be valid for credit upon completion. Classes not authorized by a High School Counselor will not be added.

APPROVED COURSES

MAXIMUM 11 UNITS

Course Counselor's Signature Date

Course Counselor's Signature Date

Signature of Parent or Guardian** Parent/Guardian Name & Relationship to Student Date

In approving this student, the parent or guardian understands that there are privacy restrictions on the child's community college records and will be unable to conduct business on their behalf or receive information without the child's written consent in accordance to the Family Educational Rights and Privacy Act (FERPA).

Signature of High School Principal** High School Date

In approving this student for enrollment in the class(s) listed on this form, the principal confirms that the total number of his/her high school students recommended to attend SJCC courses adheres to the regulations and does not exceed the five percent limit outlined in CA Educational Code 76000/76001. Principal's initials here

**Mandatory Information

PROCEDURES:

- 1. Complete an application for admissions via CCC Apply and submit this form each semester of enrollment.
2. Meet with the high school counselor to determine which subject areas and class(s) would be most beneficial.
3. The high school principal must sign this ATTENDANCE APPROVAL form.
4. The student's parent or guardian must sign this ATTENDANCE APPROVAL form.
5. Complete the Self-Guided Placement to determine English and math placement.
6. Complete the Online Orientation at https://sjeccd.instructure.com/enroll/7JMFTJ
7. Email this form to Admissions & Records at sjcc.admissions@sjcc.edu.
8. Enrollment fees are waived for high school students attending less than full-time. Students will be required to pay the entire amount of enrollment fees for enrollment at full-time (12 units) or more.

* District policy requires that High School students must attend at least a minimum day at their high school (exception: Summer Session) to be eligible for admission to San Jose City College under this program. Student may ONLY enroll in approved courses, and may not enroll in more than 11 units.

Courses taken at San Jose City College are offered for college credit only. Final grades will be recorded on the student's permanent record. Upon completion of the term, the student must request a transcript to be sent to the high school of attendance. The High School will determine if the course may be used for High School Credit.