

# Postsecondary Enrollment Options Notice of Student Registration Form 2023-24

Instructions: Complete an enrollment form for each instructional term and postsecondary institution the student attends. Once Sections 1 and 2 are completely filled out, the next step is to work with the enrolling postsecondary institution to complete Section 3. Note: Only postsecondary institutions submit this form to the Minnesota Department of Education (MDE).

MDE College Student ID Number:

**1. Student and Parent/Guardian Complete and Sign This Section**

	Male	Female	Unreported	
Student Name (Last, First, M.I.)				Birthdate (MM/DD/YYYY)
Address	City	ZIP Code	Phone	
Postsecondary Institution This Term	Parent/Guardian Name	Address (if different from student)		

**Public School Students:** Minnesota Statutes 2022, section 124D.09, subdivision 7, to assist the district in planning a pupil must inform the district by May 30 of each year of the pupil’s intent to enroll in postsecondary courses during the following school year. A pupil is bound by notifying or not notifying the district by May 30.

Date I/we notified the district the intent to enroll in PSEO, either semester, school year 2023-24.

**All Students:** Minnesota Statutes 2022, section 124D.09, subdivision 6, requires: students and parent/guardian sign a statement indicating they have received PSEO information (including transportation reimbursement for qualified students); are aware counseling services are available; understand PSEO course responsibilities. We have received the information required under Minnesota Statutes 2022, section 124D.09, and are aware the student above is enrolling in postsecondary courses.

My signature(s) below indicates that I/we are aware that if I/we have not notified the enrolling district by May 30, 2023, and the enrolling district has not waived the deadline, I/we may be responsible for the postsecondary costs.

Student Signature	Student Email
Parent/Guardian Signature (if student is under age 18)	Date

**2. To be Completed by Secondary/Nonpublic/Home School**

	Public	Nonpublic	Home School	
Secondary/Nonpublic/Home School Name	Secondary School Type (Select one)			Public Student SSID* Number
Attending Public School District Name	Attending Public School District Number (xxxx-xx)			

**Student grade level during the 2023-24 school year.** (Select one): Grade 10      Grade 11      Grade 12

**Note:** High school graduates are not eligible.  
Students may not enroll in PSEO courses in addition to a full high school class load. Students must also give up one period in their high school day. Does this student have at least one free class period during the high school day?    Yes      No

Is the above student eligible for program application? (See Pages 3-4 requirements)    Yes      No

My signature below certifies the student identified in Section 1 meets the eligibility requirements outlined on Pages 3-4 for participation in the PSEO program this term, and the information in Section 2 is accurate and applicable. The public school student has notified the enrolling public school district of intent to enroll by May 30, 2023, or the public school district has waived the deadline requirements.

Secondary School Contact Name	Contact Signature	Email	Phone	Date
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Student Name (Last, First, M.I.) \_\_\_\_\_ Date of Birth (MM/DD/YYYY) \_\_\_\_\_ MDE College Student ID Number \_\_\_\_\_

**3. To be Completed by the Postsecondary Institution**

Name of Postsecondary Institution \_\_\_\_\_ PSI Number (xxxx-xx) \_\_\_\_\_ City of Postsecondary \_\_\_\_\_

Term of Attendance (Must Select one)    Semester 1    Semester 2    Qtr 1    Qtr 2    Qtr 3

Postsecondary Institution Contact Name \_\_\_\_\_ PSI Contact Email \_\_\_\_\_ Telephone \_\_\_\_\_

Courses Taken for Secondary and Postsecondary Credit	Course Number	Course Credits
Course #1		
Course #2		
Course #3		
Course #4		
Course #5		
Course #6		

Minnesota Statutes 2022, section 124D.09, subdivision 7, requires public school students to inform the district by May 30 of each year of the pupil’s intent to enroll in postsecondary courses during the following school year to assist the district in planning. A pupil is bound by notifying or not notifying the district by May 30, unless the public school district has waived the deadline as indicated in Section 2 of this form. Only public school students who have met this requirement are eligible for PSEO funding.

Minnesota Statutes 2022, section 124D.09, subdivision 5, requires the institution send written notice to the student and the student’s school or district. The notice must indicate the course and hours of enrollment of that pupil.

**My signature below indicates all statements below are true.**

1. The student identified in Section 1 is registered this term for the courses indicated above, all courses are nonsectarian in content and are not remedial or developmental.
2. Tenth grade students during their first semester of PSEO participation may take only one Career or Technical Education (CTE) course.
3. The student has indicated to me the courses above are to be taken for both secondary credit and fulfill the student's high school graduation requirements.

Signature – Postsecondary Institution Contact \_\_\_\_\_ Contact Email Address \_\_\_\_\_ Date \_\_\_\_\_

\*SSID stands for State Student Identification Number (i.e. MARSS Number