



9th - 12th GRADE COLLEGE PLACEMENT FORM

Start your college career at LTCC High school students may be allowed "special admission" to Lake Tahoe Community College to participate in advanced scholastic or vocational coursework.

STUDENT INFORMATION (please print)

Student Name: \_\_\_\_\_ LTCC Student ID: \_\_\_\_\_
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_
School: \_\_\_\_\_ Grade: \_\_\_\_\_
High School Cumulative GPA: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
Have you taken classes at LTCC before? [ ] Yes [ ] No
Why are you interested in taking courses at LTCC? \_\_\_\_\_

PLEASE LIST ALL COURSES IN WHICH YOU WISH TO ENROLL AT LTCC DURING THE CURRENT QUARTER:

Table with 3 columns: Course ID, Course Title, Units. Includes a Total Units row at the bottom right.

By signing below, I acknowledge that I am enrolling in a college-level course and will be held to academic standards appropriate to an adult educational environment. All coursework will become part of my permanent college records. Additionally, my signature constitutes approval for lawful release of information at the discretion of LTCC from pupil records to my parent/guardian, approved agencies and organizations, and exchange of information concerning my records between my high school and Lake Tahoe Community College.

High School Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HIGH SCHOOL AUTHORIZATION (to be completed by authorized employee of the school district)

I am pleased to recommend the above-named student for enrollment in LTCC college courses. I believe this student is academically prepared for the scholastically advanced course(s) listed above, and the completion of the course(s) would enhance her/his ability to compete effectively in her/his future education. This student has availed her/himself of all opportunities to enroll in an equivalent course at their district of attendance, per the Education Code, Sections 48800, 48800.5 and 76001(a), (b). For Summer Session Only: This recommendation does not exceed 5% of students at the same grade level per the Education Code, Sections 76000 and 76001.

High School Principal/Counselor/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

PARENT AUTHORIZATION (to be completed by the student's parent or legal guardian)

By signing below, I acknowledge that I have read the parent information on the reverse side of this form and give permission for my son or daughter to enroll at Lake Tahoe Community College. I understand that curriculum will be taught at a college level and may include content suitable for adults. I also understand that access to my student's college records will only be provided with his/her written consent.

Parent/Guardian Name (please print): \_\_\_\_\_ Phone: \_\_\_\_\_
Parent/Guardian Signature: \_\_\_\_\_
Date: \_\_\_\_\_

LTCC APPROVAL (to be completed by LTCC counselor)

Student approved for: [ ] Fall [ ] Winter [ ] Spring [ ] Summer

[ ] Authorized courses modified upon verbal authorization from high school principal/counselor/designee College Counselor Approval.

Counselor Signature \_\_\_\_\_ Date: \_\_\_\_\_

# Lake Tahoe Community College District

## 9-12 Grade College Placement Procedures

### Philosophy

*Lake Tahoe Community College supports advanced placement of students currently enrolled in grades 9-12, who have clearly demonstrated the ability to profit from college level course work, and who possess the maturity level required to function in an adult educational environment.*

### Enrollment Procedures for High School Students

Apply	New students must complete the online admission application. Applications can be found on the web site at <a href="http://www.ltcc.edu">www.ltcc.edu</a> . The application should be completed at least two business days before meeting with a counselor or taking assessment tests.
College Placement Form	<ul style="list-style-type: none"> <li>Complete the reverse side of this form, which is available in the counseling offices of local area high schools, and the Student Services office at Lake Tahoe Community College. A new form must be completed each quarter. Take the form to your high school counselor. High School counseling staff will do initial screening to determine the appropriateness of course selection</li> <li>HOME SCHOOL: Home schooled students and their parent(s) are asked to provide documentation reflecting student's current academic standing <i>and</i> signature of facilitator/instructor. It is expected that home schooled students will be affiliated with a formal curriculum or be registered with the El Dorado County Department of Education.</li> </ul>
Transcripts	Attach a copy of your most recent high school transcripts.
Assessment	You may be required to take a college placement test and satisfactorily assess into the requested course(s).
Meet with a Counselor	<ul style="list-style-type: none"> <li>Contact Student Services (541-4660 ext. 211/Room A-100) at Lake Tahoe Community College to schedule an appointment for a counselor to review/approve the request.</li> <li>Students are required to be present when the counselor reviews the request and renders a decision.</li> </ul>
Register	<ul style="list-style-type: none"> <li>Upon approval of the request, the student may register during walk-in registration beginning on the priority registration date for high school students. A registration form and other additional paperwork may be required. Fees are due at the time of registration.</li> </ul>
Grades	Students are expected to maintain a minimum cumulative GPA of 2.0 in college coursework to continue attendance at LTCC.

### General Information for Students

- You are only allowed to register for **approved** courses at the Admissions & Records office following the priority registration schedule.
- High school students are expected to abide by all college policies, procedures, regulations, and student responsibilities listed in the LTCC Catalog and the Schedule of Classes.
- When you graduate from high school, please submit your high school transcripts or a copy of your diploma to Admissions & Records to allow regular college enrollment in future quarters.

### General Information for Parents/Legal Guardians

- Courses offered at the college level are designed for adult students. Your son or daughter may be exposed to sensitive or controversial subject matter. The content may include frank discussions of a scholarly nature of behavioral, artistic, social, and other topics. The curriculum will not be modified based on the age of the students enrolled.
- In accordance with provisions of the Family Educational Rights and Privacy Act, the rights of the parent with regard to educational records transfer to the student upon entrance to college regardless of age. The student's written consent is required for parents to access grades, transcripts, or other educational records. Parents may NOT enroll, add/drop courses, pick up transcripts, or act on behalf of the student without specific written authorization from the student.
- Parents may not accompany the student to class unless the parent is enrolled in the same course.
- The college does not supervise minor students outside of classroom setting. Parents are responsible for ensuring minor students are adequately supervised before and after class. Classes may be dismissed early or cancelled without advance notice.
- Courses taken for credit will become part of the student's permanent college records and will be included on college transcripts.
- High school students are admitted under "special admission" criteria at the discretion of the college on a quarterly basis. Special admission for future quarters is subject to approval.

*Lake Tahoe Community College takes seriously the confidentiality of student records by adhering to the Family Educational Rights and Privacy Act (FERPA: <https://www2.ed.gov/policy/gen/guid/fpco/brochures/parents.html>), a federal law that protects the privacy of students and provides students with access to their own educational records*