



**9<sup>th</sup> - 12<sup>th</sup> GRADE COLLEGE PLACEMENT FORM**  
**Intensive Spanish Summer Institute**

*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 INTENSIVE SPANISH SUMMER INSTITUTE. PLEASE INDICATE ALTERNATE COURSES IN CASE YOUR FIRST CHOICE IS NOT AVAILABLE.**

Choice #	Course ID	Course Title	Units
1			
Total Units:			

*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**

Courses offered during the Intensive Spanish Summer Institute (ISSI) have been pre-approved as a special program by the Vice President of Academic Affairs and Student Services. Counselor signature is not required.



# Special Admission for High School Students

## Steps to Enroll

### Welcome to the Intensive Spanish Summer Institute (ISSI)

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. Special admission is allowed upon approval to high school students who wish to enroll in advanced scholastic or vocational education. Follow these easy steps to ensure your success in enrolling for college-level courses.

Application	1	<ul style="list-style-type: none"> <li>▪ If you have never taken courses at LTCC before, you will need to complete an application for admission. Go to <a href="http://www.ltcc.edu/apply">www.ltcc.edu/apply</a> to apply.</li> <li>▪ If you are a former or current LTCC student, you may need to update your application. Visit the ISSI registration page at <a href="http://www.ltcc.edu">www.ltcc.edu</a>.</li> </ul>
ISSI Brochure	2	Review the ISSI brochure or the ISSI Web site at <a href="http://www.ltcc.edu/issi">www.ltcc.edu/issi</a> to plan your schedule.
9-12 <sup>th</sup> Grade College Placement Form	3	<p>Locate the college placement form in your ISSI registration packet.</p> <ul style="list-style-type: none"> <li>▪ Complete the form with your parent/guardian.</li> <li>▪ Get the approval of your school counselor or principal. (If your school is closed, the District Office may be able to assist you.)</li> </ul> <p>⇒ <b>Your school must approve <u>EACH</u> course you plan to attend.</b></p>
Registration	4	<p>High school students may register online if your college placement form is received at least 2 business days before you intend to register. You may mail the completed form to LTCC, fax it to 530-542-1781, or submit a scanned PDF to <a href="mailto:enrollmentservices@ltcc.edu">enrollmentservices@ltcc.edu</a>. If you prefer not to register online, complete your registration paperwork and submit to Admissions &amp; Records in person or by mail. <i>Registration forms are <b>not</b> accepted via fax.</i></p>
Fees	5	Pay your fees when you register. Enrollment is only complete upon full payment of fees and/or tuition. If your fees are not paid, you will be dropped from your courses for non-payment.
Switching/ISSI Levels	6	<b>IMPORTANT!</b> Please make sure you choose the correct level. High school students can <b>not</b> switch levels without college placement forms signed by their high school indicating the new course(s). Courses fill up quickly and it is usually <b>not</b> possible to switch levels once the Institute has begun.
ISSI Packet	7	You will receive an ISSI packet in the mail. Follow this packet for the correct time and location of each course and breakout session.
LTCC Transcripts	8	If you need an official copy of your transcript showing your ISSI grades, please submit a transcript request at Admissions & Records. Transcripts will be mailed approximately three weeks after ISSI ends.

**Reminder!** If you plan to take additional courses at LTCC or attend ISSI in the future, you will need to update your status once you graduate from high school. Please bring a copy of your diploma or a transcript showing your graduation date to the Admissions & Records office. We will update your records to remove the special admission status. This change will allow you to register online in the future.

### Important Note for Parents

- Once your child enrolls in college, all privacy rights regarding your child's educational records transfer to your child regardless of his or her age. This means that your child will be treated the same as other college students.
- He/she will be expected to sign all forms requiring a student signature. Parents can **not** sign for the student.
  - He/she will be asked to provide the college with a signed release to have specific information from their educational records (such as grades) released to you.