

San Jose City College
Telephone (408) 288-3700

Evergreen Valley College
Telephone (408) 270-6441

Attendance Approval for Special Part-time High School Students*

To the Director of Admissions & Records:

The student below has been granted approval to attend San Jose City College / Evergreen Valley College for the _____ term 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 Complete All Fields.

Social Security Number _____ Telephone _____

Name _____ Date of Birth _____
Last First Middle Initial

Address _____
Number & Street City Zip Code

High School Now Attending _____ Grade (select one) _____

Only classes authorized on this form by the High School Counselor/Principal will be valid for credit upon completion. Any and all other classes registered without authorization from the High School Counselor/Principal will be dropped.

APPROVED COURSES _____ MAXIMUM 11 UNITS

Principal\Counselor Initial

Principal\Counselor Initial

Principal\Counselor Initial

Signature of Parent or Guardian** Relationship to Student Date

Signature of High School Principal** Date

In approving this student for enrollment in the class(es) listed on this R-40, the principal confirms that the total number of his/her high school students recommended to attend SJCC or EVC 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. STUDENT must complete a new application for admissions and submit a current ATTENDANCE APPROVAL form each semester of enrollment.
- 2. STUDENT must meet with the high school counselor to determine which subject areas would be most beneficial.
- 3. STUDENT must see that the high school principal signs this ATTENDANCE APPROVAL form.
- 4. STUDENT must obtain the signature of his/her parent or guardian on this ATTENDANCE APPROVAL form.
- 5. STUDENT must deliver the completed application for admissions and the signed ATTENDANCE APPROVAL form to the Office of Admissions & Records
- 6. STUDENT must take the assessment test and see a college counselor for proper course placement. STUDENT must meet prerequisite and basic skill requirements for any class in which they intend to enroll.
- 7. STUDENT should hand carry a copy of the high school transcript to the college counseling appointment.
- 8. STUDENT wishing high school credit must consult their high school registrar before enrollment. We grant college credit only.
- 9. Most fees are waived for high school students, however, STUDENT should be prepared to pay for any material fees.

* District policy requires that High School students must attend at least a minimum day at their high school and be in the 9th, 10th, 11th, or 12th grade (exception: Summer Session) to be eligible for admission to San Jose City College/Evergreen Valley College under this program. Student may enroll in approved courses only, and not more than 11 units. Enrollment fees are waived for High School students. However, High School students must pay any material fees associated with the courses in which the student has enrolled. Beginning Summer 2000, courses taken at San Jose City College or Evergreen Valley College are offered for college credit only. 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.