



PERMISSION TO ENROLL: HIGH SCHOOL STUDENTS

Instructions: Before completing this form, be sure you have read the information for Steps to Enroll for High School Students on our website at www.tmcc.edu/steps-to-enroll/high-school/.

Submit this signed/completed form to the Jump Start Dual Credit Program in person or via email at dualcredit@tmcc.edu. All forms must include all required signatures and information; missing information will delay the enrollment process.

- If you are a high school student: submit this form to your high school counselor or administrator for approval.
- If you are homeschooled: you must provide a completed "Notice of Intent to Home School" form, appropriately filed in the school district where they reside. Please contact us for further instructions.
- If requested course(s) has prerequisites: attach all supporting documentation (i.e., ACT scores, high school transcripts, AP scores, etc.)

Student's Information			
NSHE ID (TMCC 10-digit ID number)		Date of Birth	
Last Name		First Name	MI
Telephone		Email Address	
Street Address	City	State	Zip Code

Parent/Legal Guardian Information	
Last Name	First Name
Telephone	Email Address

List the TMCC class(es) in Which you Wish to Enroll			
Class # (5-digits)	Class Title	Credits	Notes (for TMCC Use Only)

Are you taking this course(s) for Dual Credit? Yes No

Semester: Fall Spring Summer Year: _____

High School Information		
High School Name	Grade Level	Current GPA (include both weighted and unweighted)
Home Schooled: <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", Grade Level: _____		

Permission to Enroll: High School Students

Student's Information		
Last Name	First Name	MI

Counselor/Administrator Signature <i>(required for high school students)</i>		
This student has permission to make changes to the schedule listed on this form <i>(please note that significant changes will require a new form and/or email authorization)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		
High School Administrator or Counselor Signature		Date
Printed Name	Title	
High School Name	Email Address	Telephone Number

Family Educational Rights and Privacy Act (FERPA)	
<p><i>Truckee Meadows Community College is required by federal law, regardless of age, to keep student records confidential.</i></p> <p><i>Without the student's express permission, TMCC cannot share student records with anyone but the student (or appropriate College employees, high school employees, or Dual Credit instructors).</i></p> <p><i>Parents or guardians must be authorized to view student records.</i></p>	<p>TMCC may disclose my student records to my parents/guardians and high school employees <i>(per FERPA guidelines)</i></p> <p style="text-align: center;"><input type="checkbox"/> Yes</p> <p style="text-align: center;"><input type="checkbox"/> No</p> <p><i>Note: if left unchecked, unofficial transcripts and information will not be shared with any person/organization.</i></p>

Agreement and Student/Parent Signatures <i>(required)</i>	
<p>My signature below indicates that I have read and agree to the following:</p> <ul style="list-style-type: none"> I have completed TMCC's application for admission. I have read and understand all policies and requirements listed on this form. I have attached all required documentation needed to process my enrollment request. I agree to meet with my high school counselor each semester to ensure the classes in which I register meet my high school graduation requirements. I will also notify my counselor if I make any changes to my TMCC class schedule. I understand I will be enrolling in a college-level class that will require rigorous academic work and regular classroom attendance. A low grade in a TMCC course could cause me to not meet my high school requirements or have consequences with my future college studies. I understand the grade I earn (including a W) will become permanent part of my college record. If I choose to withdraw from a TMCC class, I understand that it is my responsibility to withdraw by the TMCC published deadlines and failing to do so may result in a failing grade, owing fees, and could impact my high school graduation. To withdraw from a class, I understand that I must email dualcredit@tmcc.edu 3-5 days in advance of the posted deadline. I agree to check my schedule carefully and ensure I am registered for all appropriate classes. I will contact the Jump Start Program in a timely manner if I have any questions. I have read and agree to the Jump Start student and parent roles and responsibilities (http://www.tmcc.edu/jump-start-program/). I have completed the online Jump Start Orientation and I understand and have shared with my legal guardian all the information provided. 	
Student's Signature	Date
Parent's Signature	Date

Homeschooled Students Only: Access, Outreach and Recruitment Signature <i>(required for homeschooled students sophomore level or below)</i>	
Access, Outreach and Recruitment Designee	Date