

# High School Special Enrollment: How to Fill Out Application

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**Step 1:** Filling out campus **location**, **term**, **year**, and **grade level**.

**EXAMPLE:**

## HIGH SCHOOL SPECIAL ENROLLMENT

Request for High School students to attend:  Alameda  Berkeley  Laney  Merritt

Term:  Summer  Fall  Spring Year: 20 21 H.S. Grade Level (on the 1<sup>st</sup> day of the college term): 11th

**Step 2:** Filling out complete **student information**.

→ We do require for you to fill out this part completely, and for you to give us your **8 digit Peralta ID number**. Parent and student signature is require, however, SSN is not.

High School Student Information			
Student's Name:	_____		
	<i>Last Name</i>	<i>First Name</i>	<i>M.I.</i>
Peralta Student ID:	_____	Date of Birth:	_____
	<i>or last 4 digits of SSN</i>		
Address:	_____		
	<i>Street</i>	<i>City</i>	<i>State</i> <i>Zip</i>
Phone:	_____	Email:	_____
H.S. Student's Signature:	_____	Date:	_____
I hereby certify that I am the parent/guardian of the above-named student and am in agreement with, and give my consent for, his/her attendance at the above named college(s). We have read and understand the Steps for High School Special Enrollment Program and authorize the college to release information requested by my school.			
Parent or Guardian's Signature:	_____	Date:	_____

**Step 3:** Getting **authorization** from your High School.

→ After filling out the above parts, you can email this to your High School counselor to fill out.

→ We no longer require the stamp that came with the signatures, you can submit it with everything filled out below.

HIGH SCHOOL AUTHORIZATION			
Permission is granted for the above-named student to enroll in courses at:	_____		
High School Currently Attending:	_____		
High School Location:	_____		
	<i>Street</i>	<i>City</i>	<i>State</i> <i>Zip</i>
H.S. School Counselor's Name:	_____	Dat:	_____
H.S. School Counselor's Signature:	_____	Date:	_____
<small>* Per Education Code Section 48800, for summer sessions, K-12 principals may not recommend more than five percent of the number of pupils who have completed a particular grade immediately prior to the time of the recommendation.</small>			

## Step 4: District Authorization (for Home Schooled Students Only)

- You do not have to do [step 3](#) if you are home schooled.
- If you are NOT a home schooled student, skip to [step 5](#).

HIGH SCHOOL DISTRICT AUTHORIZATION (FOR HOME SCHOOLED STUDENTS ONLY)	
H.S. District Official's Name: _____	Phone: _____
H.S. District Signature: _____	Date: _____

## Step 5: Class Authorization

- It is required for you to fill out the class code, course #, and course title. This can be found on [the Student Campus Solutions portal](#). Do **NOT** turn this document in without your High School [counselor signature](#) approval.

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic	Lecture - 20979	01/25/2021 - 05/28/2021	To be announced	A-ONLINE	Michael Ghiselli	Open Seats 3 of 32

AUTHORIZED CLASS SCHEDULE									
CLASS CODE	DEPT. & COURSE #	COURSE TITLE	HOURS	DAYS	ROOM	INSTRUCTOR	UNITS	H.S. COUNSELOR APPROVAL	

Will be listed here.

You will be able to find number of units by clicking this link and looking under class details tab.

### Please read the following for **Prerequisite Clearance Request**

A prerequisite is a condition of enrollment that you are required to meet in order to demonstrate current readiness for enrollment in a course or educational program. If you are trying to enroll in a course that has a prerequisite, you must meet that prerequisite before you will be allowed to enroll in the class. To request a prerequisite clearance from the Counseling Department you must fill out the following:

- [Prerequisite Clearance Request Form](#)
- [Placement Questionnaire](#) and attach screenshot of results.

E-mail the above documents along with your High School Concurrent form with all required signatures to [COAprereq@peralta.edu](mailto:COAprereq@peralta.edu).

Once the prerequisite is cleared by the Counseling Department you will then e-mail the High School Concurrent Enrollment form to the Admissions and Records Department for processing at [coadmissions@peralta.edu](mailto:coadmissions@peralta.edu).