

**Attendance Approval for Special Part-time High School Students\***

The student below has been granted approval to attend San Jose City 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 Print**

SJCC Student ID#: \_\_\_\_\_ Telephone \_\_\_\_\_

\_\_\_\_\_  
Last Name First Name Middle Initial Date of Birth

\_\_\_\_\_  
Address City Zip Code

High School Now Attending \_\_\_\_\_ Grade (circle one) 9 10 11 12

**Only classes authorized on this form by a High School Counselor will be valid for credit upon completion. Classes not authorization by a High School Counselor will not be added.**

**APPROVED COURSES**

**MAXIMUM 11 UNITS**

\_\_\_\_\_  
Course Counselor's Signature Date

\_\_\_\_\_  
Course Counselor's Signature Date

\_\_\_\_\_  
Signature of Parent or Guardian\*\* Relationship to Student Date

\_\_\_\_\_  
Signature of High School Principal\*\* High School Date

In approving this student for enrollment in the class(s) listed on this form, the principal confirms that the total number of his/her high school students recommended to attend SJCC 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. **Complete an application for admissions via CCC Apply** and submit this form each semester of enrollment.
2. **Meet with the high school counselor** to determine which subject areas and class(s) would be most beneficial. The high school counselor must sign this form.
3. **The high school principal must sign** this ATTENDANCE APPROVAL form.
4. **The student's parent or guardian must sign** this ATTENDANCE APPROVAL form.
5. **Take the assessment test and meet with a SJCC counselor** for proper course placement. Students must meet prerequisite requirements for any class in which they intend to enroll. Bring a copy of the high school transcripts to the counseling appointment
6. **Bring this form to Admissions & Records in person to register for a class.** If the student is registering for the class after the class starts, before the census date, the student must bring this form and the add code from the instructor to Admissions & Records
7. Consult the high school counselor before enrollment to ensure the class(s) is necessary for graduation.
8. Enrollment fees are waived for high school students attending less than full-time. **Students will be required to pay the entire amount of enrollment fees for enrollment at full-time (12 units) or more.** Students should be prepared to pay for material fees as applicable.

\* District policy requires that High School students **must attend at least a minimum day at their high school** (exception: Summer Session) to be eligible for admission to San Jose City College under this program. Student may enroll in approved courses only, and not more than 11 units.

Courses taken at San Jose City 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.**