

High School Special Enrollment: How to Fill Out Application

To download fillable PDF click [here](#)

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 H.S. Grade Level (on the 1st day of the college term):

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: _____
Last Name First Name M.I.

Peralta Student ID: _____ Date of Birth: _____
or last 4 digits of SSN

Address: _____
Street City State Zip

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: _____
Street City State Zip

H.S. School Counselor's Name: _____ Dat: _____

H.S. School Counselor's Signature: _____ Date: _____

* 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.

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 [Passport](#).
- Do **NOT** turn this document in without your High School [counselor signature](#) approval.

MATH 50 - Trigonometry							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
30236	A1-EC Regular	TBA	A-ONLINE	[REDACTED]	06/15/2020 - 07/23/2020	●	<input type="button" value="select"/>

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

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.

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.