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: X Alameda Berkeley Laney Merritt						
Term:	X Summer Fall Spring Year: 20 20 H.S. Grade Level (on the 1st 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:									
Last Name		First Name	M.I.						
Peralta Student ID:		Date of Birth:							
	or last 4 digits of SSN								
Address:	a.	6	-						
Street	City	State	Zip						
Phone:	Email:								
H.S. Student's Signature:		Dat	e:						
I hereby certify that I am the pattendance at the above name the college to release informat	d college(s). We have read and	med student and am in agreement with, understand the Steps for High School Spo	and give my consent for, his/her ecial Enrollment Program and authoriz						
Parent or Guardian's Signatur	e:	Date	e:						

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.								

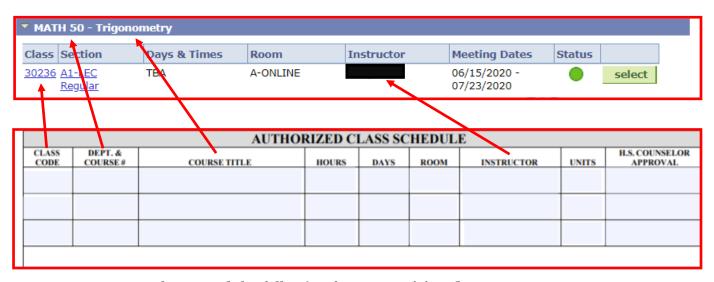
Step 4: District Authorization (for Home Schooled Students Only)

- 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.



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 <u>must fill out</u> 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 **coaadmissions@peralta.edu.**