

START COLLEGE NOW APPLICATIONS INSTRUCTIONS

Please read and follow the step-by-step directions below to ensure all sections and processes are completed properly.

Student/Parent Specific Responsibilities

- 1) Complete 10th grade and be in good academic standing. (*Program is available to 11th and 12th grade students*).
- 2) Complete the application for the Start College Now Program found here: [Start College Now Application](https://tinyurl.com/Start-College-Now)
<https://tinyurl.com/Start-College-Now>
- 3) Submit the completed form (including student/parent/guardian signatures) no later than March 1 for fall semester courses and October 1 for spring semester courses to high school board of the district in which the student resides. This is typically done by submitting the form to a high school counselor.
- 4) If the student disagrees with the school board's decision regarding comparability of courses or satisfaction of high school graduation requirements, the student may appeal the school board's decision to the state superintendent within 30 days after the decision.
- 5) Transportation to and/or from the technical college is the student's responsibility.
- 6) Reference [Subchapter 38.12 \(14\)](#) for eligibility requirements **prior to filling out the application**.
<https://tinyurl.com/Subchapter3812>

Technical College Responsibilities

- 1) Admit the student to the technical college if he or she meets the requirements and prerequisites of the course or courses and if there is space available in the course for which the student applied. Space availability will be determined once all other eligible recipients have been admitted to the course.
- 2) **Collaborate** with the high school district at least 30 days before the beginning of the technical college semester in which the student will be enrolled *to determine if a course in which the student will be enrolled meets the high school graduation requirements and whether the course is comparable to a course offered in the high school district*. If the course is not, the high school is required to notify the student, in writing.
- 3) Ensure that the student's educational program meets the high school graduation requirements under s. [118.33](#).
<https://tinyurl.com/S11833>

High School District Responsibilities

- 1) **Collaborate** with the technical college in which the student is enrolled, at least 30 days before the beginning of the technical college semester to ensure comparable course and graduation requirements. In the end it is the decision of the high school.
- 2) Confirm the board approved technical college application due date.
- 3) Submit payment to the technical college, in two installments payable upon initial enrollment and at the end of the semester, for those courses taken for high school credit. The amount charged should be equal to the cost of tuition, course fees, and books for a student who is attending the technical college and is a resident of this state.
- 4) Engage in ongoing communication and support with the student enrolled in the technical college.
- 5) Coordinate with the technical college's career prep coordinator or Start College Now liaison.

START COLLEGE NOW APPLICATION

I. STUDENT INFORMATION

This section completed by student / parent

Student Name <i>First, Middle, Last</i>	Student's Birthdate <i>Mo./Day/Yr.</i>	Gender M <input type="checkbox"/> F <input type="checkbox"/> Other <input type="checkbox"/>
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Parent/Guardian Name *First, Last*

Address *Street, City, State, Zip, County*

Student Phone <i>Area/No.</i>	Student Email
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Parent/Guardian Phone <i>Area/No.</i>	Parent/Guardian Email
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High School Student Attends & Projected Graduation Year	School District in Which Student Resides
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Technical College to Which You Are Applying to	Grade Student Will be in When Taking These Courses <input type="checkbox"/> 11 <input type="checkbox"/> 12	Number of College Credits Earned to Date
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Semester for which applying: Spring Fall Year 20XX

II. BOARD ACTION

Completed by HS district

Check if Alternate	Technical College Course Name	Technical College Course Number	No. of College Credits	Comparable HS Course Offered?		Approved for HS Credit	No. of HS Credits
				Yes	No		
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

III. STUDENT & PARENT / GUARDIAN SIGNATURES

This section completed by student / parent

STUDENT SIGNATURE—IN SIGNING THIS DOCUMENT, I acknowledge the following:

- I understand and will comply with the assurances and conditions outlined in "Student/Parent Specific Responsibilities" and Subchapter 38.12 (14).
- I authorize the high school and technical college to share course and grade information.

Student Signature Required ➤	Date Signed <i>Mo./Day/Yr.</i>
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PARENT/GUARDIAN SIGNATURE—Required if student is under 18.

- I understand and will comply with the assurances and conditions outlined in "Student/Parent Specific Responsibilities" and Subchapter 38.12 (14)
- I authorize the high school and college to share course and grade information.

Parent/Guardian Signature Required ➤	Date Signed <i>Mo./Day/Yr.</i>
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	IV. STUDENT NAME <i>This section completed by student / parent</i>	
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Student Name *First, Middle, Last*

	V. HIGH SCHOOL BOARD APPROVAL <i>This section completed by district</i>	
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Named student is approved to enroll for courses marked "Approved" in Section III:

Yes No. *If no, indicate reason for denial:*

Check if student has a record of disciplinary issues.

Name of High School Board Approval Authority	Phone <i>Area/No.</i>
High School Board Approval Authority Signature ➤	Date Signed <i>Mo./Day/Yr.</i>

	VI. TECHNICAL COLLEGE APPROVAL <i>This section completed by college</i>	
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Name of Course(s) in Which Student is Enrolled	Course Code(s) / Number(s)	No. of College Credits	District Approved?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

<input type="checkbox"/> Eligible to enroll	I CERTIFY that the above-named student is eligible to attend the course(s) listed in Section VI and that all these courses are nonsectarian in content. The student will be notified of college admission policies/criteria and record disclosure provisions. The technical college agrees to provide the school district with grade information (and attendance information upon request).
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<input type="checkbox"/> Not eligible to enroll	I CERTIFY that the above-named student is not eligible to enroll in and/or attend the course(s) listed in Section VI. The student will be notified of the reasons for ineligibility.
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Name of Technical College Representative and Title	Phone <i>Area/No.</i>	Email
Technical College Representative Signature ➤	Date Signed <i>Mo./Day/Yr.</i>	

	VII. APPEALS	
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Appeals of school board decision: A student may appeal a school board decision regarding awarding of high school credit or course comparability to the State Superintendent within 30 days of the board's decision.