

## Saint Charles Public Schools PSEO Information and Agreement

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Email (please put an email you will check): \_\_\_\_\_

Student Cell Phone: \_\_\_\_\_

1. Per Minnesota Department of Education, to assist the district in planning, students must notify their school by **May 30** if they want to participate in PSEO for the following school year.
2. Section 1 of the Minnesota State Department of Education PSEO Notice of Student Registration Form must be completed by the student and parent before registration for each college semester and the Saint Charles High School PSEO Agreement Form must be filled out and returned to the Counseling Office. Students need to check each school they are applying to for eligibility requirements and if any additional applications or forms are needed. Many schools require PSEO students to fill out their college application that can usually be found on the school website.
3. Per Minnesota Department of Education, to access PSEO, a student must first give up one or more classes at the high school during the core school day. This allows a student to participate on a part-time or full-time basis at their college institution, depending on how many classes they drop at the high school.
4. Students are required to sign up for the PSEO courses that are college level (developmental level classes are not covered by the state). PSEO courses must be pre-approved by the school counselor in order for the student to receive credit. Students must meet all St. Charles High School graduation course requirements. Students will be awarded **1 high school credit for each 4 credit course** at the college (formula set by the state), and fractions of that equation for each class worth a different amount - i.e. 3 credit courses are worth .75 credits at the HS.
5. All PSEO students are required to maintain full time credit status each semester, which is **3.5 credits at SCHS or 14 credits at the college**. This needs to be approved by the High School Counselor.
6. PSEO students (FT and PT) must follow the SCHS Academic Policy and eligibility requirements.
7. PSEO students (FT and PT) can participate in high school events and activities. If a PSEO student chooses to participate in extracurricular activities at the college level, they are no longer eligible for MN State HS League activities for the remainder of high school. This is outlined in the MSHSL rules. Examples are concerts, performances, athletic leagues, etc.
8. Once a student is enrolled in PSEO, parents may not access student grades unless student shows the parent. The HS is only notified of final grades. There is no notification of attendance or grades falling behind.
9. When a PSEO student is not scheduled in SCHS courses and would like to be in the building, he or she must check into the office for liability and safety reasons. ***Students doing online courses at the high school will be assigned to a study hall. Part time students will need to stay in the building once their SCHS classes begin until their SCHS classes end. Students cannot leave and return multiple times during the day.***

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10. All grades earned in PSEO will be averaged into the student's high school GPA for the semester in which they have enrolled for the class(es).

7. A student must meet and discuss with the school counselor **before they can drop a college class** to ensure all graduation credits are being met and to avoid any unnecessary penalties on transcript. i.e. Withdrawal (W).

8. Students should contact the School Counselor as soon as their college registration is complete so that their high school schedule can be adjusted. Saint Charles High School class schedules will not be changed until the student presents the college course registration form and official college schedule.

9. It is the student's responsibility to contact the designated college regarding registration, orientation, assessments, credit transfer information and the appropriateness of course selection.

10. A diploma will not be awarded until all fines are paid and college transcripts are received and evaluated for graduation requirements. ***PSEO students will not receive their diploma on the day of graduation if a final transcript is needed to verify required credits for graduation.***

11. Transportation, class attendance and meeting all PSEO requirements are the responsibilities of the participating student. Parents accept the responsibility of students who drive to a college.

12. Students enrolled in PSEO are responsible for maintaining contact with the high school, especially regarding all senior and graduation related events. They MUST check SCHS email as important information is shared via school email throughout the year.

By signing below, you agree that you have read and understand the information above.

Student \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_