



# High School Youth Enrollment Request

(this form does not equal application into a Madison College program)

2010-2011

\_\_\_ Fall \_\_\_ Spring \_\_\_ Summer

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MI \_\_\_\_\_  
(legal name, no nicknames)

MAILING ADDRESS \_\_\_\_\_  
(Street) (City) (State) (Zip)

PHONE NUMBER ( ) \_\_\_\_\_ BIRTHDATE \_\_\_\_/\_\_\_\_/\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ GENDER  MALE  FEMALE

Madison College Course Name:

Madison College course number:

Madison College appreciates your cooperation in completing the following information which is needed to meet State and Federal reporting requirements. Madison College and the Wisconsin Technical College System use the information for statistical reporting in efforts to better serve our educational community. Please fill out in its entirety. **These items remain confidential.**

LEGAL RESIDENCE WISCONSIN COUNTY \_\_\_\_\_ City  Village  Town  of \_\_\_\_\_

HIGH SCHOOL DISTRICT \_\_\_\_\_ CURRENT SCHOOL GRADE LEVEL (8, 9, 10, 11, or 12) \_\_\_\_\_  
(Name of high school district of your legal residence)

GRADUATION YEAR \_\_\_\_\_

Has either parent completed a four-year degree?  Yes  No

Check here if English is not your primary language.

Select one or more that best describes your race:

- American Indian/Alaskan Native
- Asian
- Black or African American
- Native Hawaiian/Pacific Islander
- White
- Refused to provide

Are you Hispanic or Latino (that is, a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race/ethnicity)?  YES  NO

Disabled  YES  NO

## REQUEST FOR RELEASE OF ACADEMIC RECORDS INFORMATION

- I authorize Madison College and my high school to share information regarding my high school records. Madison College is also permitted to disclose information about classes, attendance, and grades. This release is valid for two years from the date it is signed. A copy of this release is valid as the original.
- I agree to take the Madison College COMPASS assessment to assist in the determination of placement for classes.
- I understand I will need to complete class prerequisite(s) before I am allowed to register for classes. Failure to do so may prevent my ability to register for courses.
- I understand I must adhere to all Madison College policies and procedures as outlined in the Madison College catalog.
- I understand if I withdraw from the class(es) after the start date of the class(es), I will/may be responsible for the tuition costs.
- I certify the information on this form is true and complete to the best of my knowledge.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

*This is to certify this declaration is made for the purposes of my academic record and I intend to use this name consistently for these purposes at Madison College.*

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

(if student under 18 years of age)

## If student is participating in Youth Options

High school students who are in good standing toward high school graduation may be considered for youth options classes at Madison Area Technical College during their junior or senior year. Participation in youth options does not constitute entry into a program or special consideration for program application, students must follow the regular application process to obtain admittance to a program.

Following are the steps needed for class entry:

1. Students (using DPI form PI-8700A) must notify the school board of the class(es) they wish to enroll in at Madison College as follows:
  - a. Notification deadline for fall term - March 1
  - b. Notification deadline for spring term - October 1
  - c. The youth options program is not available during the summer session.
2. Upon board approval for participation in youth options, schools need to submit the DPI form PI-8700A to Madison College by third Friday in April for fall semester and third Friday in November for spring semester. Forms received by these deadlines will be given priority registration (prior to open registration). Forms received after these dates will be allowed to register during open registration. Schools must submit the following to Madison College at the same time the DPI form is submitted:
  - a. High School Youth Enrollment Request form
  - b. High school transcript
  - c. Advanced placement scores, if applicable
3. It is required that all students take the Madison College COMPASS assessment test to verify college readiness regardless of whether it is a course requirement or not. ACT scores are not accepted.
4. Class Eligibility - To determine class eligibility based on pre-requisite classes, a high school transcript must be received prior to the time of registration. If there is any question about a prereq, please send the transcript. A youth options student is not guaranteed access to a class. If the requested class is full or has a waiting list, Madison College is under no obligation to place the student in the requested class.
5. Registration/Orientation - Students will be required to attend registration and orientation sessions prior to entry into Madison College classes. Madison College will notify eligible students of the dates and times of these sessions. It is advisable to make every effort to attend registration as scheduled to insure the best possible selection of classes.
6. School Calendar Conflicts - A youth options student is expected to attend Madison College classes (day/evening/weekend) even if their school district is not in session.
7. Students with Disabilities - A high school student with a disability may need to obtain special education instruction and/or related services to fully benefit from attending Madison College. Contact your high school transition coordinator and clarify how services identified in the IEP will be continued. The school board may either provide the needed services directly or contract with another provider including, but not limited to Madison College. If Madison College is selected to provide disability related services, the high school must contact the Disability Resource Services Director (608) 246-6791 prior to the start of the semester to develop a contract for services.

Return to Center for College & Career Transitions  
3550 Anderson St.  
Madison, WI 53704  
(608) 243-4538, fax