

Elk Grove Center

**Advanced Education - Student Checklist**

This application packet must be completed each semester prior to the start of the semester.  
See Advanced Education Application for detailed instructions. Complete forms in blue or black ink only.

STUDENT NAME: \_\_\_\_\_ LRCCD ID #: \_\_\_\_\_  
LAST FIRST M.I. 7-DIGIT ID NUMBER  
SEMESTER AND YEAR:  Fall 20\_\_  Spring 20\_\_  Summer 20\_\_ HIGH SCHOOL: \_\_\_\_\_

1.  **CCCApply Online Application to CRC**

- Go to [www.crc.losrios.edu](http://www.crc.losrios.edu) and click Apply Now
  - Create Log -In then continue to college application and submit.  
(Continuing Advanced Ed. will complete Supplemental form on Eservices.)
  - Retrieve your Student ID number from your confirmation email.  
(You will receive your email approximately 30 minutes after submitting the application.)
- Note:** Current Advanced Education students will need only need to complete the online Supplemental form in eServices.

2.  **Advanced Education Application (blue form)**

- Complete both 'Applicant' and 'Course Request' sections
- Get School Principal or Designated Counselor/Administrator Signature
- \*Attach a copy of the list of authorized designees if Principal did not sign.
- Student Signature (back)
- Parent/Guardian Signatures (front and back)
- Attach typed statement explaining how student meets Advanced Ed. criteria.
- \*Attach High School Transcripts with current class schedule
- \*Attach a scan copy of valid photo ID (ex. High School ID, Los Rios ID, State ID/Driver's License, U.S. Passport, Military ID)

**\*High School Counselor or Career Center Tech. can provide these items.**

3.  **Assessment Exam**

(This is only required if the requested course requires a Math or English prerequisite.)

4.  **Complete Student Checklist (this canary sheet)**

-----FOR STUDENTS WHO NEED TO PETITION, ALSO INCLUDE-----

**Reasons for petition: 1) GPA Below 2.7 OR 2) Did Not Complete Sophomore Year or Age 16 by first day of instruction OR 3) Course Eligibility**

- a.  Advanced Education Petition Form (link provided on white Instructions form)
- b.  Student explanation that explain circumstances to support the petition.  
(This must be written on the petition or attach a typed statement.)
- c.  Attach a letter of recommendation from a high school counselor

**CRC Staff Only: Send form to Elk Grove Center, Student Services – Admission & Records**

Received by: \_\_\_\_\_ Comments: \_\_\_\_\_

Enrollment Processed by: \_\_\_\_\_

Orig.10/17; Rev. 10/18

# Franklin High School Guidelines For Advanced Education Courses



## **Instructions Before Enrolling:**

1. Read and complete the attached Advanced Education Form.
2. To complete Part II of the application, access CRC's course list at [www.crc.losrios.edu](http://www.crc.losrios.edu). Click Class Schedule, Search for a Specific Class, complete the following screen to find the Course Title and 5-digit Class Number for the application:
3. The course code must be 300 or above
4. The course must be both UC/CSU transferable
5. The course must be 3 units or more
6. The course, or its equivalent, is not offered at your high school site
7. Bring your completed application, a typed statement of how you meet the criteria, why you want to take the CRC course(s), and a printout of the course description to your counselor.

## **Additional Information:**

- The student must notify the high school counselor if they drop the approved course. Lack of notification to the high school will result in disciplinary action.
- College coursework will not be posted on the high school transcript unless needed for graduation credit. Counselor approval is required.
- College coursework credit may be submitted by the student during the college application process of the senior year.
- The advanced education guidelines as outlined on the subsequent pages will be followed in accordance with the community college policy.

Advanced Education enrollment guidelines from the community college for high school students:

1. A 2.7 GPA or higher
2. Completion of the 10th grade OR be 16 years of age by the first day of instruction
3. Maturity level to understand course material
4. Counselor approved application

Return to your counselor:

- ✓ This document with parent and student signature
- ✓ The completed, attached, CRC application
- ✓ A copy of the course description for the class(es) you plan to request
- ✓ Typed statement as requested in the CRC application

**You may not attend community college courses for remediation.**

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Student ID#: \_\_\_\_\_ Grade: \_\_\_\_\_ Counselor: \_\_\_\_\_

Student Courses: \_\_\_\_\_



- American River College
- Cosumnes River College
- District Office
- Folsom Lake College
- Sacramento City College

## STUDENT CONSENT FOR RELEASE OF STUDENT RECORDS

This Form is for the Release of Recorded Information Only

### Student Information

Full Name			Student ID#	
Street Address	City	State	Zip Code	
Telephone Number	Release Begins:	Release Ends:		
	Date: ____/____/____	Date: ____/____/____		

Under Federal legislation, namely the "Family Educational Rights and Privacy Act of 1974" (FERPA), I understand that generally my educational records cannot be released without my written permission. **This form will serve as your authorization to disclose your student record information to a third party.** A records release is limited to a catalog year, which begins before fall semester (June 1st) and ends after spring semester (May 30th). This request form is intended as a one-time-only use for each specific category of records you want released by the college (but your authorization may span over a Catalog year). You must submit a separate request for each category of records you seek to be released. This request is solely for the release of recorded information, and this form does not grant a discussion of student records or students.

I, therefore, request that the information listed below be released to the following:

Name			Title or Relationship	
Elk Grove Unified School District			Home school district	
Street Address	City	State	Zip Code	
9510 Elk Grove-Florin Rd.	Elk Grove	CA	95624	

### Category of Information to be released:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Admissions and Records                 | <input type="checkbox"/> EOPS Records                  | <input type="checkbox"/> Student Account Financials |
| <input type="checkbox"/> Athletic Eligibility Records           | <input type="checkbox"/> Financial Aid Records         | <input checked="" type="checkbox"/> Transcripts     |
| <input type="checkbox"/> CalWORKs Records                       | <input type="checkbox"/> International Student Records | <input type="checkbox"/> Veterans Records           |
| <input type="checkbox"/> Other Program Records (Describe below) |  |   |

### Optional: Please specify which record you give consent to release. (Please explain briefly)

### Why are you requesting the release of your records? (Please explain briefly)

In order to allow EGUSD to fulfill state reporting requirements about students' dual enrollment/dual credit performance outcomes

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ Student Signature

Day                                  Month                                  Year

**Office Use Only**

Date Processed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Processed By: \_\_\_\_\_  Scan Doc Type: FERPA RELEASE

Department: \_\_\_\_\_  Attach to Athletics Dept. Release Form



## Cosumnes River College – Elk Grove Center

### Advanced Education Instructions & Application

Location: 10051 Big Horn Blvd. Elk Grove, CA 95757 | Office: (916) 525-4300

#### Step 1 – Los Rios Community College District Application:

- Go to [www.crc.losrios.edu](http://www.crc.losrios.edu) and select the “Apply to CRC” link.
- Create an account and complete the Online Application.
  - An email stating your application is processing will be sent immediately after submission.
  - Thirty minutes after submitting your application you will receive an email with your Los Rios Student ID Number.

**Note:** If you are a current Advanced Education Student, do not complete Step 1, instead log in to your eServices account to complete the Supplemental Enrollment form only.

#### Step 2 – Advanced Education Application (complete in blue or black ink only)

- **Student:** Review and complete both Section I & II. Sign the back page of the form.
- **Parent/Guardian:** Review and complete both Section IIIB. Sign the back page of the form.

#### Step 3 – High School Approval (complete in blue or black ink only)

- Student meets with High School Counselor to identify appropriate courses and completes Section II of the form. The student is allowed to list up to four (4) classes on the form.
- Principal or designated counselor/administrator recommends course selection by signing Section IIIA of the form. (Attach Principal’s designee letter if a counselor/administration is signing.)
- Parent/Guardian permits the student enrollment into the course(s) by signing Section IIIB of the form.
- Student requests a copy of their High School transcripts which must also include their current class schedule and attach it to the packet.
- Verify student valid photo ID and attach a copy to the packet. (High School ID, State ID/Driver’s License, U.S. Passport, Military ID, etc.)

**Note:** Enrollment limited to two classes per semester. LRCCD does not guarantee that requested classes will be available at the time of registration. Please see back of application for courses excluded from Advanced Education.

#### Step 4 – Assessment Exam:

- The assessment exam is required for students requesting a course that has a Math or English prerequisite.
- Assessment information is available at [www.crc.losrios.edu/assessment](http://www.crc.losrios.edu/assessment)

#### Step 5 – College Counseling Review:

- All applications must contain the following documents
  - Completed Advanced Education application
  - H.S. transcripts (unofficial or official)
  - Assessment results (if required)
  - Typed statement explaining how you meet the criteria for Advanced Education Application
  - Documentation of age (if Home Schooled or not reflected on high school transcript)
    - Home School Affidavit (Official record of completed course work, achievement level)
- **Note:** Incomplete packets **WILL NOT** be accepted
- If the application is denied the student will be notified via Los Rios Gmail and the email they provide on their application.

#### Step 6 – Registration:

- Applications must have a copy of a valid photo ID. (High School ID, State ID/Driver’s License, U.S. Passport, Military ID, etc.)
- Registration for the selected course will be processed by The Elk Grove Center Staff
- Students will receive an email confirming approved application and registration via email submitted on Advanced Education application and the Los Rios Student Gmail

**NOTE:** If the Advanced Education Application is denied or referred to the Dean of Student Services & Counseling, the student must complete an Advanced Education Petition and provide additional documentation to support the petition. The petition is available for download at [www.crc.losrios.edu/about/egc/adv](http://www.crc.losrios.edu/about/egc/adv) and is located under “How to Apply”.



**ADVANCED EDUCATION APPLICATION**

*This application must be completed each semester prior to the start of the semester.*

- Fall 20\_\_\_\_
- Spr. 20\_\_\_\_
- Sum. 20\_\_\_\_

**I. APPLICANT (Completed by applicant)**

Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last First M.I.

Los Rios ID, # (if known) \_\_\_\_\_ Age \_\_\_\_\_ Grade Level \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Current School Attending \_\_\_\_\_ E-mail Address \_\_\_\_\_

Have you previously taken classes as an Advanced Education student? No \_\_\_\_ Yes \_\_\_\_ Where? \_\_\_\_\_

**II. COURSE REQUEST (Completed by applicant with approval of high school counselor/administrator)**

ARC  CRC  EDC  FLC  SCC Semester and Year: Fall 20\_\_ Spring 20\_\_ Summer 20\_\_ Number of Courses:  1; or  2

Please use the Course Title(s) and 5-digit Class Number(s) from the Schedule of Classes. High school counselors should rank order requested classes including up to two alternatives. **NOTE: Enrollment is limited to two classes per semester. LRCCD does not guarantee that requested classes will be available at the time of registration. Please ensure that you indicate in the box above if you are approving one (1) or two (2) course(s) for this student.**

- |   |   |
|---|---|
| 1. _____<br>Course Title/5-digit Class Number | 3. _____<br>Course Title/5-digit Class Number |
| 2. _____<br>Course Title/5-digit Class Number | 4. _____<br>Course Title/5-digit Class Number |

**III. CONFIRMATION (school authorities and parents have evaluated the requirements and support the student's request)**

**A. School Principal/Designee (Completed by principal or designated counselor/administrator) Date \_\_\_\_\_**

- This applicant would benefit from advanced scholastic or vocational work at the community college level (EC Sec. 48800(d)(1)) and has demonstrated exemplary academic achievement, as evidenced by multiple measures including, but not limited to, grades in similar courses, GPA of 2.7, analysis of transcripts, assessment results, or other student achievements. **The recommended classes are not offered at the applicant's school during this term or the applicant is taking the maximum number of units and cannot fit these classes in his/her schedule.***
- For summer session only:** *This student demonstrates adequate preparation in the discipline to be studied. For any particular grade level, I have not recommended for community college summer session attendance more than five percent (5%) of the total number of pupils who completed that grade immediately prior to the time of recommendation. (EC Sec. 48800(d)(1) & (2)).*
- For Designees Only:** *If I am signing this form as a designee of the school principal, I have provided the applicant with a listing (on school letterhead and signed by the principal) of all duly authorized designees so that it may be included with their application.*

\_\_\_\_\_  
Print Name Title Signature Phone ( ) \_\_\_\_\_

**B. Parent/Guardian (Completed by parent/guardian) Date \_\_\_\_\_**

*This applicant has my permission to enroll in the college course(s). I have read and understand the Policies and Guidelines attached to this form. I also understand that college courses may include adult/mature subject matter.*

\_\_\_\_\_  
Print Name Signature Phone ( ) \_\_\_\_\_

**IV. PERMISSION (Advanced Education enrollment may be permitted when established criteria are met to the college's satisfaction)**

**A. College Counselor Date \_\_\_\_\_**

*This applicant has provided all the required documentation and has demonstrated extraordinary academic preparation for college level instruction based on a record of completed work, auditions/portfolios, the assessment process where appropriate, and a typed statement about how the student meets the criteria and why he/she wants to participate in Advanced Education.*

Approve  Deny  Refer to Administration for appeal Rationale: \_\_\_\_\_

\_\_\_\_\_  
Print Name Signature Phone ( ) \_\_\_\_\_

**B. College Administration (for appeal purposes only) Date \_\_\_\_\_**

Approve  Deny Rationale: \_\_\_\_\_

\_\_\_\_\_  
Print Name Signature Phone ( ) \_\_\_\_\_

## ADVANCED EDUCATION POLICIES AND GUIDELINES

Advanced Education is intended to provide you with educational enrichment opportunities at the community college. To ensure your success as an Advanced Education student, the following questions and answers related to Advanced Education have been developed to guide your enrollment. College classes often include adult/mature subject matter.

### Who can enroll in Advanced Education classes?

- You must demonstrate exemplary academic achievement, as demonstrated by multiple measures including, but not limited to grades in similar courses, GPA of 2.7, analysis of transcripts, assessment results, other student achievements, and/or letters of support from high school counselors and teachers, *except* when enrolling in the following courses or programs: Academies (e.g., electronics or health); Special college-based programs targeted for at-risk students, such as AVID, PACE and the Early Start Program.
- You must have completed the tenth grade or be 16 years of age by the first day of instruction.
- You must be mature enough to understand the course material and to benefit from the presentation style.
- You must be mature enough to avoid jeopardizing your safety or the safety of others.

### What courses are excluded from the Advanced Education?

- Basic skills courses (courses with numbers 1-99).
- Courses that require repetition due to an unsatisfactory grade received at your school.
- Courses offered at your school during the same semester you wish to enroll at the college. *However*, if you are enrolled in the maximum units your high school permits, you may enroll in a college course, even if it is offered at your high school during the same semester. *Also*, if you have satisfactorily completed a high school course and wish to enroll in a more rigorous college course in the same discipline, you may do so.
- If you are receiving your education in a non-traditional setting, general education courses should be taken in that setting.
- Courses where your safety or the safety of others would be jeopardized.
- Courses where the ability of others to benefit from instruction may be compromised due to your ability to relate to the mature nature of the subject matter or teaching methods.

### What do I need to provide to the college counselor to apply for Advanced Education?

- New students must have completed an online Los Rios application (indicating that you are an Advanced Education student, not a new student) and continuing students must complete the Supplemental Student Data Sheet.
- Make an appointment with the college counselor and bring the following documents *with all required signatures*:
  - ✓ a completed Advanced Education Application, including a typed statement about how you meet the criteria and why you want to participate in Advanced Education
  - ✓ If the application was not signed by your school principal, include the list of authorized designees provided to you by the individual that signed the application on behalf of the principal
  - ✓ the appropriate assessment exam results (if you are enrolling in math or English, or a course with a math or English prerequisite)
  - ✓ your high school transcript; if you are enrolled in a school where transcripts are not available, a record of completed course work, achievement level, grade level, and a copy of your current high school class schedule
  - ✓ a copy of your Private School Affidavit when appropriate
  - ✓ documentation of age (if home schooled or age is not reflected on high school transcript)

**Each semester you wish to enroll, you must resubmit all of the above forms.**

### How do I register for classes?

- You are required to register in person (not by phone or online) during the designated registration period.
- If you enroll in a class held at the high school during the school day, you may be assisted with your enrollment at the time the class meets.

### What else do I need to know about Advanced Education?

- The course credit and grades you receive will become a part of your *permanent college record*.
- You are strongly urged to complete the assessment process in reading, writing, and math (check course prerequisites).
- You must meet all course prerequisites to enroll in a course.
- Students are expected to assume a greater responsibility for learning when enrolled in classes at the college level.
- You can only enroll in a **maximum of 2 courses** (which may exceed 6 units) each semester or summer session.
- You will not be charged enrollment fees **unless you are a non-resident or international student**, except for those students who have lived in California for more than one (1) year or who have attended elementary or secondary schools in California for more than three (3) years preceding the residence determination date. You will have to pay other fees, such as the Universal Transit Pass fee.
- If you are not present for the first class meeting, you may be dropped from the class.
- If initially denied eligibility to enroll, a student may file a petition requesting further consideration.
- If you have already taken college courses, you must maintain at least a 2.0 GPA in those classes to be allowed to take additional classes as an Advanced Education student.

*I have read and understand these guidelines for Advanced Education students. Furthermore, I understand that FERPA (Family Educational Rights and Privacy Act) allows parents access to student records under certain limited conditions. For more information, go to <http://www.losrios.edu/legal/Regulations/R-2000/R-2265.htm>.*

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date