



**Postsecondary Enrollment Options (PSEO)  
Early/Middle College Program  
Notice of Student Registration 2024-25**

ED-02476-07  
2024-25

**Instructions:** Complete a separate form for each instructional term, **and** for each postsecondary institution attending. Please print clearly. Only postsecondary institutions submit this form to the Minnesota Department of Education (MDE).

**School Year:** 2024-2025

**College Student ID Number:** \_\_\_\_\_

**1. To be Completed and Signed by the Student and Parent/Guardian**

Student Name (Last, First, M.I.):		Select Gender: <input type="radio"/> Male <input type="radio"/> Female	Date of Birth (MM/DD/YYYY):	
Street Address:	City:	ZIP Code:	Telephone Number:	
Postsecondary Institution This Term:	Parent/Guardian Name:	Address (if different than above):		

**Public School Students:** Minnesota Statutes, section 124D.09, subdivision 7, requires public school students to inform the district by May 30 of each year of the pupil's intent to enroll in postsecondary courses during the following school year to assist the district in planning. A pupil is bound by notifying or not notifying the district by May 30.

\_\_\_\_\_ Date I/we notified the public school of the intent to participate in PSEO for either semester of the 2024-25 school year.

My signature(s) below indicates that I/we are aware that if I/we have not notified the enrolling district by May 30, 2024, and the enrolling district has not waived the deadline, I/we may be responsible for the postsecondary costs.

**All Students:** Minnesota Statutes, section 124D.09, subdivision 6, requires students and parent/guardian sign a statement indicating they have received PSEO information, are aware counseling services are available and understand PSEO course responsibilities. We have received the information required under Minnesota Statutes, section 124D.09, and are aware the student above is enrolling in postsecondary courses.

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

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Parent/Guardian (Typed) Signature (if student is under 18)

\_\_\_\_\_  
Date

**Upon completion of section 1, please pass this form to the State Approved Alternative Program (SAAP) for completion of section two.**

**2. To be Completed and Signed by the State Approved Alternative Program (SAAP)**

Name of State Approved Alternative Program (SAAP):	SAAP 3-digit Number:	Student's 13-digit MARSS* Number:
Name of Enrolling School District:	Enrolling School District Number:	

Student's grade level during the 2024-25 school year: <input type="radio"/> Grade 11 <input type="radio"/> Grade 12	<b>Note: High School Graduates and 21-Year-Olds Are Not Eligible</b>
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Student may not enroll in PSEO in addition to a full high school course load. Does the student have reduced high school instructional time? <input type="radio"/> Yes <input type="radio"/> No	Is the student enrolled full-time in SAAP: <input type="radio"/> Yes <input type="radio"/> No
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Is the above student eligible for program application? <input type="radio"/> Yes <input type="radio"/> No (See Page 3 for requirements)	<b>If not eligible, return form to student, do not continue processing.</b>
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My signature below certifies the student identified in section 1 meets the eligibility requirements outlined in Minnesota Statutes, section 124D.09, for participation in the PSEO program this term, and that the information in section 2 is accurate and applicable. The public school student has notified the enrolling public school district of intent to enroll by May 30, 2024, or the public school district has waived the deadline requirements.

\_\_\_\_\_  
Secondary School Contact Name    Contact (Typed) Signature    Email    Phone Number    Date

**Upon completion of section 2, please pass this form to the Postsecondary Institution for completion of section three.**

Student Name (Last, First, M.I.):	Date of Birth (MM/DD/YYYY):	College Student ID Number:
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**3. To Be Completed By the Postsecondary Institution**

Name of Postsecondary Institution (PSI):	PSI Number:	City of Postsecondary Institution:
Term of Planned Attendance (Select one):		
<input type="radio"/> Summer <input type="radio"/> Quarter (Qtr) 1 <input type="radio"/> Qtr 2 <input type="radio"/> Qtr 3 <input type="radio"/> Qtr 4 <input type="radio"/> Semester 1 <input type="radio"/> Semester 2		
Postsecondary Institution Contact Person:	Email Address:	Telephone Number:

Courses Taken for Developmental Education Credit Only	Course Number	Course Credits

Courses Taken For Postsecondary Credit Only	Course Number	Course Credit

Postsecondary Registration Verification
<p>Minnesota Statutes, section 124D.09, subdivision 7, requires public school students to inform the district by May 30 of each year of the pupil’s intent to enroll in postsecondary courses during the following school year to assist the district in planning. A pupil is bound by notifying or not notifying the district by May 30, unless the public school district has waived the deadline as indicated in Section 2. A public school student who has not met this requirement is not eligible for PSEO funding.</p> <p>Minnesota Statutes, section 124D.09, subdivision 5, requires the institution to send written notice to the student and the student’s school or district. The notice must indicate the course and hours of enrollment of that pupil.</p> <p>My signature below indicates that the student identified in Section 1 is registered this term for the courses indicated above, that all courses indicated are nonsectarian in content, and that the student has indicated to me the courses are to be taken for secondary credit and fulfill the student’s high school graduation requirements.</p> <hr style="border: none; border-top: 1px solid black; margin-top: 20px;"/> <p style="margin-top: 10px; display: flex; justify-content: space-between;"> <span style="width: 45%;">Typed Signature-Postsecondary Institution Contact Person</span> <span style="width: 10%; text-align: center;">Title</span> <span style="width: 45%; text-align: right;">Date</span> </p>

The postsecondary institution must mail a LEGIBLE copy of this form within 10 days to the Minnesota Department of Education at the following address:

**Minnesota Department of Education, Division of School Finance, 400 NE Stinson BLVD., Minneapolis, MN 55413.**

Additionally, copies must be returned to the student indicated in section 1 and the State Approved Alternative Program of attendance indicated in section 2.

### Postsecondary Enrollment Options Early Middle College Program

Legislation passed in 2014 provides the opportunity to leverage Postsecondary Enrollment Options (PSEO) funding for developmental coursework under specific circumstances. In Subdivision 9 of Minnesota Statutes, section 124D.09 the following language has been added to an existing clause:

*An institution must not enroll secondary pupils, for postsecondary enrollment options purposes, in remedial, developmental, or other courses that are not college level except when a student eligible to participate in the graduation incentives program under section 124D.68 enrolls full time in a middle or early college program specifically designed to allow the student to earn dual high school and college credit. In this case, the student shall receive developmental college credit and not college credit for completing remedial or developmental courses.*

**Student Eligibility** - Refer to Minnesota Statutes, section 124D.68, and section 124D.09

Students are considered eligible if they are enrolled in a core school day state approved alternative program under the graduation incentives program as defined by the Minnesota Department of Education.

- A. A student must be enrolled in school in the 11th or 12th grade;
- B. A student who enters the program:
  - a. A the **beginning** of the 11th grade year may continue in the program for the equivalent of two academic high school years, except for state approved Learning Year Programs pursuant to Minnesota Statutes, section 124D.128.
  - b. At the **beginning** of the 12th grade year a student may continue in the program for the equivalent of one academic high school year.
- C. For purposes of determining PSEO eligibility, the student must have reduced instructional time in the secondary setting. Students cannot access PSEO on top of a full course load at the state approved alternative program.
- D. In either case, if the student first enters the program during the academic year, the window of opportunity is reduced proportionally.
- E. If a student withdrew from high school for medical or other unavoidable reasons prior to the beginning of the postsecondary institution's 2nd semester and generated no general education revenue through the remainder of the school year after withdrawal, the student would be eligible to extend eligibility by one semester.
- F. An institution shall **not** enroll secondary pupils, for postsecondary enrollment options purposes, in sectarian, remedial, developmental, or other courses that are **not** college level unless the student is participating full-time in a state approved alternative program and early/middle college program designed to help the student earn a certificate or degree.
- G. In 2003, the PSEO law was amended so that the books are now returned to the college not the high school. Minnesota Statutes, section 124D.09, subdivision 20 (2002), is amended to read: "*Subdivision 20, **Textbooks; materials.** All textbooks and equipment provided to a pupil, and paid for under subdivision 13, are the property of the pupil's **postsecondary institution.** Each pupil is required to return all textbooks and equipment to the **postsecondary institution** after the course has ended.*"

For more detailed information on the program and its requirements, please [view the Postsecondary Enrollment Options Program information](https://education.mn.gov/MDE/fam/dual/pseo/) (https://education.mn.gov/MDE/fam/dual/pseo/) on the Minnesota Department of Education's website.