

# Postsecondary Enrollment Options (PSEO) Early/Middle College Program Notice of Student Registration 2025-26

**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: 2025-2026**

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

1. To be Completed by the Student and Parent/Guardian				
Student Name (Last, First, M.I.):	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unreported	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):		
<p>To assist the district in planning, a student must inform the district by May 30 or Oct 30 of the student's intent to enroll in postsecondary courses during the following academic term. A pupil is bound by notifying or not notifying the district by May 30 or Oct 30.</p> <p>_____ Date the student notified the public school of their intent to participate in PSEO for either semester of the 2025-26 school year.</p> <p>Signature(s) below indicates the following:</p> <ul style="list-style-type: none"> <li>I am aware that if I have not notified the enrolling district by May 30 or Oct 30 and the enrolling district does not waive the deadline, I may be responsible for the cost of the postsecondary course(s).</li> <li>I have received PSEO information, am aware counseling services are available and understand PSEO course responsibilities.</li> <li>I am aware the student above is enrolling in postsecondary courses (parent/guardian).</li> </ul>				
_____ Student Typed Signature		_____ Student Email Address		
_____ Parent/Guardian Typed Signature (if student is under 18)		_____ Student Signature Date		
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 (xxxx-xx):		
Student's grade level during the 2025-26 school year: <input type="checkbox"/> Grade 11 <input type="checkbox"/> Grade 12		<b>Note: A student who has received their diploma is not eligible for PSEO.</b>		
Student may not enroll in PSEO in addition to a full course load at the SAAP. Does this student have at least one free class period during the high school day? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Is the above student eligible for program application? See page 3 for requirements. <input type="checkbox"/> Yes <input type="checkbox"/> No				
If the student did not notify the district by May 30 or Oct 30, does the public school district waive the deadline requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No				
My signature below indicates the student identified in section 1 meets the eligibility requirements on page 3 for participation in the PSEO program this term, and that the information in section 2 is accurate and applicable.				
_____ Secondary School Contact Name	_____ Secondary Typed Signature	_____ Email	_____ Phone Number	_____ Date

**Upon completion of section 2, please pass this form to the Postsecondary Institution for completion of section 3.**

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="checkbox"/> Summer <input type="checkbox"/> Quarter (Qtr) 1 <input type="checkbox"/> Qtr 2 <input type="checkbox"/> Qtr 3 <input type="checkbox"/> Semester 1 <input type="checkbox"/> Semester 2		
Postsecondary Institution Contact Person:	Title:	Telephone Number:

Developmental Education Courses	Course Number	Course Credits

Courses Taken for Dual Credit (non-developmental PSEO courses)	Course Number	Course Credits

**Postsecondary Registration Verification**

Minnesota Statutes, section 124D.09, subdivision 7, requires public school students to inform the district by May 30 or Oct 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 or Oct 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.

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.

My signature below indicates all statements below are true:

1. The student identified in Section 1 is registered this term for the courses indicated above, all courses arenonsectarian in content and are not remedial or developmental.
2. The student has indicated to me the courses above are to be taken for both secondary credit and fulfill the student’s high school graduation requirements.
3. MDE may request a data sampling of postsecondary institution NOSR forms as part of a PSEO desk audit request.

\_\_\_\_\_  
 Typed Signature-Postsecondary Institution Contact Person      Email Address      Date

### Postsecondary Enrollment Options Early/Middle College Program

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

Students are considered eligible if they are enrolled full-time in a core school day State-Approved Alternative Program under the graduation incentives program as defined by the Minnesota Department of Education. Full-time enrollment in the SAAP means the student is not also enrolled in high school courses at the traditional high school.

- A. A student must be enrolled in school in the 11th or 12th grade;
- B. A student who enters the program:
  - a. At 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. Summer sessions will not be counted against the time of participation.
  - d. If a school district determines a pupil is not on track to graduate, the limit on participation does not apply to that pupil. This decision is made on a term-by-term basis.
  - e. A pupil who has received their diploma is not eligible to participate.
  - f. A pupil who has completed requirements for graduation but who has not received a diploma may participate in the program.
- 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.

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.