

III - Student & Parent/Guardian Signatures This section completed by student/parent

STUDENT SIGNATURE—IN SIGNING THIS DOCUMENT, I acknowledge the following:

I understand and will comply with the assurances and conditions outlined in “Student/Parent Specific Responsibilities” and Subchapter 38.12 (14).

I authorize the high school and technical college to share course and grade information with one another or the parent/guardian listed above, including course, grade, and financial information.

Student Signature *Required*

Date Signed - 00/00/0000

PARENT/GUARDIAN SIGNATURE—Required if student is under 18.

I understand and will comply with the assurances and conditions outlined in “Student/Parent Specific Responsibilities” and Subchapter 38.12 (14)

I authorize the high school and college to share course and grade information.

Parent Signature *Required*

Date Signed - 00/00/0000

IV - High School Approval This section completed by district

Named student is approved to enroll for courses marked “Approved” in Section II:

Yes

No

If no, indicate reason for denial:

Check if student has a record of disciplinary issues.

Name of High School Board/Administrator Approval Authority

Phone Number

High School Board/Administrator Approval Authority Signature

Date Signed - 00/00/0000

V - Technical College Approval This section completed by NTC

Technical College Course Name	Class Number	Technical College Course Number	Number of College Credits	District Approved?	
				Yes	No
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Eligible to enroll

I CERTIFY that the above-named student is eligible to attend the course(s) listed in Section VI and that all these courses are nonsectarian in content. The student will be notified of college admission policies/criteria and record disclosure provisions. The technical college agrees to provide the school district with grade information (and attendance information upon request).

Not eligible to enroll

I CERTIFY that the above-named student is not eligible to enroll in and/or attend the course(s) listed in Section VI. The student will be notified of the reasons for ineligibility.

Name of Technical College Representative and Title

Phone Number

Email

Technical College Representative Signature

Date Signed - 00/00/0000

VI - Appeals

Appeals of school board decision: A student may appeal a school board decision regarding awarding of high school credit or course comparability to the State Superintendent within 30 days of the board's decision.

NTC High School Student Enrollment: Being a Responsible Learner

College coursework opens the door to greater learning opportunities. It also requires a time commitment and greater responsibility from you, the learner. Below are expectations we would like you to know so you can better prepare yourself for NTC college coursework.

Please read and initial your understanding of each expectation listed below.

_____ **Commitment:** I understand that taking NTC classes while still in high school is a privilege given and supported by NTC and my high school district. Therefore, I will act responsibly to make sure that I am successful.

_____ **Attendance:**

- 1) I understand I must attend every class period to which I am assigned. If an instructor has an attendance policy that says a student will be dropped when a certain number of absences/lack of participation online occurs, I realize I may be dropped from the course, or receive a grade of "NS" (No Show) or "F" in the course.
- 2) I understand that I must follow NTC class dates. If my high school does not have school on a date where class is assigned at NTC, that does not excuse me from attending my NTC course without prior approval from my NTC instructor.

_____ **Coursework:**

- 1) I understand I must follow my course syllabus for my NTC class, as well as all assigned due dates. I realize late assignment will result in a lower grade or a "0".
- 2) I understand that I will need to spend 2 to 4 hours on coursework for every hour the class is in session.
- 3) I understand that it is my responsibility to communicate with my instructor regarding questions I have about my NTC assignments/quizzes and/or after returning to class after being absent.
- 4) Teamwork is an integral part of learning in some post-secondary courses. I understand my team will depend upon me to be an active, involved, and informed team member.

_____ **Communication:**

- 1) I understand that my NTC instructor will communicate with me via my NTC student email account and/or Canvas. I am aware of how to log-in to both of these services. If I have questions or am unable to log-in, I know who to contact at my high school or NTC for assistance.
- 2) If I choose to no longer participate in or continue with my course, I understand I must let my high school counselor and NTC contact person know immediately.

Student Signature

Date

Parent/Guardian Signature

Date

NTC Official Signature

Date