

Post-Secondary Enrollment Option

PSEO Checklist



1. Fill out online Application entirely: [CLICK HERE](#)
2. Fill out the PSEO Notice of Student Registration and submit to Admissions
 - You must have signature of Parent/Guardian
 - You must have signature of School Guidance Counselor and recommendation of classes
3. Submit to Admissions all OFFICIAL documents, these include:
 - High School Transcripts
 - If enrolled in a tribe submit a Certificate of Indian Blood/Descendancy Certificate(non-enrolled)
 - If non-native no additional documentation is needed
4. You should receive your acceptance letter in the mail with the address you provided on your application, and one will be sent to your Guidance Counselor!
5. Take the LLTC's placement test
6. Meet with the PSEO Academic Advisor to enroll in classes!
 - Sign up for orientation
 - Become a Laker!

PSEO students are eligible for 6 credits per semester, or TWO 100 level classes but may take more with appropriate signatures. PSEO students are highly encouraged to start with EDU 102 Path to Success. All students must maintain a 2.0GPA to remain eligible for the program the following semester. PSEO students are not allowed to play on the basketball team or eligible for work study positions. For more information or questions contact us!

Admissions – 218-335-4286
PSEO Academic Advisor – 218-335-4257
Student Services – 218-335-4220
Student Services FAX – 218-335-4217
LLTC's Main Office – 218-335-4200

6945 Little Wolf Rd NW, Cass Lake, MN 56633

admissions@lltc.edu
www.lltc.edu



Request for Educational Records

Please return this form to the Admissions Office located in the Office of Student Services

Student Information	Insert information in boxes below
Student Full Name	
Contact Phone Number	
Social Security Number	
Date of Birth	
Mailing Address Line 1	
City and State	
Zip Code	
Name of High School Student Last Attended	
Date/Year Graduated	
City and State where High School is located	

X

Signature of Student

Please send Official High School Transcript by mail, fax, email, or other means to:

Leech Lake Tribal College
Office of Admissions
6945 Little Wolf RD NW
Cass Lake, MN 56633
Phone: 218-335-4220
Fax: 218-335-4217

Please make sure the transcript includes: Graduation Date, signature of school official, and a Minnesota Automated Reporting Student System (MARSS) number in applicable.

If you have any questions, please contact the Office of Admissions at 218-335-4286 or email: admissions@lltc.edu.



Tribal Enrollment Verification Request

Please return this form to the Admissions Office located in the Office of Student Services

Student Information	Insert information in boxes below
Students full name	
Contact Phone number	
Social Security Number	
Date of Birth	
Name of Tribe where student is enrolled	
Mother's name	
Mother's tribe where enrolled	
Father's name	
Father's tribe where enrolled	

X

Student's Signature

The student listed above has applied for admission to Leech Lake Tribal College. This is a request to verify tribal enrollment.

- If the student is an enrolled member of your tribe please send supporting documentation.
- If the student is a descendant of your tribe please send supporting documentation.
- If the student is not enrolled, or does not have supporting documents to claim Descendancy, please call and let us know so that we can work with the student.

Please send Tribal Certificate if Indian Blood or supporting documentation to:

Leech Lake Tribal College Attn: Admissions

6945 Little Wolf Rd NW

Cass Lake, MN 56633

Fax: 218-335-4217

Email: admissions@lltc.edu

For questions, please call: 218-335-4286



NOTE: Complete an enrollment form for each instructional term and postsecondary institution the student attends. Once Sections 1 and 2 are **completely** filled out, mail the enrollment form to the postsecondary institution. Do not mail this form to MDE.

College Student ID Number:

1. TO BE COMPLETED AND SIGNED BY THE STUDENT & PARENT/GUARDIAN

Student Name (Last, First, M.I.): Select Gender M F 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):

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

Student Signature Email address Parent/Guardian Signature (if student is under 18) Date

Upon completion of Section 1, pass this form to the pupil's secondary school for completion of Section 2

2. TO BE COMPLETED BY SECONDARY/NON-PUBLIC/HOME SCHOOL

Secondary/Non-Public/Home School Name School Type – Select One Students MARSS Number
Public Non-Public Home School

Attending School District Name Attending School District # Resident District Name Resident District #

Student's grade while attending this Postsecondary Institution, Select grade level Grade 10 Grade 11 Grade 12
Public Only

NOTE: HIGH SCHOOL GRADUATES AND 21 YEAR OLDS ARE NOT ELIGIBLE

Students may not enroll in PSEO courses in addition to a full high school class load. Does this student have at least one free class period during the high school day? (select one) Yes No

Is the above student eligible for program application? (See page 3 for requirements) (select one) Yes No

SECONDARY/NON-PUBLIC/HOME SCHOOL VERIFICATION

I certify the student identified in Section 1 meets the eligibility requirements outlined in Minnesota Statutes, section. 124D.09, to apply for participation in the Postsecondary Enrollment Options (PSEO) program this term, and the information in Section 2 is accurate and applicable to the student.

Secondary School Contact Name Contact Signature Email Address Telephone Date

Directions: Upon completion of Section 2, 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

3. TO BE COMPLETED BY THE POSTSECONDARY INSTITUTION

Name of Postsecondary Institution

Postsecondary Institution Number

City of Postsecondary Institution

Term of planned attendance select one

Semester 1

Semester 2

Qtr. 1

Qtr.2

Qtr.3

Postsecondary Institution Contact Name

Email address

Telephone

COURSES TAKEN FOR SECONDARY CREDIT**COURSE NUMBER****COURSE CREDITS**

Course #1

Course #2

Course #3

Course #4

Course #5

Course #6

I certify the student identified in Section 1 is registered this term for the courses indicated above, all courses are non-sectarian in content, are not remedial or developmental, and the student has indicated to me the courses are to be taken for secondary credit.

Signature-Postsecondary Institution Contact Person

Title

Date

REQUIRED UNDER MINNESOTA STATUTE, SECTION 124D.09, SUBD. 5

"If an institution accepts a secondary pupil for enrollment under this section, the institution shall send written notice to the pupil, the pupil's school or school district, and the commissioner within ten days of acceptance. The notice must indicate the course and hours of enrollment of that pupil."

The postsecondary institution must mail a copy of this form, within ten days of acceptance, to the following address: Minnesota Department of Education, Division of School Finance, 1500 Highway 36 West, Roseville, MN, 55113.

Additionally, copies of the completed form must be sent, within ten days of acceptance, to the student indicated in Section 1 and the secondary school of attendance indicated in Section 2.

POSTSECONDARY ENROLLMENT OPTIONS (PSEO) STUDENT ELIGIBILITY

Minnesota Statutes, section 124D.68 and section 124D.09

Public School Student Eligibility – 11th OR 12th Grade Pupil, Minnesota Statutes 124D.09, subdivision 5.

An 11th or 12 grade pupil enrolled in a Minnesota public, nonpublic, home school or American Indian-controlled tribal contract or grant school eligible for aid under section 124D.83, except a foreign exchange pupil enrolled in a district under a cultural exchange program, may apply to an eligible postsecondary institution (PSI) to enroll in nonsectarian courses.

Public School Student Eligibility – 9th or 10th Grade Pupil, Minnesota Statutes 124D.09, subdivision 5b.

A 9th or 10th grade pupil enrolled in a district or an American Indian-controlled tribal contract or grant school eligible for aid under section 124D.83, except a foreign exchange pupil enrolled in a district under a cultural exchange program, may apply to enroll in nonsectarian courses offered under 124D.83, subdivision 10 courses according to agreements, if:

1. The school district and the eligible PSI providing the course agree to the student's enrollment; or
2. The course is a world language course currently available to 11th and 12th grade students, and consistent with section 120B.022 governing world language standards, certificates, and seals.

Nonpublic School Student, Alternative Pupil Eligibility – 11th or 12th Grade Pupil, Minnesota Statutes 124D.09, subdivision 4.

Alternative pupil means an 11th or 12th grade student not enrolled in a public school district, and includes students attending nonpublic schools and students who are homeschooled.

Career or Technical Education (CTE) Eligibility -10th, 11th, or 12th Grade, Minnesota Statutes 124D.09, subdivision 5a.

A 10th, 11th, or 12th grade pupil enrolled in a district or an American Indian-controlled tribal contract or grant school eligible for aid under section 124D.83, except a foreign exchange pupil enrolled in a district under a cultural exchange program, may enroll in a CTE course offered by a Minnesota state college or university. A 10th grade pupil applying to a CTE course must have received a passing score on the 8th grade Minnesota Comprehensive Assessment (MCA) in reading as a condition of enrollment. A current 10th grade pupil who did not take the 8th grade MCA in reading may substitute another reading assessment accepted by the enrolling PSI.

Limit on Participation, Minnesota Statutes 124D.09, subdivision 8.

1. A pupil who first enrolls in grade 9 may not enroll in PSEO courses for more than the equivalent of four academic years.
2. A pupil who first enrolls in grade 10 may not enroll in PSEO courses for more than the equivalent of three academic years.
3. A pupil who first enrolls in grade 11 may not enroll in PSEO courses for more than the equivalent of two academic years.
4. A pupil who first enrolls in grade 12 may not enroll in PSEO courses for more than the equivalent of one academic year.
5. If a pupil in grade 9, 10, 11, or 12 first enrolls in PSEO during the school year, participation shall be reduced proportionately.
6. If a pupil is in a learning year or other year-round program and begins each grade in the summer session, summer sessions shall not be counted against the time of participation.
7. If a school district determines a pupil is not on track to graduate, the limit on participation does not apply to that pupil.
8. A pupil who has graduated from high school cannot participate in a program under this section.
9. A pupil who has completed requirements for graduation but who has not received a diploma may participate in the program.

Academic Year

For purposes of determining PSEO eligibility, an academic year is equivalent to a school year and is defined as July 1 through June 30.

Early Middle College Program – Minnesota Statutes 124D.09, subdivision 9 (b).

An institution **must not** enroll secondary pupils, for PSEO purposes, in remedial, developmental, or other courses that are **not** college level except when a student eligible to participate and enrolled in the graduation incentives program under section 124D.68 enrolls full time in a middle or early college program designed with a well-defined pathway to allow the student to earn a certificate or degree.

Fees; Textbooks; Materials – Minnesota Statutes 124D.09, subdivision 20.

All textbooks and equipment provided to a pupil, and paid for by the department, are the property of the pupil's PSI. Each pupil is required to return all textbooks and equipment to the PSI after the course has ended.

Participation in High School Activities – Minnesota Statutes 124D.09, subdivision 11a.

A school district must allow a student enrolled in a course under this section to remain at the school site during regular school hours.

Access to Building and Technology – Minnesota Statutes 124D.09, subdivision 11(a) and subdivision 11(b).

A school district must allow a student enrolled in a PSEO course to remain at the school site during regular school hours. A school district must adopt a policy that provides a student enrolled in PSEO with reasonable access during regular school hours to a computer and other technology resources the student needs to complete coursework for a PSEO course.

View the Postsecondary Enrollment Options School Finance webpage at MDE > Districts, Schools and Educators > Business and Finance>School Finance > Postsecondary Enrollment Options.