

Ohlone College

EXCEPTIONAL STUDENT FORM

KINDERGARTEN – 9th GRADE ATTENDANCE

In accordance with the Title 5 of the Education Code and Ohlone College policy, students in grades Kindergarten-9th may enroll in Ohlone College courses with the appropriate recommendations. By law, such students must complete an application packet for **every term** they want to attend. An incomplete application packet will not be processed.

Beginning Summer 2008 Kindergarten-12th grade students may NOT enroll in any PE or ATHL classes.

The application packet contains the following forms that require:

1. Ohlone College Application for Admission--Completion by Student. Not required if application is completed online.
2. Exceptional Student Form—Signatures of **Student, Parent, Teacher, and Principal (or District Officer)**
 - 2a. Letter of Rationale--Completion by Teacher and Principal (or District Officer) –ON REVERSE SIDE
3. Parent/Guardian Authorization Form for Minors—Completion by Parent/Guardian. Not required if class is not held on Ohlone or Newark campuses.

Students intending to enroll in English or Mathematics classes or those with English or Math prerequisites must take the **Ohlone College Placement Test**. Students registering in more than 7 units are required to submit a letter from their School Principal (or District Officer) indicating approval of excess units. Taking an Ohlone College course(s) begins the student's permanent college academic record.

COMPLETION OF THIS FORM DOES NOT CONSTITUTE ENROLLMENT INTO CLASSES.

Please note that submitting the Ohlone College application packet does not mean the student is registered in classes. Registration is accomplished online by the student using WebAdvisor (<https://webadvisor.ohlone.edu>). Students must register according to the dates and times specified for K-12 students in the Ohlone College Class Schedule. All policies and procedures are in the Ohlone College Class Schedule.

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), parents have certain rights with respect to their children's educational records. *See reverse for further information.*

► **To be completed by Student--please print:**

Last name	First name	M. Init.

► **Requested Classes:**

Synonym Number	Class Title	Time	Units	Room Number

► **To be completed by Parent/Guardian and Student:** Do not leave any portion blank.

_____ Print Name of Parent/Guardian	_____ Parent/Guardian's Signature	_____ Date
(____) _____ Home Phone	(____) _____ Work Phone	ext: _____
_____ E-mail Address	_____ Student's Signature	

► **To be completed by School or District:** Approval of student's enrollment in the class or classes listed above. Continues on back page. Do not leave any portion blank.

School Name: _____	Phone #: (____) _____
Circle student's grade level: K 1 2 3 4 5 6 7 8 9	
Indicate semester/session of attendance at Ohlone College: ____ Fall ____ Spring ____ Summer Year: 20____	

K-9th Principal (or District Officer) and Teacher must complete back page also.

Letter of Rationale

"Enrollment of students who are not yet high school sophomores is limited to students of extraordinary intellect, maturity, and ability to function in a college environment and succeed in academic classes. The College reserves the right to limit enrollment of such students."

Part A and B must be completed by School (or District).

▶ **Part A: Signatures**

To: Vice President, Academic Affairs/Designee

From: Kindergarten-9th School Principal or (District Officer) and

Printed Name

Signature

From: Kindergarten-9th Grade Teacher

Printed Name

Signature

▶ **Part B: Recommendation:**

Complete the following to verify the student can benefit from advanced scholastic or vocation work.

We recommend that (enter student's name) _____ be admitted to attend the classes noted on the front of this form for the following reasons:

▶ **Family Educational Rights and Privacy Act of 1974 (FERPA):**

Parents have certain rights with respect to their children's records. These rights transfer to the student when they reach 18 years of age **OR when they attend a school beyond the High School level.** In the case of a special admit student, (Kindergarten - 9th grade or 10th – 12th grade) attending Ohlone College, the student is considered the same as any other college student.

As such, **access to the student's records by parents/guardians is only permitted with a written "Release of Information" form signed by the student, unless student is claimed on income tax forms as a dependent.** Ohlone College reserves the right to require documents verifying student's status as a dependent. Release forms are available at the Information Desk in Building One or on our website.

▶ **Registration:**

Students who may want to have another individual register for them must complete the Registration Permission form that is available in the Class Schedule or on-line.