



Admissions & Records Office

SPECIAL ADMIT - HIGH SCHOOL ENRICHMENT GRADES 9, 10, 11 & 12 PERMIT TO ENROLL FORM

An approved Permit to Enroll must be submitted **each quarter** and is valid for the requested quarter only. For students enrolled in **home school**, a **copy of a current Private School Affidavit** must also be attached.

Students may not enroll in more than 11 units each quarter (6 in summer)*, and may not take ESL, Basic Skills, GUID, SKILS or 200 level (non-degree applicable) courses. Fees are assessed based on part- or full-time status; there is no exemption of fees for full-time enrollment. Visit the Dual Enrollment webpage for complete enrollment information: <http://deanza.edu/admissions/dual/>

STUDENT INFORMATION SECTION

Name (First, Middle, Last): _____ 8-Digit CWID: _____

Phone Number: _____ Email Address: _____

Select Grade Level: 9th 10th 11th 12th

High School Name: _____ City: _____ State: _____

Select School Type: Public High School Private High School Home School

The above named student has the recommendation of the high school principal to concurrently enroll at De Anza College in the following college course(s):

Year of Attendance: _____ Select Quarter: Summer Fall Winter Spring

COURSE REQUEST SECTION

Enrollment is restricted to the course(s) listed below. This permit is a request. It does **not** register a student nor does it guarantees a seat in the requested course(s). It is the student's responsibility to ensure that they are eligible for the requested courses. Review the [Dual Enrollment Program Overview](#) to learn more about course eligibility, unit values, how to register for courses after this form has been processed, and more.

Department & Number	Course Title	Units
<i>Example: CIS 10</i>	<i>Intro to Computer Applications</i>	<i>3.0</i>
Total Units (Max 11 units / 6 units in summer*):		

In the event that your requested course(s) are full, list any alternate courses below.

Department & Number	Course Title	Units

AUTHORIZATIONS by Parent and Student

By entering a college environment, students who are minors will be exposed to a diverse population in educational programs designed for the adult learner. Courses may involve sensitive topics that might be considered controversial or offensive in the secondary school setting. Students also have open access to the internet on campus computers and access to family planning (pregnancy testing, HIV testing, condoms) in the Health Center.

All college coursework is governed by the [Family Education Rights and Privacy Act \(FERPA\)](#) which allows release of academic information, including grades, **to the student only regardless of age**. Academic information is not released to parents or third parties without the written consent of the student.

If a class does not meet at its scheduled time (i.e. cancelled class or ends early), De Anza College does not inform parents or guardians nor will staff or the instructor assume responsibility for students once a class is released.

I have read the above and authorized part-time attendance at De Anza.

Student's Signature: _____ Date: _____

Parent or Legal Guardian's Signature: _____ Date: _____

AUTHORIZATION by High School

High School Counselor's Name: _____ Email: _____

High School Counselor's Signature: _____ Date: _____

The high school acknowledges that no more than 5% of their high school's 9th, 10th, 11th and 12th grade each is attending De Anza College (Ed Code 76000.3.i).

High School Dual Enrollment Student Check List

STEP 1: College Application

Submit your application online. <http://www.deanza.edu/apply-and-register/>

STEP 2: Check your email for a “Welcome to De Anza” Email

This email contains your 8-digit student ID number also known as a campuswide ID number (CWID). Follow the instructions to set up your MyPortal account. Use MyPath to get started on your new student next steps.

STEP 3: Browse the online class schedule and determine which courses you’re interested in and eligible for.

<http://deanza.edu/schedule/>

STEP 4: Submit your Permit to Enroll Form using Adobe Sign.

You’ll list the courses you’d like to take.

You’ll need to get this form signed by your parent or legal guardian and high school counselor.

STEP 5: Get Your Registration Date

You will be assigned a registration appointment time. You can check your registration date and get other important information when you log in at MyPortal. <https://myportal.fhda.edu> > Apps > Student Registration > Get a Date to Register

Special Notes

- You must be in the 9th, 10th, 11th or 12th grade to register for De Anza classes
- You may enroll in up to 11 units (up to 6 units in the summer)
- Courses need to be vocational, enrichment, or courses unavailable at your high school. Students may not enroll in more than 11 units each quarter and may not be approved to take any remedial class such as ESL, EWRT, MATH, SKILLS, GUID, READ, or READ, or SPED courses.
- Extra Information for high school students attending De Anza:
- Your records are confidential and protected by the Federal Educational Rights and Privacy Act (FERPA) and are not available to parents without a written release from the student;
- Your high school might not accept courses that you complete that were not approved on your release form – make sure you get high school approval before enrolling;
- You will need to request transcripts if you want your grades sent to your high school or need a transcript sent to another college or university – request transcripts online at <https://www.deanza.edu/admissions/order-transcripts.html>
- All courses will appear on your permanent record and must be reported to any other college or university to which you apply.
- Be sure you are aware of the Student Code of Conduct and other information in the catalog at <http://www.deanza.edu/catalog/>.

Questions?

Visit De Anza’s Dual Enrollment webpage <http://deanza.edu/admissions/dual/>