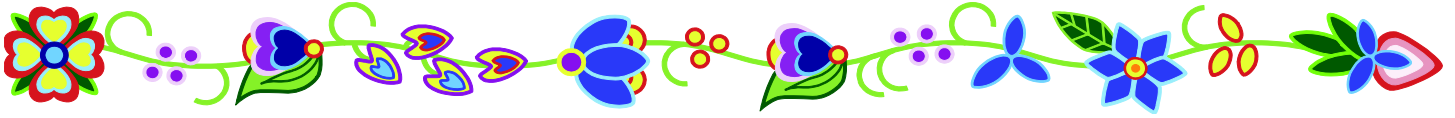


# Post-Secondary Enrollment Option

## Leech Lake Tribal College – PSEO Checklist



1. Fill out online Application entirely
2. Fill out the PSEO Notice of Student Registration
  - You must have signature of Parent/Guardian
  - You must have signature of School Guidance Counselor
3. Submit to Admissions all OFFICIAL documents, these include:
  - High School Transcripts
  - Certificate of Indian Blood/Descendancy Certificate/Non- Enrolled Descendant \*if necessary
  - You should receive your acceptance letter in the mail with the address you provided!
4. Take the LLTC's placement test
5. Meet with the PSEO Academic Advisor to enroll in classes!
  - Your School Guidance Counselor must approve your classes
  - Sign up for orientation
  - Become a Laker!

PSEO students are eligible for 6 credits per semester, or TWO 100 level classes, starting 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.

If you have any questions please contact Admissions by email, telephone, or by simply stopping by Student Services! After you receive your acceptance letter schedule your test and meet with an Academic Advisor in Student Services or your PSEO Academic Advisor!

**Admissions – (218) 335.4286**  
**PSEO Academic Advisor – (218) 335.4257**

**Student Services – (218) 335.4220**  
**LLTC's Main Office – (218) 335.4200**

*Address: 6945 Little Wolf Rd NW Cass Lake, MN 56633*

*Web: [www.lltc.edu](http://www.lltc.edu)*

*Phone: 218/335.4220*

*Fax: 218/335.4217*

*E-Mail: [admissions@lltc.edu](mailto:admissions@lltc.edu) Web: [www.lltc.edu](http://www.lltc.edu)*



Admissions Office  
Leech Lake Tribal College  
6945 Little Wolf Road NW  
Cass Lake, MN 56633  
218-335-4286  
Revised 10/12/2016

## Request for Educational Records

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

### STUDENT INFORMATION

Student Name: Last/Maiden, First, MI		
Contact Phone:	Social Security Number:	Date of Birth:
Mailing Address:	City/State:	Zip:
Physical Address:	City/State:	Zip:

### Please send my high school transcript:

Name of School:	Year or Date Graduated:	
Attn: Guidance Counselor/Records		
Mailing Address:	City/State:	Zip:

Send To: Leech Lake Tribal College  
Admissions  
6945 Little Wolf Rd NW  
Cass Lake, MN 56633

Date

Signature

If you have any questions, please contact the Admissions Office, Ann Aitken, at 218-335-4286 or email: [ann.aitken@lltc.edu](mailto:ann.aitken@lltc.edu).



Admissions Office  
Leech Lake Tribal College  
6945 Little Wolf Road NW  
Cass Lake, MN 56633  
218-335-4286  
Revised 5/17/2016

## Tribal Enrollment Verification Request

### STUDENT INFORMATION

Student Name: Last/Maiden, First, MI		
Contact Phone:	Social Security Number:	Date of Birth:
Mailing Address:	City/State:	Zip:
Mother's Name:	Mother's Tribal Enrollment:	
Father's Name:	Father's Tribal Enrollment:	

Date

Signature

The student listed above has applied for admission to Leech Lake Tribal College. By signing this form the student has indicated membership within your tribal organization. This is a request to verify tribal enrollment. If you have any questions please call 218-335-4286 or 218-335-4220.

Please send this completed form or Tribal Certificate of Indian Blood to:

Leech Lake Tribal College  
Attn: Admissions  
6945 Little Wolf Rd NW  
Cass Lake, MN 56633

Tribe Name:	City/State:	Zip:
Blood Quantum:	Enrollment Number:	

Date

Tribal Official Signature

**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, subd. 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.

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Student Signature    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  
Public or Non-Public or Home School                      Student's MARSS Number

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

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

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

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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

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**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 PROGRAM**  
STUDENT ELIGIBILITY - Minnesota Statutes, section 124D.68 and section  
124D.09

An 11<sup>th</sup> 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 institution to enroll in nonsectarian courses offered by that postsecondary institution.

A 9<sup>th</sup> or 10<sup>th</sup> 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, subd. 10 courses according to agreements, if

- (1) The school district and the eligible postsecondary institution providing the course agree to the student's enrollment or
- (2) The course is a world language course currently available to 11<sup>th</sup> and 12<sup>th</sup> grade students, and consistent with section 120B.022 governing world language standards, certificates, and seals.

Career and Technical Education (CTE) courses offered by a Minnesota state college or university

A 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> 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 career or technical education course offered by a Minnesota state college or university. A 10<sup>th</sup> grade pupil applying for enrollment in a career or technical education course must have received a passing score on the 8<sup>th</sup> grade Minnesota Comprehensive Assessment (MCA) in reading as a condition of enrollment. A current 10<sup>th</sup> grade pupil who did not take the 8<sup>th</sup> grade MCA in reading may substitute another reading assessment accepted by the enrolling postsecondary institution

A. Limit on Participation:

- 1) A pupil who first enrolls in grade 9 may not enroll in postsecondary courses for more than the equivalent of four academic years.
- 2) A pupil who first enrolls in grade 10 may not enroll in postsecondary courses for more than the equivalent of three academic years.
- 3) A pupil who first enrolls in grade 11 may not enroll in postsecondary courses for more than the equivalent of two academic years.
- 4) A pupil who first enrolls in grade 12 may not enroll in postsecondary courses for more than the equivalent of one academic year.
- 5) If a pupil in grade 9, 10, 11, or 12 first enrolls in a postsecondary course for secondary credit during the school year, the time of participation shall be reduced proportionately.

B. For purposes of determining PSEO eligibility:

- 1) An academic year is equivalent to a school year. A school year is defined as July 1 through June 30.
- 2) 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.
- 3) If a district determines a pupil is not on track to graduate, the limit on participation does not apply to that pupil
- 4) A pupil who has graduated from high school cannot participate in a program under this section.
- 5) A pupil who has completed course requirements for graduation but who has not received a diploma may participate in the program.

C. An institution shall **not** enroll secondary pupils, for postsecondary enrollment options purposes, in sectarian, remedial, developmental, or other courses that are **not** college level unless the student is an alternative education student participating in an approved full-time early/middle college program designed with a well-defined pathway to allow the student to earn a certificate or degree.

D. All textbooks and equipment provided to a pupil, and paid for under Minnesota Statute, section 124D.09, Subdivision 13, are the property of the pupil's postsecondary institution. Each pupil is required to return all textbooks and equipment to the postsecondary institution after the course has ended.

For more information on the program and requirements, view the [Postsecondary Enrollment Options School Finance](#) webpage at MDE > Districts, Schools and Educators > School Finance > Postsecondary Enrollment Options.