



Fill out our Online Application: [Click Here!](#)

Fill out the PSEO Notice of Student Registration and submit to Admissions. You must have signature of a Parent/Guardian. You must have the signature of a School Guidance Counselor and recommendation of classes.

Submit to Admissions all **OFFICIAL** documents, these include:

1. Copy of State and Tribal ID
2. Official High School Transcripts (“*Request for Educational Records*” attached form) **OR** GED Transcripts (“*GED Records Request*” attached form)
3. Transcripts from other Colleges
4. If enrolled in a tribe, submit a Certificate of Indian Blood/Descendancy Certificate (non-enrolled). If non-native, no additional documentation is needed.
5. Immunization form
6. Accuplacer Placement Tests

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 2.0 GPA 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!

If you have any questions, please contact Admissions by email at admissions@lltc.edu , by phone, or by simply stopping by Student Services in Cedar Hall Building, Room 207!

Admissions – 218-335-4218
Business Office – 218-335-4206
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
www.lltc.edu

Instructions: Complete an enrollment form for each instructional term and postsecondary institution (PSI) the student attends. Once Sections 1 and 2 are completely filled out, the next step is to work with the enrolling postsecondary institution to complete Section 3. Note: Only postsecondary institutions submit this form to the Minnesota Department of Education (MDE).

MDE College Student ID Number: _____

1. Student and Parent/Guardian Complete and Sign This Section

		Male ☐	Female ☐	Unreported ☐	
Student Name (Last, First, M.I.) _____				Birthdate (MM/DD/YYYY) _____	
Address _____		City _____	ZIP Code _____	Phone _____	
Postsecondary Institution This Term _____		Parent/Guardian Name _____		Address (if different from student) _____	

Public School Students: Minnesota Statutes 2025, section 124D.09, subdivision 7, to assist the district in planning a pupil must inform the district by October 30 or May 30 of each year the pupil's intent to enroll in postsecondary courses during the following academic term. A pupil is bound by notifying or not notifying the district by October 30 or May 30.

_____ Date I/we notified the district the intent to enroll in PSEO, either semester, school year 2026-27.

All Students: Minnesota Statutes 2025, section 124D.09, subdivision 6, requires: students and parent/guardian sign a statement indicating they have received Postsecondary Enrollment Options (PSEO) information (including transportation reimbursement for qualified students); are aware counseling services are available; understand PSEO course responsibilities. We have received the information required under Minnesota Statutes 2025, section 124D.09, and are aware the student above is enrolling in postsecondary courses.

My signature(s) below indicates I/we are aware that if I/we have not notified the enrolling district by May 30, 2026 or October 30, 2026, and the enrolling district has not waived the deadline, I/we may be responsible for the postsecondary costs.

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

2. To be Completed by Secondary/Nonpublic/Home School

	Public ☐	Nonpublic ☐	Home School ☐	
Secondary/Nonpublic/Home School Name _____	School Type (Select one)			Public School SSID*Number _____

Attending Public School District Name _____	Attending Public School District Number (xxxx-xx) _____
---	---

Student grade level during the 2026-27 school year. (Select one): Grade 10 ☐ Grade 11 ☐ Grade 12 ☐

Eligibility Note: High school graduates are not eligible.

Students may not enroll in PSEO courses in addition to a full high school class load. Students must also give up one period in their high school day. Does this student have at least one free class period during the high school day? Yes ☐ No ☐

Is the above student eligible for program application? (See Page 3-4 for requirements) Yes ☐ No ☐

My signature certifies the student in Section 1 meets the eligibility requirements, pages 3-4, for PSEO participation this term, and information in Section 2 is accurate and applicable. The public-school student notified the enrolling public-school district of intent to enroll in postsecondary by May 30 or October 30, for PSEO enrollment during the following academic term, or the public-school district has waived the deadline requirements.

Secondary School Contact Name _____	Contact Signature _____	Email _____	Phone _____	Date _____
-------------------------------------	-------------------------	-------------	-------------	------------

Student Name (Last, First, M.I.)	Date of Birth (MM/DD/YYYY)	MDE College Student ID Number
----------------------------------	----------------------------	-------------------------------

3. To be Completed by the Postsecondary Institution

Name of Postsecondary Institution	PSI Number (xxxx-xx)	City of Postsecondary
Term of Attendance (Must Select one)	Semester 1 ☐	Semester 2 ☐ Qtr 1 ☐ Qtr 2 ☐ Qtr 3 ☐

Postsecondary Institution Contact Name	PSI Contact Email	Telephone
--	-------------------	-----------

Courses Taken for Secondary and Postsecondary Credit	Course Number	Course Credits
Course #1		
Course #2		
Course #3		
Course #4		
Course #5		
Course #6		

Minnesota Statutes 2025, section 124D.09, subdivision 7, requires public school students to inform the district by October 30 or May 30 of each year of the pupil's intent to enroll in postsecondary courses during the following academic term to assist the district in planning. A pupil is bound by notifying or not notifying the district by October 30 or May 30, unless the public-school district has waived the deadline as indicated in Section 2 of this form. Only public school students who have met this requirement are eligible for PSEO funding.

Minnesota Statutes 2025, section 124D.09, subdivision 5, requires the institution to send written notice to the student and the student's school or district. The notice must indicate the course and hours of enrollment of that pupil.

My signature below indicates all statements below are true.

1. The student identified in Section 1 is registered this term for the courses indicated above, all courses are nonsectarian in content and are not remedial or developmental.
2. Tenth grade students during their first semester of PSEO participation may take only one Career or Technical Education (CTE) course.
3. The student has indicated to me the courses above are to be taken for both secondary credit and fulfill the student's high school graduation requirements.
4. MDE may request a data sampling of postsecondary institution NOSR forms as part of a PSEO desk audit request.

Signature – Postsecondary Institution Contact	Contact: Email Address	Date
---	------------------------	------

*SSID stands for State Student Identification Number (i.e. MARSS Number)

Public, Nonpublic and Home School Student Eligibility – 11th or 12th Grade, Minnesota Statutes 2025, section 124D.09, subdivision 4 and 5.

An 11th or 12th 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.

An 11th or 12th grade pupil who is not enrolled in a public school district and includes students attending nonpublic schools and students who are home schooled. A nonpublic or home school student must continue to submit the Letter of Intent to Continue to Provide Instruction to the resident school superintendent in order to participate in PSEO (even if the student is beyond age 17).

Public, Nonpublic and Home School Student Eligibility – 10th Grade CTE Pathway, Minnesota Statutes 2025, section 124D.09, subdivision 4 and 5(a).

A 10th grade public, nonpublic or home school student may enroll in one career or technical education course offered by an eligible institution during the first term of enrollment. A 10th grade student 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. If the 10th grade student received a "C" or better in the career or technical education course, the institution must allow the student to take additional postsecondary courses at that institution, not to exceed the limits in subdivision 8.

Career Technical Education (CTE) Course Definition and Payment

- CTE courses do not include Study Skills, First Year Experience, Career Development Skills or College Success courses.
- For the purpose of PSEO reimbursement for CTE courses taken by 10th grade students, MDE will only pay for courses that are part of a career and technical education program that is not also included in the Minnesota Transfer Curriculum.
- A "career or technical course" is a course that is part of a career and technical education program that provides individuals with coherent, rigorous content aligned with academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in current and emerging professions and provide technical skill proficiency, an industry recognized credential, and a certificate, a diploma, or an associate degree.
- The Minnesota Transfer Curriculum consists of general education courses and goal area definitions and competencies designed for transfer among Minnesota public colleges and universities.

Public School Student Eligibility – 9th or 10th Grade, Minnesota Statutes 2025, section 124D.09, subdivision 5(b).

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.

Limit on Participation, Minnesota Statutes 2025, section 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 2025, section 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 2025, section 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 2025, section 124D.09, subdivision 11(a).

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 2025, section 124D.09, subdivisions 11(a) and 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.

REQUEST FOR EDUCATIONAL RECORDS FORM

Please complete this form fully and return it to the Admissions Coordinator, housed within the Student Service department. A copy can be emailed to admissions@lltc.edu.

Student's Full Name	
Maiden/Other Name (If None, Write N/A)	
Last 4 of Student's Social Security #	
Phone Number	
Date of Birth	
Mailing Address	
City and State, Zip Code	
Name of High School Graduated From	
Month and Year of Graduation	
City and State of High School	

X Student's Signature

Date

Please make sure the transcript includes:

- Graduation Date
- Signature of school official
- a Minnesota Automated Reporting Student System (MARSS) number if applicable.

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

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

Fax: (218) 335-4220

Email: admissions@lltc.edu



General Educational Development (GED) Records Request

To obtain GED records earned in Minnesota, please supply the information required below. There is no charge for the service at this time. Requests for records are mailed out within 5-7 business days of receipt of the written request and take 7-10 days to arrive in the mail.

Note: Only one duplicate printed diploma is allowed for each Minnesota graduate per lifetime.

Please Type or Print Legibly

Request date: _____

Name: _____

Name at time of testing (if different): _____

Date of birth: _____ Last four digits of your Social Security Number: _____

Approximate year tested: _____

Where tested (center / city name): _____

Contact information (in case we have questions about your request/records):

Phone: _____ Phone type (enter Cell, Home or Work): _____

Email: _____

Request type: ☐ Duplicate Diploma ☐ Official Transcript/scores earned

Indicate below how and where should records be sent?

☐ By email: ☐ Same email as above. ☐ Other email (enter different name and email below)

Name: _____

Email address: _____

☐ By US Mail: Name: _____

Address: _____

City: _____ State: _____ ZIP code: _____

Signature (required): _____

If signing digitally: by checking this box, I certify that typing my name is equivalent to my signature.

Send requests using any of these methods:

- E-mail a scanned signed copy (as an attachment): mde.abe@state.mn.us
- Fax: 651-582-8458
- Mail to: GED Records – Minnesota Department of Education, 400 NE Stinson Blvd., Minneapolis, MN 554113

REQUEST FOR TRIBAL ENROLLMENT VERIFICATION FORM

Please complete this form fully and return it to the Admissions Coordinator, housed within the Student Service department. A copy can be emailed to admissions@lltc.edu.

Student's Full Name	
Maiden/Other Name (If None, Write N/A)	
Last 4 of Student's Social Security #	
Phone Number	
Date of Birth	
Tribe Student is Enrolled With	
Student's Mother's Full Name	
Tribe Mother is Enrolled With	
Student's Father's Full Name	
Tribe Father is Enrolled With	

X Student's Signature

Date

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, not enrolled, or does not have supporting documents to claim Descendancy, please email admissions@lltc.edu and notify us.

If there are any questions, please call the Admissions Coordinator at (218) 335-4218.

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

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

Immunization Record for Students Attending Post-Secondary Schools in Minnesota

Students: Return this completed form to the post-secondary school you will be attending before enrolling.

Student Name (Last, First, M.I.)	Date of Birth	Student ID Number	Date of Enrollment (Mo/Yr)
----------------------------------	---------------	-------------------	----------------------------

Minnesota Law (M.S. 135A.14) requires proof that all students born after 1956 are vaccinated against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exemptions (see below). Any non-exempt student who fails to submit the required information within 45 days after first enrollment cannot remain enrolled. This form is designed to provide the school with the information required by the law and will be available for review by the Minnesota Department of Health and the local health agency.

☐ Check here if you were born before 1957 for the age exemption. If you were, you don't have to complete the rest of this form; however you still must return this form to your school.

All other students who are not age-exempt: Complete parts 1, 2, 3, and/or 4 below.

Part 1: Students graduating from a Minnesota high school in 1997 or later		
I have previously met the MMR (measles, mumps, rubella) and Td (tetanus, diphtheria) or Tdap (tetanus, diphtheria, pertussis) requirements because I graduated from a Minnesota high school in 1997 or later.		
Student's signature _____ Date _____		
Name of high school:	City:	Date of graduation:
Part 2: Transfer student from another Minnesota college		
I am exempt from these requirements because my admission records indicate I have met the requirements as an enrolled student in another post-secondary school in Minnesota.		
Student's signature _____ Date _____		
Name of previous Minnesota college:	Dates of enrollment: from _____ to _____	
Part 3: Students who graduated from a Minnesota high school before 1997 or students from out of state		
Tetanus/diphtheria (Td or Tdap) (at least one dose required within past 10 years)	Mo/Day/Yr	Mo/Day/Yr
Measles/mumps/rubella (MMR) (at least one dose required at or after 12 months of age)		
I certify that the above information is a true and accurate statement of the dates on which I was vaccinated.		
Student's signature _____ Date _____		
Part 4: Other exemption(s): A physician's signature is required for a medical exemption, and a notary's signature is required for a conscientious exemption		
Medical Exemption: The student named above lacks one or more of the required immunizations because he/she: (Check all that apply and fill in the appropriate blanks.)		
☐ has a medical problem that precludes the _____ vaccine		
☐ has not been immunized because of a history of _____ disease		
☐ has laboratory evidence of immunity against _____ disease		
Physician's signature _____ Date _____		
Conscientious Exemption: I hereby certify by notarization that immunization against _____		
_____ disease is contrary to my conscientiously held beliefs.		
Student's signature _____ Date _____		
Subscribed and sworn to before me this ____ day of _____, 20 ____.		
Signature of notary _____		

