



START COLLEGE NOW APPLICATION INSTRUCTIONS

Please read through and follow the step-by-step directions below to ensure all sections and processes are completed properly.

Student/Parent-Specific Responsibilities:

- 1) Student must have completed 10th grade and be in good academic standing. *(Program is available to 11th and 12th grade students).*
- 2) Complete the application for the Start College Now program.
- 3) Submit the completed form (including student/parent/guardian signatures) no later than March 1 for fall semester courses and October 1 for spring semester courses to high school board of district in which the student resides. This is typically done by submitting the form to a high school counselor.
- 4) If the student disagrees with the school board's decision regarding comparability of courses or satisfaction of high school graduation requirements, the student may appeal the school board's decision to the state superintendent within 30 days after the decision.
- 5) Transportation to and/or from the technical college is the student's responsibility.
- 6) Reference Subchapter 38.12 (14) for eligibility requirements **prior to filling out the application.**
<https://tinyurl.com/y72r222t>

Technical College Responsibilities:

- 1) Admit the student to the technical college if he or she meets the requirements/prerequisites of the course(s) and if there is space available in the course for which the student applied. Space availability will be determined once all other eligible recipients have been admitted to the course.
- 2) Collaborate with the high school district at least 30 days before the beginning of the technical college semester in which the student will be enrolled. Notify the student, in writing, if a course in which the student will be enrolled does not meet the high school graduation requirements and whether the course is comparable to a course offered in the high school district.
- 3) Ensure that the student's educational program meets the high school graduation requirements under s. 118.33.
<https://tinyurl.com/y9y7lcto>

High School District Responsibilities:

- 1) Collaborate with the technical college in which the student is enrolled at least 30 days before the beginning of the technical college semester to ensure comparable course and graduation requirements.
- 2) Confirm the technical college application due date.
- 3) Submit payment to the technical college, in two installments payable upon initial enrollment and at the end of the semester, for those courses taken for high school credit. The amount charged should be equal to the cost of tuition, course fees, and books for a student who is attending the technical college and is a resident of this state.
- 4) Engage in ongoing communication and support with the student enrolled in the technical college.
- 5) Coordinate with the technical college's career prep coordinator. WTCS District Career Prep Coordinators List
<https://tinyurl.com/y9kneuep>

IV. NONRESIDENT SCHOOL DISTRICT APPROVAL/DENIAL

To be completed by the nonresident school district and sent to the parent no less than one week before the scheduled start of the course (a postmark of at least three days before the parent is required to receive it shall constitute timely notification).

Name of Course _____

Approved
School at which the pupil will attend the course: _____

Denied
Reason for Denial: **Required**

Space is not available in the course.

Pupil does not meet the school district's policies and criteria for entrance into the course.

Ineligibility: The application was submitted less than 6 weeks before the start of the course; the pupil is enrolled in private school or homeschool; or the pupil is not in a high school grade.

Name of Course _____

Approved
School at which the pupil will attend the course: _____

Denied
Reason for Denial: **Required**

Space is not available in the course.

Pupil does not meet the school district's policies and criteria for entrance into the course.

Ineligibility: The application was submitted less than 6 weeks before the start of the course; the pupil is enrolled in private school or homeschool; or the pupil is not in a high school grade.

Name and Title of Nonresident School District Official

Signature

Date Signed *Mo./Day/Yr.*

V. RESIDENT SCHOOL DISTRICT OR DISTRICT OF ATTENDANCE DENIAL AND NOTICE OF NOT MEETING HIGH SCHOOL GRADUATION REQUIREMENTS

To be completed by the resident school district or district of attendance and sent to the parent no less than one week before the scheduled start of the course (a postmark of at least three days before the parent is required to receive it shall constitute timely notification).

Name of Course _____

Approved
 Denied
Reason for Denial: **Required**

The course conflicts with the pupil's individualized education program (IEP).

The cost of the course constitutes an undue financial burden on the resident school district.

Ineligibility: The application was submitted less than 6 weeks before the start of the course; the pupil is enrolled in private school or homeschool; or the pupil is not in a high school grade.

Name of Course _____

Approved
 Denied
Reason for Denial: **Required**

The course conflicts with the pupil's individualized education program (IEP).

The cost of the course constitutes an undue financial burden on the resident school district.

Ineligibility: The application was submitted less than 6 weeks before the start of the course; the pupil is enrolled in private school or homeschool; or the pupil is not in a high school grade.

Name and Title of Resident School District or District of Attendance Official

Signature

Date Signed *Mo./Day/Yr.*

The course does not meet the high school graduation requirements in the resident school district or district of attendance.
NOTE: This notification is provided for the pupil's/parent's information. Whether the course meets the high school graduation requirements is not grounds for denial by the resident district.

The course does not meet the high school graduation requirements in the resident school district or district of attendance.
NOTE: This notification is provided for the pupil's/parent's information. Whether the course meets the high school graduation requirements is not grounds for denial by the resident district.

VI. NOTICE OF RIGHT TO APPEAL

If the pupil's application is denied by either the resident or the nonresident school district, the pupil or parent may appeal the denial to the Department of Public Instruction within 30 days of receipt of the notice of denial. The appeal may be in the form of a letter or a legal brief and shall state the decision being appealed, the specific reasons for the appeal, including why the appellant believes the school board's decision was arbitrary or unreasonable, and any other facts relevant to the appeal. The appeal shall be signed by the appellant or the representative of the appellant. A copy of this completed form must be included with the appeal. The Department's decision is final and may not be appealed to circuit court. The appeal should be sent to: **Open Enrollment Consultant, School Management Services, Department of Public Instruction, PO Box 7841, Madison, WI 53707-7841**

VII. NOTIFICATION THAT PUPIL WILL/WILL NOT ATTEND COURSE

To be completed by the parent and a copy provided to both the resident and nonresident school districts no later than the last week day (excluding state holidays) preceding the scheduled start of the course.

_____ (Name of Pupil)

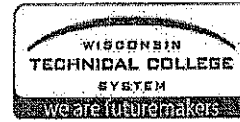
will will not attend _____ (Name of Course)

_____ (Name of Pupil)

will will not attend _____ (Name of Course)

Signature of Parent/Guardian or Pupil if 18 or older

Date Signed *Mo./Day/Yr.*



START COLLEGE NOW APPLICATION

I. STUDENT INFORMATION
This section completed by student / parent

Student Name <i>First, Middle, Last</i>	Student Birthdate <i>Mo./Day/Yr.</i>	Gender M <input type="checkbox"/> F <input type="checkbox"/> _____ <input type="checkbox"/>
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Parent/Guardian Name *First, Last*

Address *Street, City, State, Zip, County*

Student Phone <i>Area/No.</i>	Student Email
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Parent/Guardian Phone <i>Area/No.</i>	Parent/Guardian Email
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High School Student Attends & Projected Graduation Year	School District in Which Student Resides
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High School Counselor/Academic Advisor Name <i>First, Last</i>	High School Counselor/Academic Advisor e-mail address
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Technical College to Which You Are Applying	Grade Student Will be in When Taking These Courses <input type="checkbox"/> 11 <input type="checkbox"/> 12	Number of College Credits Earned to Date
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Semester for which applying: Spring Fall Year: 20_____

Check if Alternate	Technical College Course Name	Technical College Course Number	No. of College Credits	II. BOARD ACTION Completed by HS district			
				Comparable HS Course Offered? Yes	No	Approved for HS Credit	No. of HS Credits
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

III. STUDENT & PARENT / GUARDIAN SIGNATURES
This section completed by student / parent

STUDENT SIGNATURE—IN SIGNING THIS DOCUMENT, I acknowledge the following:

- I understand and will comply with the assurances and conditions outlined in "Student/Parent Specific Responsibilities" and Subchapter 38.12 (14).
- I authorize the high school and technical college to share course and grade information.

Student Signature <i>Required</i>	Date Signed <i>Mo./Day/Yr.</i>
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PARENT/GUARDIAN SIGNATURE—Required if student is under 18.

- I understand and will comply with the assurances and conditions outlined in "Student/Parent Specific Responsibilities" and Subchapter 38.12 (14)
- I authorize the high school and college to share course and grade information.

Parent/Guardian Signature <i>Required</i>	Date Signed <i>Mo./Day/Yr.</i>
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