

**LITTLETON PUBLIC SCHOOLS  
STUDENT /PARENT CONTRACT  
CONCURRENT ENROLLMENT  
2015-2016**

***Courses:***

1. Concurrent Enrollment Contracts (for an eligible student (11<sup>th</sup> or 12<sup>th</sup> grade student not more than 21 years of age unless otherwise advised) need to be received by the Littleton Public Schools Career and Technical Education Coordinator by the district deadline of March 14<sup>th</sup> for fall classes and November 2<sup>rd</sup> for winter/spring classes. Summer classes are not eligible under the Concurrent Enrollment Act. (Students will turn the necessary forms in to their counselors prior to the above dates). Classes must be taken at accredited public institutions in Colorado.
2. The student must have an updated Individual Career and Academic Plan (ICAP) in place prior to application.
3. The student may concurrently enroll into any career and technical education course, certificate program, community college course and traditional college course if the institution is a Colorado public institution of higher education and has a Concurrent Enrollment contract with the district. Online classes are not supported by the district.
4. The intended college course(s) to be taken should be courses not offered in high school or courses offered in a different setting which may stimulate or maintain student interest, and are applicable to high school graduation. In addition, the intended course must be consistent with the student's Individualized Career and Academic Plan (ICAP). Applications from a senior for a remedial class at the 090 level will be considered.
5. High school officials must approve the college course(s) before actual enrollment takes place. The high school officials have the right to determine whether the courses are appropriate, and if these courses meet high school graduation requirements. Once agreement is reached between the student and high school officials, the enrollment approval form must be sent by the high school official to the district office person responsible for completing arrangements with the institution of higher education.
6. Students must complete the necessary assessment testing and meet the minimum prerequisites for the course (students need not meet all Higher Education Admission Requirements - HEAR).
7. The following forms must be completed by the student for all courses in which high school credit is given and returned to the appropriate counselor/high school official before any student enrolls in the program:
  - A. Concurrent Enrollment Agreement and Registration Form
  - B. Student/Parent Contract and Promissory Note
  - C. Copy of College Application or verification of online submission
  - D. Must apply for COF (College Opportunity Fund) and submit verification
  - D. Concurrent Enrollment Worksheet
  - E. Update ICAP
  - F. Counselor will attach copy of Student Transcript

