



EAST TROY

COMMUNITY SCHOOL DISTRICT

Committed to the Growth & Success of Each Student, Each Year

Start College Now (SCN) Application Process

Start College Now requests must be submitted to the Counseling Office by **October 1st** for spring semester requests, or **March 1st** for fall semester requests.

Late submissions will not be honored.

Student Name: _____

School Counselor: _____

This portion of the application process must be completed in order to obtain Board approval.

1. Meet with your School Counselor to determine eligibility based on the following criteria:

Student Initials

- 11th or 12th grade status
- GPA of 1.65 or better in the trimester prior to application
- No failures in any classes during the previous trimester
- Positive school behavior that demonstrates the ability to engage in independent learning
- Attendance rate of at least 90% during the previous trimester

Counselor Initials

Student Initials

2. Review the SCN program and application process.

Counselor Initials

Student Initials

3. Review all application materials with your Parent/Guardian.

- Complete the Start College Now Responsibility Form
- Complete the Start College Now Application

Parent/Guardian
Initials

Student Initials

4. Return all completed paperwork to your school counselor.

*Applications will then be reviewed by the Principal and the Director of Teaching and Learning. Applications that meet all requirements will be presented to the Board of Education for approval.

Counselor Initials

Student Initials

5. After approval is granted, meet with the college representative to register for approved course(s).

Student Initials

6. After registration is complete, provide a copy of your schedule to the school counselor.

Counselor Initials

Program Note: Students who fail or drop a Start College Now course(s) are responsible for the cost of the course(s) and will not be allowed to enroll in Start College Now in the future.



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Start College Now (SCN) Responsibility Form

Student Name: _____

STUDENT SECTION

Student Initials

I understand that I will be expected to pay any costs associated with the course(s) including books, if I fail the course(s), or if I do not complete the course(s).

Student Initials

I understand that I am responsible for my own transportation and related costs.

Student Initials

I understand that the District will only pay for a total of 18 postsecondary credits per student for courses taken under the Early College Credit Program and/or Start College Now.

(Please note: the 18 credit limit applies to the **sum** of credits earned between Start College Now and the Early College Credit Program)

Student Signature: _____

Date: _____

PARENT/GUARDIAN SECTION

Parent/Guardian
Initials

I have reviewed the information that my son/daughter received regarding Start College Now.

Parent/Guardian
Initials

I understand that I am responsible for any costs including books, if my son/daughter fails the course(s), or does not complete the course(s).

Parent/Guardian Signature: _____

Date: _____



START COLLEGE NOW APPLICATION

I. STUDENT INFORMATION

This section completed by student / parent

Student Name <i>First, Middle, Last</i>		Student's Birthdate <i>Mo./Day/Yr.</i>	Gender M <input type="checkbox"/> F <input type="checkbox"/> Other <input type="checkbox"/>
Parent/Guardian Name <i>First, Last</i>			
Address <i>Street, City, State, Zip, County</i>			
Student Phone <i>Area/No.</i>	Student Email		
Parent/Guardian Phone <i>Area/No.</i>	Parent/Guardian Email		
High School Student Attends & Projected Graduation Year		School District in Which Student Resides	
Technical College to Which You Are Applying to		Grade Student Will be in When Taking These Courses <input type="checkbox"/> 11 <input type="checkbox"/> 12	Number of College Credits Earned to Date

Semester for which applying: ☐ Spring ☐ Fall Year 20XX

II. BOARD ACTION

Completed by HS district

Check if Alternate	Technical College Course Name	Technical College Course Number if avail.	No. of College Credits	Comparable HS Course Offered?		Approved for HS Credit	No. of HS Credits
				Yes	No		
<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 Required ➤	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 Required ➤	Date Signed <i>Mo./Day/Yr.</i>
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IV. STUDENT NAME*This section completed by student / parent*Student Name *First, Middle, Last***V. HIGH SCHOOL BOARD APPROVAL***This section completed by district*

Named student is approved to enroll for courses marked "Approved" in Section II:

☐ Yes ☐ No. *If no, indicate reason for denial:*☐ Check if student has a record of disciplinary issues.

Name of High School Board Approval Authority

Phone *Area/No.*

High School Board Approval Authority Signature

Date Signed *Mo./Day/Yr.***VI. TECHNICAL COLLEGE APPROVAL***This section completed by college*

Name of Course(s) in Which Student is Enrolled	Course Code(s) / Number(s)	No. of College Credits	District Approved?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

☐ Eligible to enroll

I CERTIFY that the above-named student is eligible to attend the course(s) listed in Section VI and that all these courses are nonsectarian in content. The student will be notified of college admission policies/criteria and record disclosure provisions. The technical college agrees to provide the school district with grade information (and attendance information upon request).

☐ Not eligible to enroll

I CERTIFY that the above-named student is not eligible to enroll in and/or attend the course(s) listed in Section VI. The student will be notified of the reasons for ineligibility.

Name of Technical College Representative and Title

Phone *Area/No.*

Email

Technical College Representative Signature

Date Signed *Mo./Day/Yr.***VII. APPEALS**

Appeals of school board decision: A student may appeal a school board decision regarding awarding of high school credit or course comparability to the State Superintendent within 30 days of the board's decision.

**INSTRUCTIONAL ARRANGEMENTS****EARLY COLLEGE CREDIT PROGRAM/START COLLEGE NOW⁵⁰**

- I. Early College Credit Program: This program permits an eligible 9th, 10th, 11th, and 12th grade pupil enrolled at East Troy High School to attend an institution within the UW System, a tribally controlled college, or a private, nonprofit institution of higher education located in Wisconsin for the purpose of taking one or more courses, including during a summer semester or session. A student who intends to enroll in a course pursuant to the Early College Credit Program must submit a completed Early College Credit Program application to the school counselor by October 1 if the student intends to enroll in the spring semester and by March 1 if the student intends to enroll in the fall semester. The student must ultimately submit the application to the institution of higher education during the semester preceding the semester in which the student intends to enroll. The student and the District must also adhere to any deadlines imposed by a particular institution of higher education. A student's application must include the titles of the courses in which the student intends to enroll and the number of credits of each course, and the student must further indicate whether he/she will be taking the course(s) for high school credit or postsecondary credit or both. The student shall also specify on the application that, if he/she is admitted, the institution of higher education may disclose the student's grades, the courses that he/she is taking, and his/her attendance record to the school in which the student is enrolled.
- II. The Board hereby authorizes and instructs the district curriculum director, high school administrator, and high school counselor to make the required determination as to whether a course proposed to be taken through the Early College Credit Program is comparable to a course offered in the District, whether it satisfies graduation requirements, and what, if any, high school credits will be awarded to the student. The District shall notify the student in writing of its determinations before the beginning of the semester in which the student will be enrolled. If a student is not admitted to attend the course that he/she specified in the notice required above, but is admitted to attend a different course, the student shall immediately notify the District, and the District shall inform the student of the District's determinations (relating to comparability, graduation requirements, and high school credits) as soon as practicable. If a student is not satisfied with the Board's determinations, he/she may appeal to the State Superintendent of Public Instruction within 30 calendar days after the decision.

A student may not participate in the Early College Credit Program if the student is currently attending a technical college under Wis. Stat. § 38.12(14) or Wis. Stat. § 118.15(1)(b).

The District will provide all students enrolled in 8th, 9th, 10th, and 11th grades with information about the Early College Credit Program annually by October 1.

- A. Courses taken at an institution of higher education as part of the Early College Credit Program shall be paid for as follows:
 1. If the course is taken for high school credit (including a course that is taken both for high school and postsecondary credit), the course is not comparable to a course offered in the District, and the student successfully completes the course, the student shall not be responsible for any portion of tuition for the course.
 2. If the course is taken for postsecondary credit only, the course is not comparable to a course offered in the District, and the student successfully completes the course, the student shall be responsible for 25% of the actual cost of tuition as determined by law. The student or his/her parent(s)/guardian(s) shall pay the amount for which the student is responsible to the District by personal check within 10 calendar days after the first day of the semester in which the course takes place. The District will, in turn, make the required tuition payment to the institution of higher education on the student's behalf, consistent with applicable law. The District shall waive the student's responsibility for tuition costs if the Department of Public Instruction determines that the cost of the course would pose an undue financial burden on the student's family.
 3. If a student receives a failing grade in a course under this program or fails to complete a course under this program, the student's parent/guardian, or the student, if an adult, will be responsible for reimbursing the District for the amount paid on the student's behalf by the District, if the District makes such a request. If this reimbursement is requested but not made, the student will be ineligible for any further participation in the Early College Credit Program, unless the District, in its sole discretion, decides to withdraw the request for reimbursement.

⁵⁰ Legal Reference:

Sections 118.33, 118.55 Wisconsin Statutes



4. If the course is comparable to a course offered in the District, the student shall pay as required by law.
5. Students attending an institution of higher education under the Early College Credit Program shall be responsible for their own transportation costs. Students may apply to the Department of Public Instruction for transportation aid reimbursement.
6. The District shall pay for no more than the equivalent of a combined 18 postsecondary semester credits per student for courses taken under the Early College Credit Program and/or Start College Now.

III. Courses Taken through Technical Colleges – Start College Now

- A. Upon the student's request and with the written approval of the student's parent/guardian, any student who satisfies the following criteria may apply to attend a technical college under Start College Now for the purpose of taking one or more courses:
 1. The student has completed the 10th grade;
 2. The student is in good academic standing;
 3. The student completes the Start College Now application with student/parent/guardian signatures no later than March 1 for fall semester courses and October 1 for spring semester courses to their school counselor. A student must also adhere to any notification and application deadlines imposed by a particular technical college;
 4. The student is not a Child At Risk as defined in state law; and
 5. The student is not prohibited under Wis. Stat. § 118.55(7t) (c) from participating in the program.
- B. At least 30 calendar days before the beginning of the technical college semester in which the student will be enrolled, the Board shall notify the student, in writing, (1) if a course in which the student will be enrolled does not meet the high school graduation requirements, and (2) whether the course is comparable to a course offered in the District. A student may appeal the Board's decision to the State Superintendent of Public Instruction within 30 calendar days of the decision. The State Superintendent has final authority.
- C. Courses taken at a technical college as part of Start College Now shall be paid for as follows:
 1. The District shall pay to a technical college district board, consistent with applicable law, an amount equal to the cost of tuition, course fees, and books for those courses taken under Start College Now for high school credit (including a course taken both for high school and technical college credit), except that the District is not responsible for payment for any courses that are comparable to courses offered in the District.
 2. If a student receives a failing grade in a course under this program or fails to complete a course under this program, the student's parent/guardian, or the student, if an adult, will be responsible for reimbursing the District for the amount paid on the student's behalf by the District, if the District makes such a request. If this reimbursement is requested but not made, the student will be ineligible for any further participation in Start College Now, unless the District, in its sole discretion, decides to withdraw the request for reimbursement.
 3. If a course is taken for postsecondary credit only, or if a course is comparable to a course that is offered in the District, the student shall pay as required by law.
 4. If the student is a child with a disability, the Board shall pay the costs of any special services required for the student. The District may refuse to permit a child with a disability to attend if the District determines that the cost to the District would impose an undue financial burden on the District.
 5. Students attending a technical college under Start College Now shall be responsible for their own transportation costs. Students may apply to the Department of Public Instruction for transportation aid reimbursement.
 6. The District shall pay for no more than the equivalent of a combined 18 postsecondary semester credits per student for courses taken under the Early College Credit Program and/or Start College Now.
- IV. The East Troy Community School District will be responsible for other necessary fees, books and other materials as required by law.
- V. Grades received for courses taken as part of the Early College Credit Program and Start College Now



- VI. The District Administrator is authorized to enact administrative rules as needed to ensure the District's compliance with any applicable law or state administrative rule relating to the Early College Credit Program and/or the Start College Now Program.