

KEWASKUM SCHOOL DISTRICT YOUTH OPTIONS PROGRAM

General Procedures for the Student (IHE – refers to Institution of Higher Education)

1. Contact the admission office (student services department) at the IHE and request a catalog, timetable, prerequisites, course descriptions, and necessary forms. Inquire about enrollment procedures, possibilities for enrollment in particular courses, etc. NOTE: More than one contact with the IHE may be necessary for the interested student and parents. Moraine Park and UWWC usually have available courses (time table) online before they have it in print.
www.morainepark.edu www.washington.uwc.edu
2. Apply to the high school for approval of the course. Begin the process by seeing your counselor for the Youth Options Application for Approval/Teacher Recommendation Form and the Wisconsin DPI Youth Options Form PI-8700A. It is your responsibility to seek a recommendation from the appropriate department chair at Kewaskum High School. Return these forms, along with the necessary forms for the IHE, to your high school counselor.
3. The forms listed in #2 **must be completed and returned to your high school counselor by Oct. 1st if applying for spring admission; by March 1 if applying for fall admission.**
4. Course requests will be reviewed and taken to the Kewaskum School Board for approval. If the course is approved for high school credit, you need to do one of the following depending upon your IHE:
 - a. Apply to UWWC for special student status.
 - b. Complete other applications as needed by other institutions.
 - c. Wait to hear from MPTC regarding registration for classes.
At MPTC you can also apply to be accepted into a program of study.
5. If the IHE approves your application and registration in specific courses, contact your high school counselor regarding schedule changes and obtaining an early release from school, if necessary. The school will provide a purchase order to the IHE for payment of fees after confirmation of the student's enrollment per school board approval.
6. If you are uncertain about any of these procedures, it is your responsibility to seek clarification from your counselor.
7. Students who **do not successfully complete** their Youth Options Courses with a passing grade are obligated to reimburse Kewaskum High School course tuition and any associated fees.

I understand that the Kewaskum School board will only approve courses once per semester. Therefore, **any and all courses in which I hope to enroll must be submitted by the dates indicated in #3.**

Youth Options Application for Approval/Teacher Recommendation

***Student:** (complete one of these forms for each course you are applying for)

Name of Student _____

Post-secondary Institution Requested: _____

Address: _____

Course Requested:

Title: _____

Course No. _____ No. of Credits _____ Approx. Cost _____

****Provide Course Description**

***Teacher:**

Is the post-secondary course content 80% equivalent to the content of any high school course? _____

If yes, which course (s)? _____

If no, how much (%) of the course content is the same and how is it comparable? _____

High School Department Involved: _____

Department Member:

Department Decision: _____ Course content meets 80% match
_____ Course content does not meet 80% match

Department Member Signature

Date

NOTE: 1 higher education credit equals .25 high school credit.

***Student:**

Students please complete these questions, referring to the post-secondary course requested on page 1.

List previous related high school courses and explain how this course is an extension of this previous high school course work (from the same area/department):

Explain how this course is an extension of previous extra-curricular and/or community activities in which you participated during high school:

Explain how this course expands your opportunity to move to a higher level of academic or vocational course of study:

Explain how this course relates and assists you in attaining your post secondary goals and aspirations.

Student Signature

Date

Counselor Signature

Date

_____ Previously Approved

_____ Previously Denied