

Secondary School Reference For Students Less Than 16 Years Old

Students who are under 16 years old must complete these steps to take credit courses:

1. Complete the CLC Student Admission form at www.clcillinois.edu/apply.
2. Complete this form. All fields including signatures are required.
3. Submit this form to the Office of Admissions with the required documentation (see below).

The following documentation is required as evidence of demonstrating exceptionally high academic ability:

- Official transcripts of school records showing successful completion of the most advanced course offerings of the high school in the subject area in which the student wishes to enroll at the College of Lake County. Home schooled students may supply a letter from the home educator listing completed curricula.
 - A letter of recommendation from the high school department outlining the student's intended course of study at the College of Lake County. Home schooled students may supply a letter of recommendation from the home educator outlining the student's intended course of study at the College of Lake County. Middle school students must provide a letter from their district high school confirming that the high school cannot academically accommodate the student's needs and the educational level that is needed exceeds the high school level.
 - Documentation of exceptional student ability through a standardized test such as ACT, SAT, or CLC placement test.
4. You will be contacted when all documentation has been received and reviewed. You may be required to meet with the Division Dean that oversees the courses before approval can be granted.
 5. If approved, you will be registered in the courses you are requesting. Students less than 16 years old cannot register for classes themselves.

Students must demonstrate they meet all course prerequisites. Students less than 16 years old are not eligible to enroll in developmental or remedial courses. Students who have not received a high school diploma, GED certificate or its equivalent are not eligible for financial aid.

A new form will be required for each term. Additional documentation may also be required. All enrollment requirements including prerequisites must be met prior to enrollment. The Dean of the appropriate Division will determine if you are allowed to take the courses. Dean approval is required for each course. The decision of the Dean is final.

Name: _____ CLC Student ID#: _____

Student Email: _____@stu.clcillinois.edu Phone: _____

Date of Birth: _____

I understand the responsibilities of taking a college-level course. I understand and accept that my enrollment as a student at the College of Lake County does not require the college to exercise any special care that would not be extended to any other college student. I understand and accept that I may be allowed the same privileges as other CLC students, and will also be subject to the same fees and rules. I understand and accept that I am entering an adult level learning environment where classroom discussions and required course materials may be mature in content. I understand that my college grades will be a part of my permanent academic record.

Student Signature

Date

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Parent/Guardian Acknowledgement

Parent Name:

Relationship to Student:

Parent Email:

Parent Phone:

I understand that the College of Lake County is an adult environment and approve my child enrolling in college level courses that may include mature content, as well as interaction with adult students. I agree that I am responsible for payment of tuition and fees for these courses. I accept financial responsibility for the costs related to these classes. I understand the building and grounds are not supervised in the manner of elementary and high schools.

Parent/Guardian Signature

Date

Secondary School Approval

High School:

Anticipated Graduation Date:

High School/Home School Representative Name:

High School/Home School Representative Title:

High School/Home School Representative Phone:

The above named student possesses the scholastic aptitude and maturity in order to succeed in a college environment. I attest to the student's completion of the most advanced courses at the high school level and recommend this student be considered for admission into the college level courses listed below.

High School/Home School Representative Signature

Date

Courses Requested

List the term and courses you are interested in taking at CLC.

Enrollment Term: Fall Spring Summer Year:

Course 1:

Class #:

Course 2:

Class #:

Course 3:

Class #:

Course 4:

Class #:

<i>-OFFICE USE ONLY-</i>		
Division	Dean Approval	Date

-OFFICE USE ONLY-

All Documents Received: Yes | No

Date Enrolled:

By: