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## I. INSTRUCTIONS

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**Students, parents, districts, and colleges: Read through and follow the step-by-step directions below to ensure all sections and processes are completed properly.**

**Student/Parent**—According to PI 40 (Administrative Rules for the Wisconsin Youth Options Program), the student has responsibility for:

- submitting this form (PI-8700-A), completed and with all required signatures, to the district
- obtaining the admissions and registration information for the college or university he or she wants to attend
- completing the college admissions and registration processes, and
- informing his or her district of the courses in which he or she actually enrolls.

The district and college or university may expedite these processes through direct coordination, but that does not relieve the student of his or her responsibilities to ensure all the steps occur. School counselors and college/university admissions offices are very helpful in this effort. School counselors and/or other advisors/mentors with which students work on education and career planning should be consulted when considering and applying for Youth Options courses.

### Student Specific Responsibilities

1. Complete all blocks of Section II for a single college semester (use a separate form for a different semester); include and indicate by checking the appropriate block any courses that are alternates. Alternates would be courses that you might take if your primary choice(s) is/are not approved or not available.
2. Review the following Youth Options Conditions and Assurances.

When signing this form (PI-8700-A) in Section IV, the student (and parent, if student is under age 18 or has a legal guardian) assures understanding of and/or compliance with the following conditions:

- a. Student shall comply with admission criteria for college course(s) taken under the Youth Options Program.
- b. Student will have completed 10th grade and will be in 11th or 12th grade while in program (while taking Youth Options courses).
- c. Participation is not allowable in an institute of higher education if student is currently attending a technical college under this program or under the compulsory school attendance program.
- d. For enrollment in a technical college, student is in good academic standing and is not a child at risk, as defined in §118.153(1)(a), Wis. Stats.
- e. Participation may be denied by a technical college if the pupil has a record of disciplinary problems.
- f. Student/parent may be required to reimburse the school district for tuition, fees, book, and material costs if the student fails or fails to complete a course.

3. In Section IV, sign and date (if student is under 18, parent/guardian must also sign and date).
4. Fill in name in Section V on Page 2 of form.
5. Submit this form (with Sections II, IV, and V completed including student/parent signatures) no later than **March 1** for fall semester courses and **October 1** for spring semester courses to school board of district in which student is enrolled. This is typically done by submitting the form to a school counselor or Youth Options Coordinator.
6. Upon notification from district of the courses that have been approved, complete the application process for the college or university at which the Youth Options course(s) was/were approved and work with the college or university personnel as well as a high school counselor/advisor/mentor to enroll in the appropriate course(s).
7. Notify the district of the course(s) in which the student has enrolled (the college or university may do this directly with the district, but the student should follow-up to ensure the district has been notified).

### School District Responsibilities

1. After receiving the PI-8700-A (Youth Options Program Plan and Report) from a student, review the form and necessary supporting documents to verify student eligibility under PI 40.04 and determine comparability and that requested course(s) meet requirements under PI 40.07.
2. School Board/Board of Education takes formal action on course request (approval/denial).

**I. INSTRUCTIONS (cont'd)**

3. Complete Section III for each requested course indicating:
  - a. if district offers a comparable course (“**Yes**” indicates district offers a comparable course and, therefore, that course is **denied** for Youth Options),
  - b. if the requested course is approved for high school credit, and
  - c. the number of high school credits to be granted
4. Complete Section VI including signature.
5. Notify the student, in writing, of the district’s decision (approval or denial) no later than **May 15** for fall semester requests or **November 15** for spring semester requests. This notification may be done by returning the completed and signed form to the student. Regardless of how the notification is completed, both the student and the district should receive/maintain a copy of the completed and signed application.
6. **OPTIONAL:** It is strongly recommended that the district also directly notify the college or university of the courses that have been approved. This can include sending the original or a copy of the completed and signed PI-8700-A to the college or university through a mutually agreed upon process.

**College / University Responsibilities**

1. After receiving the PI-8700-A (Youth Options Program Plan and Report) from a student or a district, provide the student with admissions policies, information, and materials needed to apply for admission.
  2. Review the PI-8700-A and any other submitted documents to determine student’s eligibility to enroll in the requested course(s) and that those courses are nonsectarian.
  3. Once the student’s admittance or non-admittance is determined, notify the student and district.
    - a. If non-admittance, complete Section VII of form with signature and return form to student and a copy of form to district; provide the student only with explanation of reason for non-admittance.
    - b. If admitted, provide the student and district with the written notification of admittance and a list of requested classes for which the student is eligible to enroll. College/University should retain original form until student has enrolled in course(s).
  4. Once the student has enrolled in course(s), complete Section VII of form; indicate in right column whether or not the course(s) were among those originally requested and approved by the district (see Section III).
  5. Within 30 days after the start of classes at the college or university, provide the student and district with the original or copies of the completed and signed PI-8700-A as determined by local procedures and agreements (this is the administrative rule required timeline, notifying the district sooner is preferable).
  6. If a student drops a Youth Options course or courses, notify the district in writing as soon as possible.
  7. At the conclusion of the course(s), notify the student and the district in writing of the grade(s) the student received.
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**II. STUDENT INFORMATION**  
*This section completed by student / parent*

Student Name <i>First, Middle, Last</i>	Student's Birthdate <i>Mo./Day/Yr.</i>	Gender <input type="checkbox"/> Female <input type="checkbox"/> Male
Parent/Guardian Name <i>First, Last</i>		

Address *Street, City, State, Zip*

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 You Attend	School District
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College to Which You Are Applying for Youth Options	Grade You Will be in When Taking These Youth Options Courses <input type="checkbox"/> 11 <input type="checkbox"/> 12	Number of Youth Options College Credits Earned to Date
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Semester for which applying:     Spring     Fall

				<b>III. BOARD ACTION</b> <i>Completed by district</i>			
Check if Alternate	College Course Name	College Course Number	No. of College Credits	Comparable 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"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**IV. 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 number 2 under "Student/Parent Instructions".
- I authorize the high school and college to share course and grade information.

Student Signature <b>Required</b>  ➤	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 the instructions under "Student/Parent Instructions".
- I authorize the high school and college to share course and grade information.

Parent/Guardian Signature <b>Required</b>  ➤	Date Signed <i>Mo./Day/Yr.</i>
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**V. STUDENT NAME**  
*This section completed by student / parent*

Student Name *First, Middle, Last*

**VI. SCHOOL BOARD APPROVAL**  
*This section completed by district*

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

Yes     No. If no, indicate reason for denial:

Check if student has a record of disciplinary problems *Applies only to Youth Options applications for technical colleges.*

Name of School Board Approval Authority	Phone <i>Area/No.</i>
School Board Approval Authority Signature  ➤	Date Signed <i>Mo./Day/Yr.</i>

**VII. 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 VII and that all these courses are nonsectarian in content. The student will be notified of college admission policies/criteria and record disclosure provisions. The 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 VII. The student will be notified of the reasons for ineligibility.

Name of College Representative	Phone <i>Area/No.</i>	Email
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College Representative Signature  ➤	Date Signed <i>Mo./Day/Yr.</i>
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**VIII. 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.