



# Taft College

## High School Special Admit Form

29 Cougar Court - Taft, CA - 93268  
(661) 763-7741 Admissions Office; (661) 763-7758 Fax

◆ PLEASE PRINT ALL INFORMATION CLEARLY ◆

Taft College ID # **A 0 0** \_\_\_\_\_

**Student Info**

Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Age \_\_\_\_\_  
Last First MI

Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Phone # \_\_\_\_\_

**High School Info**

Term  Summer  Fall  Spring Year \_\_\_\_\_ Grade Level  9<sup>th</sup>  10<sup>th</sup>  11<sup>th</sup>  12<sup>th</sup>

High School \_\_\_\_\_ City/County of School \_\_\_\_\_

Type of School  Public  Private  Charter School  Home School\*

*\*Students enrolled in a Home Study Program must provide proof that the program is registered with the County Department of Education.*

**Course Info**

	CRN #	Section	Course Title
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

**Student**

I understand that the course(s) listed above are for **College Credit**, and that enrollment at TC creates a permanent record that must be reported to any colleges I apply to in the future. I agree to abide by all rules and regulations set forth in the TC Catalog. I also understand that my enrollment at TC will be limited to no more than 11 units per semester, in compliance with Education Code 76001 (d).

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent**

I support this request on the part of my child to attend TC. I understand that the courses are for **College Credit**, and that college courses may contain adult content. I understand and agree that my child is subject to the rules and regulations of TC as listed in the College Catalog. I also agree to be responsible for any and all fees incurred by my child in the enrollment process. I am aware that I will not have the right to access my child's college records without his/her written consent or a court order.

Signature of Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Principal**

Pursuant to Education Code 48800, I have reviewed the academic record of this student and certify that s/he demonstrates adequate preparation in the discipline to be studied and has the ability to benefit from college instruction in the courses listed, and if a summer student, s/he has exhausted all opportunities to enroll in equivalent courses, if any, at his or her school of attendance. For any particular grade level, I certify that I am limiting the number of recommendations to no more than 5 percent of the total number of pupils who completed that grade immediately prior to the time of recommendation for enrollment during a summer session.

Signature of Principal or Designee \_\_\_\_\_ Date \_\_\_\_\_

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**Important Information for High School Students enrolling at Taft College**

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References: California Education Code: 76002/76300/48800.5; Title 5: 55002(a). High school students may take college level courses that are transferable (courses numbered 1500 or higher), on a seats-available basis with permission from their parent/legal guardian, and high school principal. Students will receive college credit for the community college courses completed. **Arrangements for receiving high school credit for course work completed must be made with the student's respective high schools.**

It is expected that all special admit students enrolling in Taft College courses have the maturity to participate on a college campus. No special arrangements for additional supervision of underage students are available. In a very small number of disciplines, course content may be frank in order to deal with scholarly discussion of behavioral, artistic, human, or other issues. Unlike public schools, colleges do not contact parents in advance to inform them of these matters. Parents are hereby notified that it is their responsibility to ensure that their child is able to handle the college environment, as well as the content of the course in which he/she enrolls. Although special admit students may be minors, Taft College adheres to the student privacy laws set forth by FERPA. Special admit students are entitled to all of the privacy rights of a college student; therefore, any information regarding attendance, grades, behavior, etc., cannot be shared with the parent or legal guardian.

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**Step 1: How to Get Started**

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- Complete the online application for admissions to Taft College.
- Submit the **High School Special Admit Form** to [hsspecialadmit@taftcollege.edu](mailto:hsspecialadmit@taftcollege.edu).
- The Special Admit Form must be filled out and signed by the student, the parent/legal guardian, and the high school principal every semester regardless if the student gets into a class or not. **If the student is home schooled, he/she must provide verification that the homeschool program is recognized and approved by the county department of education.**
- Students must reapply for admission after a break in attendance for one semester.

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**Step 2: Complete Orientation**

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- Complete the online orientation. The online orientation can be found on our website under "Getting Started". You will use the student ID number given to you when you completed your admissions application.

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**Step 3: Check Class Schedule**

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- We will register students during their assigned open registration. Students can refer to the priority registration schedule each semester to determine the open registration time period for high school special admit students.
- Log into your Cougar Tracks to check your class schedule by going to **Student > Registration > My Class Schedule**.
- Verify that your schedule matches the courses you included on your High School Special Admit Form.

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**Step 4: Access Your Canvas**

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- Students will be granted access to Canvas the week before courses begin.
- Login to Canvas by accessing your "MyTC" Portal on the Taft College home page.

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**Step 5: Keep Us Informed**

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- Students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue in the Special Admit Program. If you are having difficulty in your courses, please contact your school counselor as soon as possible.
- Participation in the high school special admit program results in college credit and a permanent record at Taft College that must be reported to any colleges you apply to in the future.

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**Step 6: Order Transcripts**

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- Grades will not be available on your transcript until after all end-of-term processes have been completed. For more information, contact the Admissions and Records Office at 661-763-7741.



## HIGH SCHOOL SPECIAL ADMIT STUDENT CONSENT FOR RELEASE OF INFORMATION

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Last First Middle

TC Student ID#: \_\_\_\_\_

Maiden Name or Other Name Used \_\_\_\_\_  
Last First Middle

I, the undersigned, in accordance with the Federal Family Educational Rights and Privacy Act of 1974 guidelines and Education Code section 76242, authorize the West Kern Community College District to release the following information from my college records **while I am participating in the high school special admit program:**

- |  |   |
|--|---|
| <input type="checkbox"/> Admissions/Residency Info | <input type="checkbox"/> Financial Records            |
| <input type="checkbox"/> Class Schedule            | <input type="checkbox"/> Progress Report              |
| <input type="checkbox"/> Educational Plan          | <input type="checkbox"/> Transcripts/Academic Records |
| <input type="checkbox"/> Financial Aid Records     | <input type="checkbox"/> Other (specify): _____       |

The following individual(s) may have access to the released information:

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**This authorization shall remain in effect during my enrollment as a high special admit student or until revoked in writing.**

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date