

LOS ANGELES COMMUNITY COLLEGE DISTRICT

ADMINISTRATIVE REGULATION E-87

TOPIC: **Admission of Young Students (K-12)**

I. GENERAL

In order to provide educational enrichment opportunities for a limited number of eligible students, a Los Angeles Community College President (or designee) may admit elementary and secondary school students (grades K-12) as special part-time students or special full-time students. These students will be admitted for the purpose of enrolling in advanced scholastic or vocational work at the college, under the provisions of Education Code sections 48800, 48800.5 and 76001.

Special part-time students or special full-time students must submit a supplementary application for each semester or summer session in which they wish to enroll, and students may only enroll in those courses specifically approved by the college for that term.

Students admitted under the provisions of this regulation are expected to follow the regulations and procedures established for all college students. The Los Angeles Community College District and its colleges are not responsible for the supervision of minor students outside of the classroom setting. Students admitted as special part-time or special full-time students will not be afforded any special consideration or supervision as a result of their special admission status. Parents are responsible for ensuring that their children are appropriately supervised before class begins, after class finishes and if or when a class is cancelled and/or dismissed early. Parents or guardians will not have access to a student's records (including grades and transcripts) without the student's written consent, the student's minor status notwithstanding.

Students shall receive credit for the community college courses completed. Arrangements for receiving high school credit for course work completed must be made with students' respective high schools.

II. ADMISSIONS PROCEDURES

A. To be considered for admittance as a special **part-time student**, the student must meet the eligibility standards as established in Education Code sections 48800 and 76001, and the Los Angeles Community College Board Rule 8100.01. Admission is subject to seat availability. The student must submit:

- (1) District Application for Admission;
- (2) written and signed parental or guardian consent;
- (3) written and signed approval of his or her principal*;
- (4) demonstration that the student is capable of profiting from instruction; and
- (5) Form YS-1 "Supplemental Application for Admission by a Student in Grades K-12."

***Note:** A parent or guardian of a pupil who is not enrolled in a public or private school, may petition directly without the signature of a principal.

The Chief Instructional Officer or designee has the authority to make the final decision as to whether a student can benefit from instruction.

B. To be considered for admittance as a special **full-time student**, the student must meet the eligibility standards as established in Education Code section 48800.05, and the Los Angeles Community College Board Rule 8100.04. Admission is subject to seat availability. The student must submit:

- (1) District Application for Admission;
- (2) written and signed parental or guardian consent;
- (3) written and signed acknowledgment of his or her principal*;
- (4) demonstration that the student is capable of profiting from instruction;
- (5) Form YS-1 "Supplemental Application for Admission by a Student in Grades K-12"; and
- (6) written approval of the governing board of the school district of attendance.

***Note:** A parent or guardian of a pupil who is not enrolled in a public or private school, may petition directly without the signature of a principal.

The college's Chief Instructional Officer or designee has the authority to make the final decision as to whether a student has the abilities and sufficient preparation to benefit from instruction at the college.

C. To be considered for admittance as a special summer session student, the student must meet the eligibility standards as established in Education Code section 76001 and the Los Angeles Community College Board Rule 8100.02. The student must submit:

- (1) written and signed parental or guardian consent;
- (2) written and signed approval of his or her principal that the student has availed himself or herself of all opportunities to enroll in an equivalent course at his or her school of attendance;*
- (3) demonstration that the student has adequate preparation in the disciplines to be studied; and
- (4) Form YS-1 "Supplemental Application for Admission by a Student in Grades K-12."

***Note:** A parent or guardian of a pupil who is not enrolled in a public or private school, may petition directly without the signature of a principal.

The college's Chief Instructional Officer or designee has the authority to make the final decision as to whether a student has the abilities and sufficient preparation to benefit from instruction at the college.

III. DETERMINATION

All required documents shall be sent to the Chief Instructional Officer or designee.

A. High School Students

For students attending High School, the Chief Instructional Officer or designee will review the materials, and will determine if the

student has the abilities and sufficient preparation to benefit from instruction at a Community College. This determination may be done by:

- (1) a review of the material submitted by the student;
- (2) meeting with the student and his or her parent or guardian;
- (3) consultation with the Chief Student Services Officer;
- (4) consultation with the faculty;
- (5) consultation with counseling staff;
- (6) consideration of the welfare and safety of the student and others; and/or
- (7) consideration of local, State and/or Federal laws.

The college's Chief Instructional Officer or designee has the authority to make the final decision as to whether a student has the abilities and sufficient preparation to benefit from instruction at the college, except in the case of highly gifted and talented pupils as defined in Section IV.

B. Middle and Lower School Students

For students attending Middle and Lower Schools, the determination shall be made by a committee chaired by the Chief Instructional Officer, or designee, and composed of the Chief Student Services Officer, and representatives from the office of Admissions and Records, and faculty from the appropriate department, as identified by the local senate. The parent or guardian of the Middle and Lower School students must submit a petition for his or her child to be admitted for enrollment in college courses. This petition must include an explanation of how the student can benefit from these specific college-level courses and must be accompanied by previous school transcripts or, in the absence of transcripts, any supporting documentation that can be used in lieu of transcripts. If the student is attending public school the petition must be signed by the school's principal or designee, indicating that he or she concurs with the parent's opinion that the student can benefit from these college level courses. The committee will review the petition and determine if the student has the abilities and sufficient preparation to benefit from instruction at a Community College, and that the student's safety and that of others will not be affected. This determination may be done by applying the following criteria:

- (1) a review of the materials submitted by the student;
- (2) meeting with the student and his or her parent or guardian;

- (3) consultation with counseling staff;
- (4) consideration of the welfare and safety of the student and others;
- (5) consideration of local, State and/or Federal laws;
- (6) consultation with appropriate faculty/specialists;
- (7) review of the content of the class in terms of sensitivity and possible effects on the minor;
- (8) requirements for supervision of the minor;
- (9) times the class(es) meet and the effect on the safety of the minor; and/or
- (10) consultation with campus police.

The decision of the committee shall be final, except in the case of highly gifted and talented pupils as defined in Section IV. Upon completion of the review process, each member of the committee shall sign the petition indicating their participation in the review.

Once a decision has been made, the student, his or her parent or guardian and the school Principal shall be informed of the decision.

IV. HIGHLY GIFTED AND TALENTED STUDENTS

A. Admission of Highly Gifted And Talented Students

The Admission of Highly Gifted and Talented Students shall follow the same Admissions and Determination Procedures stated herein, except:

- (1) Highly gifted and talented pupils must achieve a measured intelligence quotient of 150 or more points on an assessment of intelligence administered by certified licensed personnel or demonstrate extraordinary aptitude and achievement in language arts, mathematics, science, or other academic subjects, as evaluated and confirmed by both the pupil's teacher and principal.
- (2) In the cases where a parent or guardian of a highly gifted and talented pupil who is not enrolled in a public school petitions the President (or designee) to authorize attendance as a special part-time or special full-time student on the grounds that the pupil would benefit from advanced scholastic or vocational work available at the college, an intelligence assessment test must be administered by certified, licensed personnel, and the highly

gifted and talented pupil must achieve a measured intelligence quotient of at least 150 points.

B. Right To Appeal Denial For Special Part-Time Or Full-Time Enrollment

Following a written denial for special part-time or special full-time enrollment of a highly gifted and talented pupil, the parent or guardian of the highly gifted and talented pupil may appeal the denial directly to the Board pursuant to Board Rules 8100.07 and 8100.08.

C. Appeal Procedure

- (1) Within 30 days after a request for special enrollment for a highly gifted and talented pupil has been submitted, the Chief Instructional Officer (or designee) shall issue a written decision to the parent or guardian of the highly gifted and talented pupil. In the case of a denial, the written decision shall include the findings and the reasons for the denial.
- (2) Within 30 days after a written denial has been issued to the parent or guardian of the highly gifted and talented pupil, the Board must take action to either confirm or reject this denial at a Board meeting which takes place within 30 days after the denial has been issued. The parent or guardian of the highly gifted and talented pupil will have an opportunity to appeal the denial directly to the Board during this Board meeting.
- (3) In order to facilitate this appeal, the Chief Instructional Officer (or designee) who issued the written denial shall immediately forward a copy of the written denial to the Chancellor and the Senior Director of Instructional and Student Programs so that this matter can be placed on a subsequent Board meeting agenda.

V. FEES

A. Enrollment Fees

Enrollment fees for special part-time will be waived pursuant to Board Rule 8100.07 and Education Code section 76300 (f).

Special Full-Time Students (i.e., K-12 students enrolled in more than 11 units) are required to pay enrollment fees.

B. Nonresident Tuition Fees

Special part-time students are exempt from the nonresident tuition fee pursuant to Board Rule 8100.03 and Education Code section 76140(a)(4).

C. Other Fees

The Los Angeles Community College District charges a health fee (certain categories of students are exempt) and, where applicable, a student representation fee.

VI. BOARD RULES

The following Board Rules set forth requirements for admission of students, who are in the age group of Kindergarten through 12th grade, to any college in the Los Angeles Community College District:

- 8100.01 (Admission of Elementary and Secondary Students Grades K-12 as Special Part-Time Students)
- 8100.02 (Admission to Summer Session - Students Grades K-12)
- 8100.03 (Fee Exemption for Special Part-Time Students Grades K-12 (effective July 1, 1986))
- 8100.04 (Admission of Elementary and Secondary Students Grades K-12 as Special Full-Time Students)
- 8100.05 (Residency Classification for Children of Undocumented Immigrants)
- 8100.06 (Definition of Highly Gifted and Talented Students)
- 8100.07 (Admission of Highly Gifted and Talented Students Grades K-12 As Special Part-Time Students)
- 8100.08 (Admission of Highly Gifted and Talented Students Grades

K-12 As Special Full-Time Students)

Original Issue Date: March 12, 1996

Initiated by: Educational Support Services

*Dates of Changes: June 17, 2003; September 29, 2008; February 10, 2009;
December 8, 2009, August 17, 2015; August 30, 2017*

*References: Board Rules 8100.01, 8100.02, 8100.03, 8100.04, 8100.05,
8100.06, 8100.07, 8100.08. Education Code 48800, 48800.5, 76001.*

The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats can be made by contacting the ADA Compliance Administrator, 770 Wilshire Boulevard, Los Angeles, CA 90017, (213) 891-2213 voice, (213)891-2408 TTY, (213) 891-2295 fax.



LOS ANGELES COMMUNITY COLLEGE DISTRICT SUPPLEMENTAL APPLICATION FOR ADMISSION OF STUDENTS IN GRADES K-12

ADMISSION: Colleges in the Los Angeles Community College District ("LACCD") may admit as a special part-time or full-time student anyone who is a student in grades K-12 who has met the LACCD's admissions requirements and who, in the opinion of the College President (or designee), may benefit from instruction. (Education Code sections 48800, 48800.5, 76001; LACCD Board Rules 8100.06, 8100.07, 8100.08; LACCD Administrative Regulation E-87.)

FEES: **Enrollment fees** are required for special full-time students (i.e., taking more than 11 units), but waived for special part-time students (i.e., taking 11 units or less). (Education Code section 76300(f), LACCD Board Rule 8100.03.) Special part-time students are exempt from the **nonresident tuition fee** (Education Code section 76140(a)(4), LACCD Board Rule 8100.03.) The LACCD also charges a **health fee** (certain categories of students are exempt) and, where applicable, a **student representation fee**. Students enrolled in CCAP programs are exempt from enrollment fees and will not be charged for textbooks, equipment, and materials.

CONDITIONS: The student is expected to follow regulations and procedures that apply to all college students. The student shall receive college credit for the community college courses that the student completes. Arrangements for receiving high school credit for completed course work must be made with the student's high school. The student may only enroll in those courses listed on this form. This enrollment approval form must be presented when the student initially files an application for admission to the college, and a separate approval must be provided for each semester or term in which the student wishes to enroll. **The LACCD and its colleges assume no responsibility for the supervision of minor students (i.e., students under 18 years of age) outside the classroom setting. Parents are responsible for ensuring that their children are appropriately supervised before class begins, after class finishes, or when a class is cancelled and/or dismissed early.**

K-12 STUDENT INFORMATION

Student Name: _____ **Birth Date:** ____/____/____
Last First MI Mo Day Year

Student Address: _____
Street City State ZIP

Phone No.: _____ **E-mail address:** _____ **Student I.D. No.:** _____

Student Grade: _____

FOR STUDENT: I authorize the release of my transcript information to my school upon the school's written request.

Signature of Student

Date

FOR PARENT/GUARDIAN: I authorize my son/daughter to enroll in a college level course in the LACCD. I understand that my child will not be afforded any special status or supervision as a result of his/her minor status while enrolled in the Los Angeles Community College District; I also understand that I will not have access to my child's student records (including grades and transcripts) without his/her written consent, his/her minor status notwithstanding.

Print Name of Parent/Guardian

Signature of Parent/Guardian:

Date

COLLEGE ENROLLMENT INFORMATION

(to be completed by the K-12 school official)

Term: ☐ Fall Semester ☐ Winter Intersession ☐ Spring Semester ☐ Summer Session **Year:** _____

College: _____ **Enrollment Status:** ☐ Part-time (11 units or less) ☐ Full-time (more than 11 units)

1. _____ College Course Subject/Number	2. _____ College Course Subject/Number	3. _____ College Course Subject/Number
4. _____ College Course Subject/Number	5. _____ College Course Subject/Number	6. _____ College Course Subject/Number

I have met and counseled the student and recommend the courses listed above to be taken for credit (for K-8 students, please enclose the student's transcripts and letter describing how, in your opinion, the student will be able to profit from instruction at a community college). If this is a summer enrollment, I certify that there are no equivalent courses available at this school and that the total number of students referred from this school to community colleges does not exceed 5% of this year's graduating class.

Print Name of Official

Signature of Official (original required)

Date

FOR LAUSD STUDENTS: _____
LAUSD Student I.D. No.

School Location Code

COLLEGE APPROVAL

(to be completed by the College's Chief Instructional Officer (or designee))

☐ Approved to Attend ☐ Not Approved to Attend _____
Signature Date

Reason(s) for Refusal: _____