



GAVILAN COLLEGE

HIGH SCHOOL CONTRACT FORM

General Information – Please read carefully before proceeding

- Gavilan College allows high school students grades 9 – 12 in the state of California to enroll in transfer-level advanced, vocational and kinesiology courses (numbered 1-199) during the Fall, Spring and Summer sessions. High school students may not enroll for non-transferable courses (numbered 200 and above). High Step classes are now available for 9th to 12th graders.
- A Gavilan CCC application (online) is required before registration. Once the application is submitted the student will receive a Gavilan ID number.
- Complete the High School Contract Form and obtain all required signatures before registration.
- Students may enroll for a maximum of eleven (11) units a semester.
- All course prerequisites are applicable, and High School transcripts and assessment scores may be needed.
- All credit earned at Gavilan College is “college” credit. High School students cannot enroll in non-transferable classes, unless they have an authorization letter signed by their high school principal stating they need to make up units for graduation and approved by the VP of Student Services.
- A transcript of work completed at Gavilan will be sent to the recommending school at the end of the semester.
- High school contract students are not charged a per-unit fee but must provide their own texts and instructional supplies.
- All students shall conform to the college’s academic rules, regulations, and codes of conduct.

PART A: TO BE COMPLETED BY STUDENT

High School Program (please check one):

- GECA (9th - 12th) High-Step (9th to 12th graders) High School (9th - 12th) Adult Education

Student’s Name _____ Gav ID# _____
Last First M.I.

Mailing Address _____ City _____ State _____ Zip Code _____

Phone number (____) _____ Date of Birth _____ Last Grade Completed _____

Semester for which student is applying: Fall Spring Summer 20____

PART B: TO BE COMPLETED BY PRINCIPAL OR SCHOOL DESIGNEE

Name and Address of School _____

Name and Signature of High School Principal

Principal’s signature acknowledges that no more than 5% of his/her high school is attending Gavilan College (Ed Code 76000.3i)

Name (Please Print) Date

Signature Area Code Phone number

PART C: TO BE COMPLETED BY RECOMMENDING HIGH SCHOOL COUNSELOR

Name and Signature of Recommending High School Counselor

The recommendation of the High School counselor signifies that the student has a High School cumulative GPA of 2.0 and/or is in good standing and has the ability and maturity to benefit from college-level instruction.

Name (Please Print) Signature Date

The Student’s School Counselor Recommends These Courses

Student has permission to register in the following course(s) only:
(Enrollment limited to courses numbered 1-199)

_____	_____
_____	_____
_____	_____



PART D: TO BE COMPLETED BY PARENT/GUARDIAN

It is imperative that parents/legal guardians and their minor children understand that, as students, they are entering a college environment that carries with it certain possible scenarios, not all of which can be anticipated. The atmosphere of Gavilan classes may frequently reflect a diverse adult population.

Parent/legal guardian must acknowledge and initial the following:

- ____ Student may only enroll in approved advanced scholastic courses as stated under general information.
- ____ All college coursework and grades become a permanent part of the student’s official college academic history and transcript. These grades will not be changed or erased.
- ____ Student must abide by the Gavilan College Standards of Conduct and are subject to the student disciplinary procedures as stated in the College Catalog. All disciplinary incidents become a part of the student’s personal history.
- ____ Student is expected to meet all deadlines, classes must be dropped within the stated deadline, grade options selected, assignments turned in on time, etc.
- ____ Attendance is required, but not monitored. No one will call if the student misses class.
- ____ Courses may include frank discussions of sensitive topics.
- ____ Students may be exposed to additional college environment situations.
- ____ Group work, field trips, and/or class presentations may be expected in the class. If required, these activities and assignments will not be modified to accommodate minors.
- ____ If the instructor determines that the student is not keeping up with the class, the instructor has the right to drop the student.

These precautions are not meant to create undue concern for parents or minor students, only to serve as an advisory to allow you to manage your particular situation so the minor will have a positive educational experience at Gavilan College. For additional information regarding concurrently enrolled students, please refer to Gavilan Administrative Procedure AP 5011.

Special Note to Parents Regarding Right to Access Student Records

Under section 49061 of the Education Code, parents of community college students **do not** have a right of access to their children’s student records, regardless of whether the student is under the age of 18. In accordance with this regulation, a student’s college record and transcript will only be released upon the student’s request.

I certify that I have read and understand the listed responsibilities and expectations mentioned on the back of this form for a minor attending Gavilan College and approve enrollment in the courses listed on the front of this form:

_____ Parent/Guardian Signature _____ Date

_____ Student Signature _____ Date

EMERGENCY CONTACT INFORMATION

Name: _____ Relationship: _____

Phone number: (_____) _____ Alternate number: (_____) _____

If student is home schooled, the home school must be in the state of California and must provide copy of the R-4/Private School Affidavit (PSA)

Copy of R-4/Private School Affidavit attached