

Minnesota Department of Education Notice of Student Registration Form




The [Minnesota Department of Education Notice of Student Registration Form](#) is an essential part of the enrollment process for PSEO students.

This [video](#)/guide will explain what the Minnesota Department Notice of Student Registration Form is and why it is important for PSEO students to ensure they turn in prior to the start of the semester.

What is the Minnesota Department of Education Notice of Student Registration Form?

Video Time: 0:01 – 0:40

- The [Minnesota Department of Education Notice of Student Registration Form](#) serves as **documented notification** that a student plans to take PSEO classes with Minnesota State University, Mankato.
- The PSEO Department will require this form for enrollment each semester.
- High schools will require this form to notify their district of students planning to take PSEO classes.
- The Minnesota Department of Education will use this form to waive tuition and fees for a student.



**Postsecondary Enrollment Options (PSEO)
Program Notice of Student Registration
2021-22**

ED-001763-22
2021-22

Instructions: Complete an enrollment form for each instructional term and postsecondary institution the student attends. Once Sections 1 and 2 are **completely** filled out, the next step is to work with the enrolling postsecondary institution to complete Section 3. Note: Only postsecondary institutions submit this form to the Minnesota Department of Education (MDE).

College Student ID Number: _____

1. To be Completed and Signed by the Student and Parent/Guardian

Student Name (Last, First, M.I.)	<input type="radio"/> M <input type="radio"/> F	Date of Birth (MM/DD/YYYY)	
Address	City	ZIP Code	Phone Number
Postsecondary Institution This Term	Parent/Guardian Name	Address (if different than above)	

Public School Students: Minnesota Statutes, section 124D.09, subdivision 7, requires public school students to inform the district by May 30 of each year of the pupil's intent to enroll in postsecondary courses during the following school year to assist the district in planning. A pupil is bound by notifying or not notifying the district by May 30.

_____ Date I/we notified the public school of the intent to participate in PSEO for either semester of the 2021-22 school year.

Students Must Complete Section 1

Along with a parent/guardian signature if under the age of 18



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College Student ID Number: _____

1. To be Completed and Signed by the Student and Parent/Guardian

_____ Student Name (Last, First, M.I.)	<input type="radio"/> M <input type="radio"/> F Gender	_____ Date of Birth (MM/DD/YYYY)	
_____ Address	_____ City	_____ ZIP Code	_____ Phone Number
_____ Postsecondary Institution This Term	_____ Parent/Guardian Name	_____ Address (if different than above)	

Public School Students: Minnesota Statutes, section 124D.09, subdivision 7, requires public school students to inform the district by May 30 of each year of the pupil's intent to enroll in postsecondary courses during the following school year to assist the district in planning. A pupil is bound by notifying or not notifying the district by May 30.

Date I/we notified the public school of the intent to participate in PSEO for either semester of the 2021-22 school year.

School Counselors Must Complete Section 2

2. To be Completed by Secondary/Nonpublic/Home School

Public Nonpublic Home School

Secondary/Nonpublic/Home School Name School Type (Select one) Public School Student's MARSS* Number

Attending School District Name Attending School District Number

Select student's grade level during the 2021-22 school year. (Select only one): Grade 10 Grade 11 Grade 12

Note: High school graduates and 21-year-olds are not eligible.

Students may not enroll in PSEO courses in addition to a full high school class load. Does this student have at least one free class period during the high school day? (Select one) Yes No

Is the above student eligible for program application? (See Page 3 for requirements) (Select one) Yes No

My signature below certifies the student identified in Section 1 meets the eligibility requirements outlined on Page 3 for participation in the PSEO program this term, and the information in Section 2 is accurate and applicable. The public school student has notified the enrolling public school district of intent to enroll by May 30, 2021, or the public school district has waived the deadline requirements.

Secondary School Contact Name Contact Signature Email Phone Date

This form must be completed every semester a student enrolls in the PSEO program.

Once completed, please email the form to pseo@mnsu.edu.