

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 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?

- 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 Notice of Student Registration Form 2023-24

ED-001764-24

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).

MDE College Student ID Number: _____

1. Student and Parent/Guardian Complete and Sign This Section

_____	Male <input type="radio"/>	Female <input type="radio"/>	Unreported <input type="radio"/>	_____
Student Name (Last, First, M.I.)				Birthdate (MM/DD/YYYY)
_____	_____	_____	_____	_____
Address	City	ZIP Code	Phone	
_____	_____	_____	_____	
Postsecondary Institution This Term	Parent/Guardian Name	Address (if different from student)		
_____	_____	_____		

Public School Students: Minnesota Statutes 2022, section 124D.09, subdivision 7, to assist the district in planning a pupil must inform the district by May 30 of each year of the pupil's intent to enroll in postsecondary courses during the following school year. A pupil is bound by notifying or not notifying the district by May 30.

_____ Date I/we notified the district the intent to enroll in PSEO, either semester, school year 2023-24.

All Students: Minnesota Statutes 2022, section 124D.09, subdivision 6, requires: students and parent/guardian sign a statement indicating they have received PSEO information (including transportation reimbursement for qualified students); are aware counseling services are available; understand PSEO course responsibilities. We have received the information required under Minnesota Statutes 2022, section 124D.09, and are aware the student above is enrolling in postsecondary courses.

My signature(s) below indicates that I/we are aware that if I/we have not notified the enrolling district by May 30, 2023, and the enrolling district has not waived the deadline, I/we may be responsible for the postsecondary costs.

Student Signature _____

Student Email _____

Parent/Guardian Signature (if student is under age 18) _____

Date _____

Students Must Complete Section 1

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



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_____	_____	_____	_____	
Address	City	ZIP Code	Phone	
_____	_____	_____	_____	
Postsecondary Institution This Term	Parent/Guardian Name	Address (if different from student)		
_____	_____	_____		

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_____	_____
Student Signature	Student Email
_____	_____
Parent/Guardian Signature (if student is under age 18)	Date

School Counselors Must Complete Section 2

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

<input type="text"/>	Public <input type="radio"/> Nonpublic <input type="radio"/> Home School <input type="radio"/>	<input type="text"/>
Secondary/Nonpublic/Home School Name	Secondary School Type (Select one)	Public Student SSID* Number
<input type="text"/>	<input type="text"/>	
Attending Public School District Name	Attending Public School District Number (xxxx-xx)	

Student grade level during the 2023-24 school year. (Select one): Grade 10 Grade 11 Grade 12

Note: High school graduates are not eligible.

Students may not enroll in PSEO courses in addition to a full high school class load. Students must also give up one period in their high school day. Does this student have at least one free class period during the high school day? Yes No

Is the above student eligible for program application? (See Pages 3-4 requirements) Yes No

My signature below certifies the student identified in Section 1 meets the eligibility requirements outlined on Pages 3-4 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, 2023, or the public school district has waived the deadline requirements.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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.