



# CAREER ADVANCED PLACEMENT PROCEDURE

## REGISTRATION PROCEDURE AND USE TOWARD HIGH SCHOOL GRADUATION

1. Obtain signature of parent and school principal.
2. Bring Career Advanced Placement (CAP) form to Admissions Office.
3. Admissions will give instructions for completing college application, testing and registration procedures. All CAP students register in person on assigned registration date and must present the pink copy of this form to Registration staff.
4. Placement testing is required of students enrolling in English, Reading and Mathematics courses. Testing may also be required for other courses, based on division prerequisites. The Counseling Office may be contacted for a schedule of tests.
5. Use of Course(s) Toward High School Graduation:
  - a. Upon completion of the course(s), request an official transcript be forwarded from Santa Ana College/Santiago Canyon College to your high school. Advise your high school of the transcript request and indicate course(s) that you wish to use toward high school graduation.
  - b. The high school must evaluate the Santa Ana College/Santiago College transcript to determine which college credit classes will be used for high school credit. After evaluation, the high school makes the appropriate allowances for Santa Ana College/Santiago Canyon College credit on the student's high school record, according to Title V, Section 1630.
6. The parent's signature indicates that the student has permission to take classes at Santa Ana College/Santiago Canyon College and assumes full responsibility for their young adult's conduct while in class and on campus. The parent and student agree to abide by all rules and regulations regarding student conduct at Santa Ana College/Santiago Canyon College, as listed in the Student Handbook.

## PRINCIPAL'S CERTIFICATION FOR CONCURRENT ENROLLMENT

**Section 1. Section 48800 of the Education Code: 48800.** (a) The governing board of a school district may determine which pupils would benefit from advanced scholastic or vocational work. The intent of this section is to provide educational enrichment opportunities for a limited number of eligible pupils, rather than to reduce current course requirements of elementary and secondary schools. The governing board may authorize those pupils, upon recommendation of the principal of the pupil's school of attendance, and with parental consent, to attend a community college during any session or term as special part-time or full-time students and to undertake one or more courses of instruction offered at the community college level. (b) If the governing board denies a request for a special part-time or full-time enrollment at a community college for any session or term for a pupil who is identified as highly gifted, the board shall issue its written recommendation and the reasons for the denial within 60 days. The written recommendation and denial shall be issued at the next regularly scheduled board meeting that falls at least 30 days after the request has been submitted. (c) The students shall receive credit for community college courses that they complete at the level determined appropriate by the school district and community college district governing boards. (d) The principal of a school may only recommend a pupil for community college summer session if that pupil meets all of the following criteria: (1) Demonstrates adequate preparation in the discipline to be studied. (2) Exhausts all opportunities to enroll in an equivalent course, if any, at his or her school of attendance. (3) For any particular grade level, a principal may not recommend for community college summer session attendance more than 5 percent of the total number of pupils who completed that grade immediately prior to the time of recommendation. (4) Notwithstanding Article 3 (commencing with Section 33050) of Chapter 1 of Part 20, compliance with this subdivision may not be waived.

**Section 2. Section 48800.5 of the Education Code: 48800.5** (a) A parent or guardian of a pupil, regardless of the pupil's age or class level, may petition the governing board of the school district in which the pupil is enrolled to authorize the attendance of the pupil at a community college as a special full-time student on the ground that the pupil would benefit from advanced scholastic or vocational work that would thereby be available. If the governing board denies the petition, the pupil's parent or guardian may file an appeal with the county board of education, which shall render a final decision on the petition in writing within 30 days. (b) A pupil who attends a community college as a special full-time student pursuant to this section is exempt from compulsory school attendance under Chapter 2 (commencing with Section 46100) of Part 26. (c) A parent or guardian of a pupil who is not enrolled in a public school may directly petition the president of any community college to authorize the attendance of the pupil at the community college as a special part-time or full-time student on the ground that the pupil would benefit from advanced scholastic or vocational work that would thereby be available. (d) Any pupil authorized to attend a community college as a special full-time student shall, nevertheless, be required to undertake courses of instruction of a scope and duration sufficient to satisfy the requirements of law. (e) For purposes of allowances and apportionments from the State School Fund, a community college shall be credited with additional units of average daily attendance attributable to the attendance of special full-time students at the community college.

**Section 3. Section 48802 of the Education Code: 48802.** (a) For purposes of allowances and apportionments from Section B of the State School Fund, a community college shall be credited with additional units of average daily attendance attributable to the attendance of pupils at the community college as special part-time students pursuant to this article and as set forth in Section 76002. (b) A school district whose pupils attend a community college as special part-time students pursuant to this article shall, for purposes of allowances and apportionments from Section A of the State School Fund, continue to receive credit for attendance by those pupils computed in the manner prescribed by law, and a pupil's attendance at school for the minimum school day shall be deemed a day of attendance for purposes of making the computation.