



ALAMO COLLEGES DISTRICT
Northeast Lakeview College



ALAMO
COLLEGES
DISTRICT

High School Programs Student/Parent Consent Form

Entering program as a: ☐ 9th Grader ☐ 10th Grader ☐ 11th Grader ☐ 12th Grader

Banner ID: _____ * Birth Date: _____ Entry Term: _____

*You won't have this until you have applied and NLC has processed your application. We will email this to you.

If available, indicate your Apply Texas Application ID# if you are entering this program as a first time student: _____

Please select all student type options that apply:

☐ Public School ☐ Home School¹ ☐ Charter/Private School ☐ Alamo Academies ☐ SAISD Phoenix (SAISD only)

School/Organization Name: _____ School ID: _____

Name: _____
(Please Print) Last First MI

Mailing Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Student Personal Email: _____ Parent/Guardian Personal Email: _____

Parent/Student Consent for Release of Information and Participation in the School Program for the duration of the student's School career.

I, _____ and _____, understand
(Print: Parent/Legal Guardian's Name) (Print: Student's Name)

The College:

1. Will be authorized to obtain and use, for program purposes, the student's High School (herein called School) records, including, without limitation, parent residency information (if necessary), transcripts, test scores and grades to determine eligibility, and behavioral and disciplinary information. College is also authorized to share student records information with School. Information will be shared from School to College and/or College to School via a secure electronic transfer of documents containing student information.
2. Will comply with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). All information provided to Alamo Colleges District relating to educational records will be confidential and Alamo Colleges District will not disclose, communicate or divulge, or permit disclosure, communication or divulgence, to another or use for their own benefit or the benefit of another, any confidential information, unless permitted by FERPA or required by the laws of the State of Texas.
3. Will not permit the student to participate in the School Program if he/she fails to: submit an accurate online application through AlamoENROLL by the announced deadline, submit all other documents pertaining to residency to the appropriate person by the announced deadline(s), verify enrollment into the correct dual credit courses, and/or maintain satisfactory academic progress.
4. Will provide a disabled student accommodation of his/her disability to participate in the program and activities of the Alamo Colleges District upon request. Accommodations are considered for approval when students are testing and/or taking courses on the College site. Support services may include special testing arrangements, readers, scribes, and note-taking services. However, Alamo Colleges District is neither able nor required to provide the level of disability support services offered through the School. For a student to receive disability support services at the College, the School student must provide a copy of the student's current IEP plan to the College's Disability Support Services ("DSS") office.
5. Will provide final eligibility status to the School dual credit liaison to complete the student's file.
6. Instructor will inform the student of academic progress/grade status at the third week and at mid-semester.
7. Will send all communication to the student's provided @student.alamo.edu email address accessible in ACES.

I understand that:

1. **This form is valid for the duration of the student's participation in the School Program.**
2. Submitting this consent form and/or School course card does not guarantee eligibility or enrollment into the program or selected courses. Eligibility and enrollment into the School Programs and courses is dependent on a complete application packet submitted by the deadline and qualifying test scores for each course selected, as determined by the servicing College and School.
3. Courses will be more academically challenging than traditional School courses, will include different requirements and a separate grade for each course.
4. Courses held on the College campus (all instructional methods apply) may contain a mix of both School and traditional college students. Therefore, the subject matter of the course may be more complex and mature in nature and the expectation is that the student's behavior and performance will be equivalent to that of a college student.
5. My child may be enrolled in dual credit courses approved by the School.



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6. Grades are awarded on a 4.0 scale at the College, and the School will convert them to the School letter grades according to its procedures.
7. Grades earned in dual credit courses are based off the instructor's evaluation of the student's progress, the College grade may be different than School grade, will become part of the student's permanent academic record, and will be reflected on the College transcript.
8. A student has a maximum of one (1) year from the end of the semester or term in which the final grade was issued to request a review of the grade or petition for a change of grade.
9. Students who fail to verify enrollment in ACES, per each term's Census Date for the College, cannot contest enrollment thereafter. The submission of a School transcript will not be considered.
10. Students must attend their dual credit class regularly and turn in all required assignments. Students may be withdrawn for lack of attendance and/or lack of progress. This attendance policy pertains to all students enrolled in any section of a dual credit course on any campus. If for any reason my child is not attending the dual credit class at the School regularly, he/she will be withdrawn from the class (includes students sent to alternative school and homebound students).
11. Students underperforming are encouraged to withdraw the course before the Last Date to Withdraw deadline, after conferring with a counselor. If student remains in course after the Last Date to Withdraw, they will be awarded the grade earned.
12. Students are responsible for knowing and adhering to the Last Date to Withdraw deadlines for withdrawal on the Alamo Colleges District Academic Calendar, accessible at <http://alamo.edu/calendars/>.
13. Students are expected to meet academic standing as defined in the College catalog to continue in any of the School Programs offered through the Alamo Colleges District.
14. Student struggling to maintain a passing grade will be provided with options for the student's successful completion or be advised by the instructor, School counselor, assigned School staff, or the College academic representative on consequences of withdrawing the dual credit course in order to minimize future problems related to admissions, financial aid, and scholarships.
15. If a student plagiarizes a paper, or colludes or cheats in any dual credit class, the student will be subject to the disciplinary policies and procedures of the College. In some instances, severe cases may result in failure of the course and suspension from the School Program. Any disciplinary action will become part of the student's education record with the College district.
16. Courses are generally transferrable; however, it is not the College's responsibility to ensure that the dual credit course(s) for which the student enrolls are transferable to the College/university the student plans to attend.
17. If my child earns thirty or more college credits, he/she may be considered a sophomore at some universities and this could affect scholarships and other financial opportunities. It is my responsibility to check with the receiving institution to determine how dual credit hours are handled.
18. The School Program is now available for students in grades 9-12, as dual credit courses are available at your School.
19. Students who choose to take regular college courses outside the School Program requirements will be admitted as Early Admit and responsible to meet all admission requirements for the program as well as pay full tuition and fees based off residency status for all courses. Any college credit earned is strictly college credit and is part of any School Program agreement. Please work with the College's Admission Office for the admission process and deadlines.
20. Excluding Early College School, all students enrolled in School Programs **may not exceed a total of 14 courses throughout their time in School.**
21. Students may participate in one or more School Program (Dual Credit and Alamo Academies or Early College School and Alamo Academies) provided that they **do not exceed a total of 14 courses throughout their time in School.** Students pursuing this option will require special Academic Advising in order to ensure completion in at least one School Program.
22. Alamo Colleges District and the Colleges are not charging students tuition and fees, special program charges, textbook or instructional materials charges during their participation in any School Program. All associated cost will be waived and/or billed to the ISD/school per the adopted cost sharing model indicated in each ISD/Private/Charter school Memorandum of Understanding (MOU). *Home School students please review the information provided within the Home School Students section.*
23. For additional information on School Programs, please visit <http://www.alamo.edu/hsprograms>.

¹Home School Students:

I understand that:

1. All of the statements above and below apply to all Home School students.
2. The course must have an equivalent (articulated) School course and must be approved by the parent and the College.
3. All updates will be communicated through the email address provided on the Apply Texas application until a Banner ID is assigned; thereafter, all communication will be sent to the student's provided @student.alamo.edu email address accessible in ACES.
4. As stated in the annual Home School MOU, parents of students participating in any School Program will be billed \$100 per course and responsible for any special program charges, textbook or instructional materials charges applied to the student record per enrollment status. For payment deadlines and payment plan options, please visit <http://alamo.edu/district/business-office/>.
5. Instructional Materials charges are applicable on selected courses. Please confer with your College High School Programs contact for additional details.
6. Homeschool student must complete one academic year at the College.



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Alamo Academies Students:

I understand that:

1. All of the above and below statements are apply to all Alamo Academies students.
2. Will follow the curriculum of the Academy Program of Study.

Student's Signature

Date

Parent or Legal Guardian Signature

Date

School Dual Credit Liaison/Dual Credit Counselor

Date

April Phillips

All listed policies are subject to change to accommodate State mandated rules and regulations.

State law gives you the right to request, receive, and correct information about yourself collected on this form. Alamo Colleges District do not discriminate on the basis of race, religion, color, national origin, sex, genetic identity, sexual orientation, veteran status, age, or disability with respect to access, employment programs or services.



ALAMO COLLEGES DISTRICT
Northeast Lakeview College

Dual Credit/ Early College High School
Residency Reclassification Questionnaire

Updated 2.13.18

To be completed by the Parent/ Court-Appointed Legal Guardian

PLEASE PRINT:

Name of Parent/ or Court-Appointed Legal Guardian: _____

ast, First
Student's Name: _____ HS ID: _____ Date of Birth: _____

Banner ID # _____ *Current Grade Level: _____

*You won't have this until you have applied and NLC has processed your application. We will email this to you.

Home Address: _____
(Street #) (City) (Zip Code)

Student Email: _____ Home Number: _____

Emergency Phone: _____ Student Cell: _____ Parent Cell: _____

***Parent/Guardian Information**

1. U.S. Citizenship: Yes No

If yes, proceed to question 2

If no, answer the following:

a. Country of Citizenship: _____

b. Permanent Resident Number _____ or Visa Type: _____ or circle
"Not applicable"

c. Do you have an application for Permanent Resident Status that has been preliminarily reviewed?
Yes or No

If you have a Permanent Resident Card, Visa or I-797/I-485 you will need to provide a copy

2. How many years have you lived in Texas? _____

3. Your Main Purpose to be in Texas is to:

- ____ Go to College
____ Establish and Maintain a Home
____ Work Assignment

4. Do any of the following apply?

a. Hold the title (Warranty Deed, Deed of Trust, or other similar instrument that is effective to hold title) to residential real property in Texas? Yes or No

a. If yes, when was it acquired? _____

b. Have ownership interest and customarily manage a business in Texas without the intention of liquidation in the foreseeable future? Yes or No

a. If yes, when was it acquired? _____

c. Been gainfully employed for the past **12 Months** in TX? Yes or No

d. Receive primary support from Social Service Agency for the past 12 months in Texas?: Yes or No

e. Married to a person who can answer YES to any of the 1-4 questions asked above

Please turn in these forms as soon as you have applied regardless of your Banner ID receipt.



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- a. If so, indicate which question: _____
- b. How long have they been married? _____

*Based on the information provide you may be required to submit additional information.

I certify all the information provided to be true and the named student is claimed as a dependent or is eligible to be claimed as a dependent.

Signature

Date



In order to get started, log in to goApplyTexas.org and follow these instructions.

Dual Credit – ApplyTexas Guide

A. Create an Account

1. Enter all items in the My Profile tab. **DO NOT USE YOUR HIGH SCHOOL'S STUDENT EMAIL. Please use your personal email account.**
2. Ensure to select SAVE PROFILE when complete
3. Record your Apply Texas Username (email) and Password for future reference.

NOTE: You will receive an automated Email from Apply Texas titled "Your Apply Texas Profile." This Email will be sent to the Email address you enter on your profile. The message will contain your Apply Texas username for future access to your application. This Email is NOT verification that the application has been completed or submitted. This is only confirmation that a profile has been set up. Please ensure you continue to the next step below.

B. Create an Application

1. Click **Create a new application now**
2. Select **Create a new 2 year college admissions application**
3. In the first drop down box labelled **Target College**, select **Northeast Lakeview College (Universal City)** from the list of options in the **South Region**
4. Click **Continue**

C. Select a Semester

NOTE: Please choose correctly. Choosing the wrong semester will impact the college's evaluation of your participation in the program.

1. Select one of the bolded options for Semester of Entry:
 - a. **Fall 2022**
2. Select first option of **Fall 16 week & Flex 1**
3. Click **Continue**

D. Select a School/Program

NOTE: Please choose correctly. Choosing the wrong school may impact your student record and result in creating a financial balance.

1. Select one of the Alamo Institutes for First Choice School/Program:
 - **Business and Entrepreneurship**
 - **Creative and Communication Arts**
 - **Health and Biosciences**
 - **Public Service**
 - **Science and Technology**



Dual Credit – ApplyTexas Guide (continued)

E. Select a Major

1. Select **Dual Credit** from the drop down box labelled **Major**
2. Click **Continue**

F. Biographical Information

1. Your application ID is provided on this page. Write it down for future reference.
2. The information on this page will auto-populate the information provided in your profile. **Please scroll through and ensure all information listed is correct.**
3. Although the SSN is optional, it can serve as another resource for the college to locate your file, if necessary. Please enter your Social Security Number if you know it.
4. Click **Save Changes**
5. The system will ask you once more to verify your name and DOB. Please review information, scroll down and click the checkbox verifying the information is accurate.
6. Click **save page**

G. Educational Background

1. To ensure the correct high school is loaded into the College's system for your high school, please utilize the blue **Find Your High School** search button.
 - a. Enter the full name of your high school, country, State, and city then click **Submit**
 - b. Select the school
 - c. Enter the month and year of your high school graduation.
 - d. Answer **NO** to the question **Are you home-schooled?**
3. Answer **NO** to Question #2, "Do you have a GED or high school equivalency?"
4. Only answer Question #3 if you have completed dual credit at another institution other than Alamo Colleges
5. Answer Question #4
6. Click **Save changes**

H. Educational Information

1. If you don't know what Tech Prep means, answer No.
2. For Question #2, select **Dual Credit (receiving both high school and college credit)** as your answer.
NOTE: Selecting another option will affect your College's ability to consider your application for the program.
3. For Question #3, select **Earn credits for transfer**
4. Click **Save Changes**

I. Residency Information

NOTE: If possible, have your parents or legal guardian guide you with the correct answers. Incorrect information will require additional residency documentation to be submitted as part of the Admission packet.

1. Answer **No** to Question #1 asking whether "you file your own federal income tax"
2. Answer **Yes** to the Question #2 asking whether "you are eligible to be claimed as a dependent by a parent or legal guardian"
3. Click **Save and continue to next question**



Dual Credit – ApplyTexas Guide (continued)

4. The next 7 questions (Q #1- Q#7) are questions about your parent/legal guardian. Please ask for their assistance and answer accordingly
5. Click **Save and continue to next question**
6. Click **Save and continue to next question**
7. Review your responses and click **Save page and continue with application**

J. Custom Questions

1. College Connection Application – Answer **NO**
2. Online Courses only – Answer **NO**
3. Early College High School App – Answer **NO**
4. College Connection - Senior – Answer **NO**
5. CC-App at another Institution - Answer **NO**
6. CC-Alamo College First Choice – Answer **YES**
7. Click **Save and complete this page**

K. Certification of Information and Submission of Application

1. You must verify your email account. Go to the email inbox of the email account you used to create your Apply Texas profile and verify your email account
2. If you did not get a verification email, check the **Resend email verification box** and click **Resend verification**
3. Continue with certification of information by checking the remaining 3 boxes
4. Read THECB acknowledgement section and select **YES or NO**
5. Click **Save and proceed to application submission**
6. Select **Submit Application Now**, to submit the application and transmit to Alamo Colleges.

NOTE: Your application ID is provided on this page. Write it down for future reference. Knowing your application ID number can assist the college locate your application, if necessary.

| Northeast Lakeview College | |
|--|---|
| For questions regarding your application, please contact the Admissions & Records office. For guidance regarding the Dual Credit process, please contact the High School Programs office. | |
| High School Programs | Admissions & Records |
| Location: Student Commons Bldg STCM 217 Phone: 210-486-5799 Email: nlc-hsprograms@alamo.edu | Location: Student Commons Bldg STCM 101 Phone: 210-212-5266 Email: nlc-admissions@alamo.edu |