



MOORPARK COLLEGE  
DUAL ENROLLMENT RECOMMENDATION & MEMORANDUM OF UNDERSTANDING

Name: \_\_\_\_\_ College ID (900#): \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Number and Street) (City) (State) (Zip)  
College Term: \_\_\_\_\_ Grade Level: \_\_\_\_\_ K-12 School Name: \_\_\_\_\_

COLLEGE COURSE(S) RECOMMENDED BY K-12 SCHOOL OFFICIAL

\_\_\_\_\_  
(Subject Code & Number i.e. HIST M25)

I certify that this student is enrolled for at least a minimum day at the K-12 campus, has the ability to benefit from the advanced scholastic or vocational education offered by the college, and that the information above is valid. This Dual Enrollment recommendation is approved in compliance with California Ed. Code sections 76000 et seq and 48800 et seq.

\_\_\_\_\_  
Signature of Principal or Designee - Date Printed Name & Email Address

MEMORANDUM OF UNDERSTANDING - Admission of K-12 Students

1. Dual Enrollment students are expected to abide by all college policies in the college catalog including the Student Code of Conduct, requirements for admission and deadlines for adding and dropping classes including payment of applicable fees. Students are responsible to drop classes by published deadlines. Failure to drop a class by the deadline can result in an "F" grade on the student's permanent record.
2. Although the colleges of the VCCCD are considered to be safe campuses, there have been incidences on and around the campuses that warrant particular caution where the presence of minors is concerned. In accordance with federal "Right to Know" legislation, crime statistics are available from the Campus Police Office. Outside the classroom setting there is no provision for monitoring of minor students. Be sure to pre-arrange a pick-up location in case of any emergencies or early dismissal.
3. The coursework completed will be awarded college credit. It is a permanent record and is subject to all standards of scholarship observed by the college. The courses taken at the college may also be used by your student's K-12 campus at that school's discretion. You and your child should confer with a counselor at the K-12 campus for more information. The coursework is subject to the same standards of progress that apply to mainstream students. College policies governing academic progress, probation and dismissal are found in the college catalog.
4. College courses are designed for adult college students. The content of the course may include adult materials, and discussions may include adult subject matter. Course content will not be altered because a minor is present in the classroom. Some courses may include physical requirements.
5. Parent Authorization to Consent to Medical Treatment or Personal Counseling of Minors: I give my permission for emergency first aid and treatment for my minor child/legal ward. I also give my permission for him/her to be treated by a nurse, nurse practitioner, physician and/or personal counseling in the Student Health Center at the colleges of Ventura County Community College District (Moorpark/Oxnard/Ventura Colleges).
6. Right of access to student records: In compliance with the Federal Educational Rights and Privacy Act (Buckley Amendment), once a student of any age enters a post-secondary educational institution, the student assumes rights and responsibilities previously conferred upon the parent. Translation: your child must complete and sign the application for admission and registration forms, and is responsible for requesting copies of his/her transcript. Student attendance and progress may not be discussed with the parent unless the student is present or has given written permission.

By signing below I certify that I have read and understand this petition for Dual Enrollment. I authorize Moorpark College to release my final grades and other personally identifiable information to the K-12 school listed above.

\_\_\_\_\_  
Signature of Student Date

By signing below I certify that I have read, understand, and agree to this Memorandum of Understanding and request Dual Enrollment for the minor student named above.

\_\_\_\_\_  
Signature of Parent - Printed name Date