College of Lake County
Connect to Your Future

Secondary School Reference Form
Dual Credit – On Campus-CLC

Students: Please turn this form in to your high school contact.
High School: Please return this form to Susan Ros. sros1@clcillinois.edu or 847.543.3030 (fax)

CLC Dual Credit Class (es):_____

Student Identification: (Please print or type in blue or black ink only)

CLC ID# _____

Name: _____
Last First Middle Initial

Birth date: _____ High School: _____
Month/Day/Year

Home Address: _____
Street Address City State Zip Code

Phone Number: (_____) _____

Statement of Understanding
We request that the student be enrolled in the above listed course(s) at the College of Lake County (CLC) as part of a Dual Credit Agreement. Our signatures below also indicate that we have read and understand the attached cover letter (including information on Satisfactory Academic Progress, withdrawing from a course, accommodations through the Office for Students with Disabilities, and CLC's Student Rights and Responsibilities) and also understand that:

- the student will be exposed to the mature content and rigorous curriculum of a college-level course and is subject to all the requirements and policies of the College. The student is responsible for his/her behavior and academic progress.
- by registering for and completing the dual credit course(s) listed above, the student is earning both high school credit and credit through CLC. The college grade earned will appear on a CLC transcript and may have future academic implications (i.e. grade point average, eligibility for financial aid, etc.).
- the student may withdraw from the course(s) listed above at any time. If the student withdraws from the course(s) after the midterm date, the course and grade will appear on the student's CLC transcript and may have future academic implications.
- if the student chooses to attend another college or university, s/he may be able to transfer the CLC credit by requesting a CLC transcript and submitting it to the college s/he will be attending.
- CLC is an open access campus and an adult environment. The buildings and grounds are not supervised in the manner of elementary and high schools and the student may interact with adult learners.
- the Family Educational Rights and Privacy Act of 1974 (FERPA) and associated regulations protect the privacy of student education records. FERPA applies to all college students, including dual credit participants, regardless of age. By enrolling in the dual credit course(s) you are authorizing access to your CLC educational records by high school officials for purposes related to the administration and operation of the courses. Additionally, you are authorizing CLC to share your educational records with your parent/guardian listed on the SSRF form for matters related to your enrollment and progress in the dual credit course(s). You may revoke this authorization at any time.

Student Signature: _____ Date: _____

***Parent Name (Printed): _____**
*The parent/guardian listed here will have permission to receive information about your academic record, as referenced in the FERPA information above.

***Parent Signature: _____ Date: _____**
* Statement of legal emancipation may be submitted in lieu of parent signature.