



# Lassen Community College District

Fiscal Year: 2007-2008

TO: All Special Admit part-time (K-12) Principals of Districts that are served by Lassen Community College:

In an on-going effort to adhere to California Education Code, Lassen Community College must have authorized signatures for Special Admit part-time (K-12) students that your school may recommend to us (generally the principal and a designee). Each school may recommend no more than 5 % of any grade.

Each fiscal year we will submit to your school a form requesting signatures of the principal and designee of your school. Signatures will be required on the individual Special Admit part-time (K-12) registration card of each student. This authorization lets us know who is allowed to sign the students' registration card representing your institution.

Please complete a form for each school you represent. Signatures from each school are of the utmost importance. If we do not have a signature on file, we will not be able to serve students from your school.

Sincerely,

Chris Alberico  
Director of Admissions & Records  
Lassen Community College

**TO: Lassen Community College  
Admissions & Records Office**

**RE: Special Admit Part-Time (K-12)  
Student Authorization for Admittance  
to Lassen Community College**

For the Fiscal Year: \_\_\_\_\_  
(July 1 through June 30)

As the Principal of: \_\_\_\_\_  
NAME OF SCHOOL OR INSTITUTION

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

Students will be authorized to attend Lassen Community College on an individual basis. Each principal may appoint one designee to sign. Student will not be allowed to register for credit classes unless one of the following signatures is on the Special Admit part-time (K-12) registration card, and it is completed in full.

\_\_\_\_\_  
Principal – Print Name

\_\_\_\_\_  
Principal – Signed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Designee – Printed Name

\_\_\_\_\_  
Designee – Signed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Designee Title

If you have any questions email [calberic@lassencollege.edu](mailto:calberic@lassencollege.edu) or call (530) 251-8832.

**ANNUAL CERTIFICATION**  
**Summer Session Registration Requirement**  
**For Lassen Community College**

I, \_\_\_\_\_, Superintendent/Principal and/or  
designee for the \_\_\_\_\_ District hereby  
certify that the 5% statutory limitation on summer session registration  
requirements has been enforced.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 200 \_\_\_\_\_.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title