



**Lassen Community College District**  
**Annual Certification Letter – Special Admit**

Fiscal Year: **July 1, 2020 through June 30, 2021**

**To: All High School Principals served by Lassen Community College District**

Lassen Community College is required to have authorized signatures on file for all Special Admit students that your school may recommend for enrollment in college courses.

Each fiscal year we send the Annual Certification form to all high schools in our district requesting the signatures of the principal and designee. Signatures are also required on the individual special admit registration card for each student. The authorization form lets us know who is authorized to sign the registration cards for your institution.

By signing the authorization attached you also hereby certify that your school is enforcing the 5% limitation on summer session registration requirements. 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.

Attached: please sign a separate authorization form for each school you represent. If we do not have your signed school agreement on file, your student will not be allowed to enroll in a college class.

Sincerely,

Admissions and Records

P.O. Box 3000, Susanville, California 96130, Phone (530) 251-8808, Fax (530) 251-8802



**Lassen Community College District**  
**Authorization for Admittance – Special Admit**

For the Fiscal Year: **July 1, 2020 through June 30, 2021**

As the Principal of:

\_\_\_\_\_  
NAME OF SCHOOL OR INSTITUTION

\_\_\_\_\_  
ADDRESS

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

\_\_\_\_\_  
Phone

I authorize our students to attend Lassen Community College on an individual basis. I also authorize the designee listed below to sign registration cards. Students will not be allowed to register for college classes unless one of the following signatures is on the Special Admit registration card, and it is completed in full.

\_\_\_\_\_  
Principal – Print Name

\_\_\_\_\_  
Principal – Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Designee – Printed Name

\_\_\_\_\_  
Designee – Signature

\_\_\_\_\_  
Date

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

P.O. Box 3000, Susanville, California 96130, Phone (530) 251-8808, Fax (530) 251-8802