

# UW-Richland Youth Options

## Application Guidelines & Requirements

The Youth Options Program presents exciting educational options for eligible Wisconsin high school juniors and seniors. By meeting some general requirements and following specific guidelines, you may be able to take university-level courses at UW-Richland, earning both high school and college credit. What's more, you do not have to pay for a course if your school board determines the course is not comparable to a course offered in the school district. All public high schools participate in the Youth Options Program. And so, all juniors and seniors who meet the program requirements are eligible.

Students who qualify for the program at UW-Richland generally:

- rank in the top 25 % of the high school class
- have a 3.0 grade point average

Exceptions can be made. Students not meeting these requirements may appeal to the Assistant Dean for Student Affairs for an exception; this appeal should be initiated with the high school guidance counselor.

## Application Procedures

- Complete the standard UW System Application for Admission
- Complete the DPI Youth Options Program Plan & Report
- Arrange for a copy of your high school transcripts to be sent to UW-Richland
- Submit the items listed above to the Student Affairs Office. The high school guidance counselor will forward these materials for you.

In situations where a course has been approved for school district payment, your school district business offices will submit a purchase order to the UW-R business office as a guarantee of payment; typically this is done at the time tuition/fees are due. You do not have to initiate this action.

Important deadlines

- Application for fall enrollment should be submitted by: March 1
- Application for spring enrollment should be submitted by: October 1

## Additional Considerations

Students are generally limited to two courses (usually 6 credits) per semester, but exceptions may be made.

YO students are required to take the UW Colleges English & Math Placement Tests prior to registering for English and math courses and for courses requiring certain levels of English and math as prerequisites. There is a fee for this testing.

Admission to UW-Richland and enrollment in courses is subject to institution and campus enrollment management limits, as well as availability of space in desired classes. All institutional and campus rules/regulations apply equally to YOP students. All coursework taken by a YOP student is recorded and transcribed as UW-Richland credit. Such coursework becomes part of your permanent university record and may affect subsequent admission to post-secondary institutions. You will receive class registration (sign-up) assistances from your academic advisor in the Student Affairs Office. This helps assure your understanding of your UW-Richland coursework ... and the Youth Options Program.

As a Youth Options participant, you will have a university identification card and, therefore, access to UW-Richland facilities, including Miller Memorial Library, computer labs, and Symons Recreation Complex.

## Need more information?

Contact your guidance office, or the UW-Richland Student Affairs Office at (608) 647-6186 or [rlinfo@uwc.edu](mailto:rlinfo@uwc.edu).

# Riverdale High School Youth Options Policy

## 2271 - YOUTH OPTIONS PROGRAM

The Youth Options Program permits any 11th or 12th grade student enrolled in a public school to attend a Wisconsin institution of higher education for the purpose of taking one (1) or more non-sectarian courses. Riverdale School District is not responsible for paying the costs of a post-secondary course if the District offers a comparable course with approximately an eighty percent (80%) match in course content. The Youth Options Program does not apply to summer school.

Students must notify the School District of their intention to participate in the program by March 1st for the fall semester and October 1st for the spring semester. Students must also apply to the School Board for approval if they choose to take the course for high school credit. The grades achieved in this program will be calculated into the student's GPA. Participating students pay the costs, as determined by the higher education institution's payment requirement, if enrolled in the program for post secondary credit only. If a student receives both high school and post secondary credit, the School District is required to pay the tuition costs.

The School Board must pay a technical college for any course that is taken for high school credit. If the student takes ten (10) or more credits per semester at the technical college, the School District would be responsible for payment for comparable courses for one-half (1/2) the total number of credits taken, but no more than six (6) credits.

Transportation is the responsibility of the student and their family. Families who meet certain income guidelines may apply to the State for reimbursement for transportation.

The School District will only pay for up to the equivalent of eighteen (18) post secondary semester credits. If the student fails a course or does not complete the course, the student and parents will have to reimburse the School District for the cost for that/those courses. New WI Act 131 Assembly Bill 183

# Riverdale High School – Youth Options

## STUDENT INFORMATION PACKET

Dear Student:

Attached is a copy of the Riverdale School Board Policy 2271 concerning Youth Options enrollment. Also included in this packet is a copy of *Youth Options Program: Information for Students and Parents*, and the *General Differences Between High School and College* concerning Youth Options Programs. Also included is the *PI-8700-A form* in which the student needs to follow the instruction page to fill out. Mrs. Troxel will be available to help students with this form.

The transportation form *PI-8701* is to be filled out and sent to DPI after the student completes his/her youth options course(s) if he/she qualifies for transportation reimbursement. The guidelines are included on the PI-8701.

Please sign and date that you have read the information in this packet and that you fully understand your rights and responsibilities as the student taking Youth Options courses, and said students' parents/guardians.

Please sign at the bottom that you will be transporting the student to and from youth options courses or that the student, himself/herself, will be driving.

Sincerely,

Stacey Troxel  
 Riverdale 7-12 School Counselor  
 Youth Options Coordinator  
 (608) 739-3116 ext. 3115

I, \_\_\_\_\_, have read and fully understand my rights and responsibilities as a youth options student  
(participating student – please print)  
 at Riverdale High School.

\_\_\_\_\_  
 Signature of participating student

\_\_\_\_\_  
 Date

I, \_\_\_\_\_, have read and fully understand my rights and responsibilities as a parent/guardian  
(parent/guardian of participating student – please print)  
 of a youth options student at Riverdale High School.

\_\_\_\_\_  
 Signature of parent/guardian of participating student

\_\_\_\_\_  
 Date

### Transportation agreement

We, \_\_\_\_\_ and \_\_\_\_\_, fully understand that we are responsible for transportation  
(participating student) (parent/guardian of participating student)  
 to and from youth options programming; and that it is our responsibility to ensure that the driver is properly licensed, that necessary and/or desired insurance is in place; and that the driver is driving in an appropriate and safe manner.

\_\_\_\_\_  
 Signature of participating student

\_\_\_\_\_  
 Signature of parent/guardian of participating student

\_\_\_\_\_  
 Date





# Youth Options Program

## Information for Students and Parents

Wisconsin Department of Public Instruction  
Tony Evers, State Superintendent

### Program Overview

The Youth Options program allows public high school juniors and seniors who meet certain requirements to take postsecondary courses at a Wisconsin technical college, a UW System college or university, a Wisconsin tribally controlled college, or a Wisconsin private, nonprofit college or university.

The program provides opportunities for high school students to get a head start on a technical certificate or an associate or bachelor's degree, to learn more about a field or career of interest, and/or to develop specific skills for entering the workforce immediately after high school graduation.

Through the Youth Options Program, a school board will determine if a desired college course can be taken for high school credit and is not comparable to a current course offered by the district. In such cases, and unless the student fails to complete or get a passing grade in the course, the district will pay the cost of tuition and fees and the student will receive both high school and college credit. This high school credit will then count toward the student meeting high school graduation requirements needed to earn a high school diploma.

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### Eligibility

The Youth Options Program is available to Wisconsin public school juniors and seniors who meet the following requirements:

- Have completed the 10<sup>th</sup> grade.
- To attend a technical college, are in good academic standing and have an acceptable disciplinary record.
- Apply to the postsecondary institution in the school semester prior to the one in which the student plans to attend the postsecondary course.
- No later than March 1 for a course to be taken in the fall semester or October 1 for a course to be taken in the spring semester, submit form PI-8700-A notifying the school board of the student's intention of enrolling in a postsecondary institution.
- Maintain satisfactory attendance and comply with the compulsory school attendance law under §118.15(1)(a), Wis. Stats.

### Students with a Disability

Students with a disability are encouraged to participate in the Youth Options program. The school board may, however, refuse to permit a student with a disability to attend a technical college if the cost would impose an undue financial burden on the school district.

### College Responsibilities

Colleges participating in the Youth Options Program must:

- Notify the school board if the student is admitted to the postsecondary institution.
- Notify the school board if the student is registered to attend a postsecondary course.

### Applying for Youth Options

Students need to complete a Youth Options Program Plan and Report form PI-8700-A and submit it to their

current district school board following all instructions on the form. The form is available from the district or:

<http://youthoptions.dpi.wi.gov/files/forms/doc/f8700-a.doc>

Students can determine their school district Youth Options point of contact at:

[http://youthoptions.dpi.wi.gov/yth\\_yocontpers](http://youthoptions.dpi.wi.gov/yth_yocontpers)

Students will also need to complete admissions forms for their selected college after getting district approval on their PI-8700-A. These forms can be acquired from the selected college or may be available from the high school counseling office.

## Determining High School Credit and Comparability

The school board determines whether a postsecondary course is eligible for high school credit, how much high school credit may be awarded, and whether the course is comparable to a course offered at the school district.

## Payment of Tuition and Fees

**The school board must pay** for any course that is taken for high school credit and that is *not comparable* to a course offered in the school district.

**A student must pay** for any postsecondary course taken that is comparable to a course offered at the school district.

**A student must pay** for a postsecondary course that is not used for high school credit.

**A student must pay** for incidental college fees (such as a parking permit) and for equipment, tools, supplies and consumables (notebooks, workbooks, uniforms) which will become the property of the student.

**The school board must pay** for the cost of any books and fees for all approved courses and materials for students attending an IHE. The school board may require the return of books and materials in a useable form.

**The school board cannot** expect the student to pay the cost of tuition, books, and fees then reimburse the student if the student passes the course.

**The student** may be required to reimburse the school district for tuition and fees if the student drops or fails the course.

## Appeals

A student may appeal the school board's decision about awarding high school credit or comparability of a postsecondary course to the State Superintendent of Public Instruction within 30 days of receiving notification from the school district.

## Transportation

Parents or students are responsible for transportation between the school and the postsecondary institution.

Transportation assistance is available from the DPI for low-income families (eligible for free/reduced lunch under the federal school lunch program). Transportation costs may only be reimbursed if the student is taking a postsecondary course for high school credit.

A claim for transportation reimbursement form (PI-8701) must be submitted to the DPI no later than 30 days after the end of the college semester to which the claim pertains. Students are to use the least expensive, safe means of transportation possible.

The PI-8701 is available from your school or from DPI on this webpage:

<http://youthoptions.dpi.wi.gov/files/forms/doc/f8701.doc>

## Additional information

Youth Options Program information and materials, including forms, answers to common questions, timelines, contact persons, the Youth Options State Statute, and administrative rules, are available at:

<http://youthoptions.dpi.wi.gov/>

## Frequently Asked Questions

**Q.** Can a high school refuse to participate in the Youth Options Program?

**A.** No. The law requires all Wisconsin public high schools to participate.

**Q.** Does the program apply to courses offered during evenings or weekends?

**A.** Yes. A student may take a postsecondary course during or after regular school hours as long as the course is offered *during the high school's regular academic year* (i.e., not during the summer session).

**Q.** Can a student attend a postsecondary institution in lieu of high school?

**A.** Yes. If the postsecondary institution offers all of the courses a student needs in order to meet his or her high school graduation requirements, he or she could attend the postsecondary school full time.

**Q.** How many postsecondary semester credits equal one high school credit?

**A.** Four. One semester credit offered for a postsecondary course is equivalent to ¼ high school credit.

## For more information contact:

Your high school counselor, local college admissions representative, or call:

Kevin Miller, 608-267-3161 or 800-441-4563

[Kevin.miller@dpi.wi.gov](mailto:Kevin.miller@dpi.wi.gov)

Wisconsin Department of Public Instruction

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## General Differences Between High School and College

### CLASSES

	HIGH SCHOOL	POSTSECONDARY
1	Usually follow a school-directed schedule and proceed from one class to another.	Individual students must manage their own time and schedules.
2	General education classes dictated by state/district requirements.	Class based on field of study; requirements may vary.
3	Typically a school year is 36 weeks long; some classes extend over both semesters. Summer classes may be offered but are not used to accelerate graduation.	Academic year is divided into two separate 15-week semesters plus a week for final exams. ( <b>Hint:</b> Some institutions are on a trimester schedule.) Courses are offered fall, spring, and summer semesters, and summer classes may be used to accelerate graduation.
4	Class attendance is usually mandatory and monitored carefully.	Attendance policies may vary with each instructor. ( <b>Hint:</b> Lack of attendance may impact performance.)
5	Classes generally have no more than 30-35 students.	Classes may have 100 or more students.
6	Textbooks are typically provided at little or no expense.	Textbooks can be expensive. ( <b>Hint:</b> An anticipated range for a full-time student is \$200-\$400 per semester.)
7	Guidance is provided for students so that they will be aware of graduation requirements.	Graduation requirements are complex and vary for different fields of study. ( <b>Note:</b> You are responsible for monitoring your progress and seeking advice.)
8	Modifications that change course outcomes may be offered based on the student's IEP.	Modifications that change course outcomes will not be offered. ( <b>Hint:</b> Modified high school courses may not be accepted in the admission process.)

## INSTRUCTORS

	<b>HIGH SCHOOL</b>	<b>POSTSECONDARY</b>
1	Grade and check completed homework.	Assume homework is completed and students are able to perform on a test.
2	May remind students of incomplete assignments.	May not remind students of incomplete assignments. It's your responsibility to check with your instructor to see if requirements are being met.
3	May know students' needs and approach students when they need assistance.	Are usually open and helpful, but expect students to initiate contact when assistance is needed.
4	May be available before, during, or after class.	May require students to attend scheduled office hours.
5	Have been trained in teaching methods.	Have content knowledge but not necessarily formal training in teaching methods.
6	Often provide students with information missed during absence.	Expect students to get information from classmates when they miss a class.
7	Present material to help students understand what is in the textbook.	May not follow the textbook. Lectures enhance the topic area. ( <b>Hint:</b> You need to connect lectures and textbook.)
8	Often write information on the board or overhead to be copied for notes.	May lecture nonstop. If instructors write on the board it may be to support the lecture, not summarize it. ( <b>Hint:</b> Good notes are a must!)
9	Teach knowledge and facts, leading students through the thinking process.	Expect students to think independently and connect seemingly unrelated information.
10	Often take time to remind students of assignment and test dates.	Expect students to read, save, and refer back to the course syllabus. ( <b>Hint:</b> Syllabi are your way of knowing exactly what is expected of you--when assignments are due, and how you will be graded.)

## STUDYING

	HIGH SCHOOL	POSTSECONDARY
1	Study time outside of class may vary (maybe as little as 1-3 hours per week per class).	Generally need to study at least 2-3 hours outside of class for each hour in class.
2	Instructors may review class notes and text material regularly for classes.	Review class notes and text material regularly. <b>(Hint: use the time between classes carefully.)</b>
3	Expected to read short assignments that are discussed and retaught.	Substantial amounts of assigned reading and writing may not be directly addressed in class. <b>(Hint: It's up to you to read and understand assigned material or access support.)</b>

## TESTING

	HIGH SCHOOL	POSTSECONDARY
1	Frequent, covering small amounts of material.	Usually infrequent (2-3 times a semester). Maybe cumulative and cover large amounts of material. <b>(Hint: You need to organize material to prepare for tests.)</b> Some classes may require only papers and/or projects instead of tests.
2	Make-up tests are often available.	Make-up tests are seldom an option and may have to be requested.
3	Test dates can be arranged to avoid conflicts with other events.	Usually, scheduled tests are without regard to other demands.
4	Frequently conducts review sessions emphasizing important concepts prior to tests.	Faculty rarely offer review sessions; if so students are expected to be prepared and to be active participants.

## GRADES

	HIGH SCHOOL	POSTSECONDARY
1	Given for most assigned work.	May not be provided for all assigned work.
2	Good homework grades may assist in raising over grade when test grades are lower.	Tests and major papers provide the majority of the grade.
3	Extra credit options are often available.	Generally speaking, extra-credit options are not used to raise a grade.
4	Initial test grades, especially when low, may not have adverse effect on grade.	First tests are often "wake up" calls to let you know what is expected. <b>(Hint: Watch out!</b> They may account for a substantial part of your final grade. Contact instructor, academic advisor, or student accessibility personnel if you do poorly.)
5	Graduation requirements may be met with a grade of D or higher.	Requirements may be met only if the student's average meets the departmental standards. <b>(Hint: Generally a 2.0 or higher.)</b>

## LAWS AND RESPONSIBILITIES

	HIGH SCHOOL	POSTSECONDARY
1	Individuals with Disabilities Act (IDEA) and Americans with Disabilities Act (ADA).	Section 504 and Americans with Disabilities Act (ADA).
2	Covers ages 3-21 <b>or</b> until regular high school diploma requirements are met.	Covers students with disabilities regardless of age; schools may not discriminate in recruitment, admission, or after admission solely on the basis of a disability.
3	Free, appropriate public education is mandatory.	Students decide to attend and will probably pay tuition.
4	Districts are required to identify students with disabilities through free evaluation and the individualized education program (IEP) process.	Student is responsible for revealing and providing current documentation of a disability. They must self advocate.
5	Students receive special education services to address needs based on an identified disability.	Formal special education services are not available.
6	Services may include specially designed instruction, modifications, and accommodations based on the IEP.	Reasonable accommodations and modifications may be made to provide equal access and participation.
7	Individual student needs based on the IEP may be addressed by program support for school personnel.	No formal program support for school personnel is provided.
8	Progress toward IEP goals is monitored and communicated to the parent(s) and the student.	Students are required to monitor their own progress and communicate their needs to instructors.
9	Schools assist in connecting the student with community support agencies if identified as a transition need according to the IEP.	Students are responsible for making their own connections with community support agencies.

## OTHER FACTORS TO CONSIDER

	HIGH SCHOOL	POSTSECONDARY
1	State and/or district policies may determine eligibility for participation in extracurricular activities.	Postsecondary institution policies may determine eligibility for participation in extracurricular activities.
2	Parents typically manage finances for school-related activities.	Students are responsible for money management of basic needs and extra spending money. ( <b>Hint:</b> Outside jobs may be necessary and one more “activity” to consider for time management.)
3	Parents and teachers may provide support and guidance in responsibilities and setting priorities.	Students are responsible for setting their own priorities.

Adapted from: SMU A-LEC Home pages and OKC Community College Accessibility Handbook



## I. INSTRUCTIONS

**Students, parents, districts, and colleges: Read through and follow the step-by-step directions below to ensure all sections and processes are completed properly.**

**Student/Parent**—According to PI 40 (Administrative Rules for the Wisconsin Youth Options Program), the student has responsibility for:

- submitting this form (PI-8700-A), completed and with all required signatures, to the district
- obtaining the admissions and registration information for the college or university he or she wants to attend
- completing the college admissions and registration processes, and
- informing his or her district of the courses in which he or she actually enrolls.

The district and college or university may expedite these processes through direct coordination, but that does not relieve the student of his or her responsibilities to ensure all the steps occur. School counselors and college/university admissions offices are very helpful in this effort. School counselors and/or other advisors/mentors with which students work on education and career planning should be consulted when considering and applying for Youth Options courses.

### Student Specific Responsibilities

1. Complete all blocks of Section II for a single college semester (use a separate form for a different semester); include and indicate by checking the appropriate block any courses that are alternates. Alternates would be courses that you might take if your primary choice(s) is/are not approved or not available.
2. Review the following Youth Options Conditions and Assurances.

When signing this form (PI-8700-A) in Section IV, the student (and parent, if student is under age 18 or has a legal guardian) assures understanding of and/or compliance with the following conditions:

- a. Student shall comply with admission criteria for college course(s) taken under the Youth Options Program.
  - b. Student will have completed 10th grade and will be in 11th or 12th grade while in program (while taking Youth Options courses).
  - c. Participation is not allowable in an institute of higher education if student is currently attending a technical college under this program or under the compulsory school attendance program.
  - d. For enrollment in a technical college, student is in good academic standing and is not a child at risk, as defined in §118.153(1)(a), Wis. Stats.
  - e. Participation may be denied by a technical college if the pupil has a record of disciplinary problems.
  - f. Student/parent may be required to reimburse the school district for tuition, fees, book, and material costs if the student fails or fails to complete a course.
3. In Section IV, sign and date (if student is under 18, parent/guardian must also sign and date).
  4. Fill in name in Section V on Page 2 of form.
  5. Submit this form (with Sections II, IV, and V completed including student/parent signatures) no later than **March 1** for fall semester courses and October 1 for spring semester courses to school board of district in which student is enrolled. This is typically done by submitting the form to a school counselor or Youth Options Coordinator.
  6. Upon notification from district of the courses that have been approved, complete the application process for the college or university at which the Youth Options course(s) was/were approved and work with the college or university personnel as well as a high school counselor/advisor/mentor to enroll in the appropriate course(s).
  7. Notify the district of the course(s) in which the student has enrolled (the college or university may do this directly with the district, but the student should follow-up to ensure the district has been notified).

### School District Responsibilities

1. After receiving the PI-8700-A (Youth Options Program Plan and Report) from a student, review the form and necessary supporting documents to verify student eligibility under PI 40.04 and determine comparability and that requested course(s) meet requirements under PI 40.07.
2. School Board/Board of Education takes formal action on course request (approval/denial).

**I. INSTRUCTIONS (cont'd)**

3. Complete Section III for each requested course indicating:
  - a. if district offers a comparable course (“**Yes**” indicates district offers a comparable course and, therefore, that course is **denied** for Youth Options),
  - b. if the requested course is approved for high school credit, and
  - c. the number of high school credits to be granted
4. Complete Section VI including signature.
5. Notify the student, in writing, of the district’s decision (approval or denial) no later than **May 15** for fall semester requests or **November 15** for spring semester requests. This notification may be done by returning the completed and signed form to the student. Regardless of how the notification is completed, both the student and the district should receive/maintain a copy of the completed and signed application.
6. **OPTIONAL:** It is strongly recommended that the district also directly notify the college or university of the courses that have been approved. This can include sending the original or a copy of the completed and signed PI-8700-A to the college or university through a mutually agreed upon process.

**College / University Responsibilities**

1. After receiving the PI-8700-A (Youth Options Program Plan and Report) from a student or a district, provide the student with admissions policies, information, and materials needed to apply for admission.
  2. Review the PI-8700-A and any other submitted documents to determine student’s eligibility to enroll in the requested course(s) and that those courses are nonsectarian.
  3. Once the student’s admittance or non-admittance is determined, notify the student and district.
    - a. If non-admittance, complete Section VII of form with signature and return form to student and a copy of form to district; provide the student only with explanation of reason for non-admittance.
    - b. If admitted, provide the student and district with the written notification of admittance and a list of requested classes for which the student is eligible to enroll. College/University should retain original form until student has enrolled in course(s).
  4. Once the student has enrolled in course(s), complete Section VII of form; indicate in right column whether or not the course(s) were among those originally requested and approved by the district (see Section III).
  5. Within 30 days after the start of classes at the college or university, provide the student and district with the original or copies of the completed and signed PI-8700-A as determined by local procedures and agreements (this is the administrative rule required timeline, notifying the district sooner is preferable).
  6. If a student drops a Youth Options course or courses, notify the district in writing as soon as possible.
  7. At the conclusion of the course(s), notify the student and the district in writing of the grade(s) the student received.
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**II. STUDENT INFORMATION**  
*This section completed by student / parent*

Student Name <i>First, Middle, Last</i>	Student's Birthdate <i>Mo./Day/Yr.</i>	Gender <input type="checkbox"/> Female <input type="checkbox"/> Male
Parent/Guardian Name <i>First, Last</i>		
Address <i>Street, City, State, Zip</i>		

Student Phone <i>Area/No.</i>	Student Email
Parent/Guardian Phone <i>Area/No.</i>	Parent/Guardian Email

High School You Attend	School District
College to Which You Are Applying for Youth Options	Grade You Will be in When Taking These Youth Options Courses <input type="checkbox"/> 11 <input type="checkbox"/> 12
Number of Youth Options College Credits Earned to Date	

Semester for which applying: <input type="checkbox"/> Spring <input type="checkbox"/> Fall				<b>III. BOARD ACTION</b> <i>Completed by district</i>			
Check if Alternate	College Course Name	College Course Number	No. of College Credits	Comparable course offered?	Approved for HS credit	No. of HS Credits	
<input type="checkbox"/>				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>		

**IV. STUDENT & PARENT / GUARDIAN SIGNATURES**  
*This section completed by student / parent*

**STUDENT SIGNATURE—IN SIGNING THIS DOCUMENT**, I acknowledge the following:

- I understand and will comply with the assurances and conditions outlined in number 2 under "Student/Parent Instructions".
- I authorize the high school and college to share course and grade information.

Student Signature <b>Required</b>  ➤	Date Signed <i>Mo./Day/Yr.</i>
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**PARENT/GUARDIAN SIGNATURE—Required if student is under 18.**

- I understand and will comply with the assurances and conditions outlined in the instructions under "Student/Parent Instructions".
- I authorize the high school and college to share course and grade information.

Parent/Guardian Signature <b>Required</b>  ➤	Date Signed <i>Mo./Day/Yr.</i>
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**V. STUDENT NAME**  
*This section completed by student / parent*

Student Name *First, Middle, Last*

**VI. SCHOOL BOARD APPROVAL**  
*This section completed by district*

Named student is approved to enroll for courses marked "Approved" in Section III:

Yes     No. If no, indicate reason for denial:

Check if student has a record of disciplinary problems *Applies only to Youth Options applications for technical colleges.*

Name of School Board Approval Authority	Phone Area/No.
School Board Approval Authority Signature  ➤	Date Signed Mo./Day/Yr.

**VII. COLLEGE APPROVAL**  
*This section completed by college*

Name of Course(s) in Which Student is Enrolled	Course Code(s) / Number(s)	No. of College Credits	District Approved?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

<input type="checkbox"/> Eligible to enroll	<b>I CERTIFY</b> that the above-named student is eligible to attend the course(s) listed in Section VII and that all these courses are nonsectarian in content. The student will be notified of college admission policies/criteria and record disclosure provisions. The college agrees to provide the school district with grade information (and attendance information upon request).
<input type="checkbox"/> Not eligible to enroll	<b>I CERTIFY</b> that the above-named student is not eligible to enroll in and/or attend the course(s) listed in Section VII. The student will be notified of the reasons for ineligibility.

Name of College Representative	Phone Area/No.	Email
College Representative Signature  ➤		Date Signed Mo./Day/Yr.

**VIII. APPEALS**

Appeals of school board decision: A student may appeal a school board decision regarding awarding of high school credit or course comparability to the State Superintendent within 30 days of the board's decision.



**INSTRUCTIONS:** Submit form to school district Youth Options coordinator for completion of Section VI and signature.

Make a copy of the completed PI-8700-A Youth Options Program Plan and Report (needs to have all sections completed with required signatures).

Submit this form and the copy of the completed PI-8700-A within 30 days of the end of the college semester for which the claim is being filed to:

**WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION**  
**FEDERAL AIDS AND AUDITS SECTION**  
**PO BOX 7841**  
**MADISON, WI 53707-7841**

**I. PROGRAM INFORMATION**

1. The parent or guardian of a pupil (or a pupil him or herself who is at least 18 and not claimed as a dependent by anyone else) who is taking a college course or courses through the Youth Options program for high school credit, may apply to the State Superintendent for reimbursement of the cost of transporting the pupil **between the high school in which the student is enrolled and the college which the student is attending** if the pupil and the pupil's parent or guardian are unable to pay the cost of transportation.
2. Determination of ability to pay will be determined based on eligibility for free or reduced price school meals or household size and income (see size and income chart on page two). Preference will be given to those eligible for free or reduced price meals.
3. Pupils or their parents/guardians who will be applying for transportation reimbursement should use public transportation or a vehicle owned by the student or parents/guardians if available.
4. Reimbursement is available only from the high school to the college; transportation to and from home is not reimbursable except for students enrolled in a virtual school that does not have an actual physical location.
5. The Department of Public Instruction will reimburse up to \$.325 per mile or the actual cost of transportation, whichever is less and within the limitations of the available funding; funding is a defined amount that must be shared by all eligible claimants; if the amount claimed exceeds the available funds, claimants eligible for free or reduced price meals will receive a prorated amount; those not eligible for free or reduced price meals will not receive reimbursement.
6. Reimbursements will be processed twice each year beginning on June 30 and January 30; claims received after these dates will be held and processed with the next round of claims; in order to receive a timely reimbursement, ensure claims are submitted prior to the next processing date following the completion of the college semester (and always within 30 days of the last day of the college semester).

**II. STUDENT INFORMATION**

**INSTRUCTIONS:** (1) Use a separate form for each semester for which you are submitting a claim. (2) Legibly (*type or print*) complete all blocks of Sections II, III, and IV, including signatures in Section IV. (3) For Section III, provide either the actual cost of transportation or the indicated mileage information.

Student Name <i>First, Middle Last</i>	Parent/Guardian Name <i>First, Last</i>
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Address *Street, City, State, Zip*—Print legibly; if qualified, check will be mailed to this address.

Student Phone <i>Area/No.</i>	Student Email
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Parent/Guardian Phone <i>Area/No.</i>	Parent/Guardian Email
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School District	Current Grade <input type="checkbox"/> 11 <input type="checkbox"/> 12	Age
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Number of Household Members	Total Monthly Household Income	<b>Optional</b> Is Pupil Eligible for Free or Reduced Price Meals <i>See Program Information Above</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
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**III. CLAIM INFORMATION**

Semester Claim is For <input type="checkbox"/> Spring <input type="checkbox"/> Fall	Date College Semester Ended <i>Mo./Day/Yr.</i>
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High School Attended	School Address <i>Street, City</i>
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College Attended for Youth Options	Address Where College Classes Occurred <i>Street, City</i>
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Round Trip Miles	Total Number of Trips	Reimburse Rate <i>.325¢ / mile</i>	Total Claim Col. 1 x Col. 2 x Col. 3 <b>\$0.00</b>	Actual Transportation Cost for Semester
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**IV. STUDENT / PARENT SIGNATURES**

**WE CERTIFY** as the undersigned pupil and parent/guardian that the pupil named above is unable to pay the costs of transportation and that all information provided on this form is accurate.

Student Signature ➤	Date Signed <i>Mo./Day/Yr.</i>
Parent/Guardian Signature <i>Required if student is under 18 or a legal dependent.</i> ➤	Date Signed <i>Mo./Day/Yr.</i>

**V. DISTRICT REPRESENTATIVE SIGNATURE**

**INSTRUCTIONS:** (1) Verify that the student has completed a district-approved college class for high school credit through the Youth Options Program, and (2) Sign this form in Section V and return to student.

**THIS SIGNATURE CERTIFIES** that the student above has completed and is receiving high school credit for the approved college course(s) listed on the attached PI-8700-A Youth Options Program Plan and Report.

Name of School District Representative	Title	Phone <i>Area/No.</i>
School District Representative Signature ➤		Date Signed <i>Mo./Day/Yr.</i>

**VI. FOR DPI USE ONLY**

Pending for the following reasons:

Disapproved for the following reasons:

Adjusted mileage amounts based on DPI calculations	Round Trip Miles	Total Number of Trips	Reimburse Rate <i>.325¢ / mile</i>	Total Claim <i>Col. 1 x Col. 2 x Col. 3</i>
	Round Trip Miles	Total Number of Trips	Reimburse Rate <i>.325¢ / mile</i>	Total Claim <i>Col. 1 x Col. 2 x Col. 3</i>

Approved for requested amount \$ \_\_\_\_\_  Approved for amended amount \$ \_\_\_\_\_

DPI Administrator Signature ➤	Date Signed <i>Mo./Day/Yr.</i>
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**VII. INCOME GUIDELINES**

For students and families who are not eligible for free or reduced price school lunches or who do not want to disclose this eligibility, household size and income will be used to determine eligibility for transportation reimbursement. The following chart shows the household size/income relationship necessary for eligibility.

Household Size	Monthly Income	Yearly Income
1	\$1,832	\$21,978
2	\$2,470	\$29,637
3	\$3,108	\$37,296
4	\$3,746	\$44,955
5	\$4,385	\$52,614
6	\$5,023	\$60,273
7	\$5,664	\$67,969
Additional family members	+\$641	+7,696