

# Early College Credit Student Checklist



## Carthage

### **STEP 1:**

Research the courses that you would like to take at Carthage. The only courses that you are allowed to take can be found at [www.kusd.edu](http://www.kusd.edu) Search: *Early College Credit* and then select *Carthage College*.

Make sure to check to see if there are prerequisites, AP test scores, or ACT test scores that are required to take the course.

### **STEP 2:**

On the same site complete the following and print single-sided:

- Carthage College Application Form (no handwriting / must be done on computer)
- Additional forms packet (student checklist, student transportation agreement and parent letter)

### **STEP 3:**

Meet with your high school counselor to make sure your paperwork is filled out correctly and you qualify for the program.

Submit your completed application to your counselor including: official high school transcript, ACT score, parent letter and transportation agreement by the due date: October 1st (spring courses) or March 1st (fall courses)

#### **General Information for Carthage**

- Early College Credit Program is available only for fall and spring semester.
- **After admission, you must attend a mandatory Early College Credit Orientation and Registration session.**
- **Sign up for Orientation and Course Registration.** All students must attend Orientation to be eligible to participate in Early College Credit.
- If you are planning to take a Math, English or Foreign Language course, you must take a Placement Test. **Register for Placement Testing.**

Kenosha Unified School District No. 1  
Kenosha, WI

## STUDENT TRANSPORTATION AGREEMENT

This Transportation Agreement is made and entered into between Kenosha Unified School District (referred to as the "District"), (student's name) (referred to as the "Driver") and the parent/guardian, \_\_\_\_\_  
\_\_\_\_\_. The Driver agrees to the following terms and conditions of this agreement as it relates to the transportation between (home school name) and (second location) for the following class(es)/activity: \_\_\_\_\_  
\_\_\_\_\_.

**Terms and conditions:**

1. The Driver shall use a privately owned motor vehicle for the specific purpose of transporting themselves to and from the locations noted above as authorized by the District.
2. The Driver shall not be compensated for the use of his/her motor vehicle.
3. The Driver agrees that he/she will be the sole driver of his/her motor vehicle and will not permit other students use of this transportation during or for the above specified purpose.
4. The Driver shall possess a valid Wisconsin operator's license and provide the District with proof of such license. In certain circumstances, the District may accept a valid operator's license issued by another jurisdiction.
5. The Driver understands this agreement must be entered into each semester or as changes occur.
6. The Driver agrees that they will notify the District of any suspension or revocation of the Driver's operating privilege by the State of Wisconsin or another jurisdiction.
7. The Driver agrees to maintain an insurance policy with a minimum liability coverage of \$100,000/\$300,000.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Administrator

\_\_\_\_\_  
Date

Dear Kenosha Unified School District Parent,

Your child has expressed an interest in college course(s) under the State of Wisconsin's Early College Credit Program. Please read through the information and discuss the entire Early College Credit Program with your child. The Early College Credit Program, which is a state sponsored program, is an excellent opportunity for high school students to take courses at a college/university of their choice. Parents and students must be aware that enrollment and acceptance into this program does mean you are now a part-time college student. With that privilege also comes additional responsibilities. Students who have any issues, concerns, etc. with their new university/college, which can include attendance, transportation, homework, etc., must contact that particular institution for a possible resolution. Kenosha Unified School District counselors will remain in contact with your child to ensure that the experience is being maximized.

In addition, please be aware of the following provisions, which are listed in this packet, of the Early College Credit law:

- A school board may limit the number of post-secondary credits a student can earn under the Early College Credit program. The Kenosha Unified School District Board of Education has passed such a provision to limit students to 18 post-secondary credits (total) in their freshmen to senior years.
- **If a student receives a failing grade(s) or drops a course for which the school district has made payment, the school board will request reimbursement for all costs related to the course(s). Reimbursement will be requested from the student if he/she is an adult or from the student's parents/guardians, if the student is under 18 years of age.**
- Students who fail to provide reimbursement for a dropped or failed course as described above are not eligible for any Early College Credit course until payment is made.
- Students must return their textbooks back to the high school office within two weeks of completion of the college course or pay the school district back for the cost of the textbook.
- Please attend the orientation meeting that the college provides for the Early College Credit students.

If you have any questions regarding enrollment into this program, please contact your counselor, and he/she will be happy to answer any questions you may have.

**Please confirm with your signature that you have read through this entire packet with your child and understand all of the Early College Credit provisions.**

Parent / Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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