

Instructions to complete digital Parent Authorization Form

1. Click the link above to open the Adobe form and click "continue" to accept the *Adobe Terms of Use*

Hoe en ourient in	structions	
Step 1: Am I Eligible	for HSE Enrollment (non-CCAP)? Check the requirements here	
 Step 2: Complete the 	e Online Fresno City College Application	
Step 3: Log Into My P	Portal and SCCCD Email	
▼ Step 4: Submit the O	ne-time Parent/Guardian Permission Form	
HSE (Non-CCAP) Parent/Gua	ardian Permission Form	
The Parent/Guardian Pe submitted one time du parent/guardian revoke beginning with late-Fall	rmission Form grants parental/guardian authorization for you to take HSE classes. This form only needs t uring your high school career , and once submitted, remains in effect until the you graduate high school is permission in writing with FCC's Admissions and Records office. This is a new step/form that SCCCD will registration, and it must be submitted and on file before your HSE packet will be processed.	ro be or your require
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plons ∽	Please sign: HSE Parent Authorization Form High School Enrichment (non-CCAP) Description	 • Next required field
ytons ∽	Please sign: HSE Parent Authorization Form	• •

- 2. Read the form carefully. You and your parent are signing that you agree to and understand the agreement
- 3. Fill in all fields on the form with your information

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Options 🗸	Please	sign: HSE Parent Au	uthorization Form		Next required field 1
Next	STUDENT INFO Ram Last Name 0123456 College Student Address: City, State, Zip: Start Term: High School: REQUIRED SIGN/	ID 1234 Ram way fresno, ca 12345 Fail 2024	Sam First Name 7/309 Birth Date m college classes begin. Ex. 2023FA)	the Middle Name 11 * Grade Level you will be in when Classes begin (i.e. 9th, 10th, 11th, 12th)	
	I agree to abide b Student Signatur As the parent/gu College courses a released to the p apply to all State attempted by the	y all rules and regulat * Click here to sign ardian of the above-n nd understand that in arent without written Center Community Co student until parenta	ions. amed student, I authorize enrollment accordance with FERA regulations, I permission from the student. I unders Jiege Distric tollege (Fresno, Reedley, al or guardian consent is withdrawn in	Date: Jul 3, 2024 into the non-CCAP Community nformation may NOT be tand that this consent shall , (Jovis, Madera) courses writing.	

4. Click "click here to sign" by the student signature line and type your name

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Options ~	Type Draw	Next required field
	Sam the Ram	
Next	REQUIRED SIGNATURES: I agree to ablide by all rules and regulations. Student Signature: Click here to sign Date: Jul 3, 2024 A the parent/guardian of the above named student, I authorize enrollment into the non-CCAP Community College courses and understand that in accordance with FERPA regulations, information may NOT be	

- 5. Click "apply" and then "click to sign"
- 6. Choose one parent who will sign this for you. Enter their name and email address and click "next"

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Options ~	Assign to next participants	×	*	Required fields completed
STUD	To complete the form please enter the email to complete this form.	information for the next participant. They will receive an	_	
Har Last 012	* Participant 2 Please choose one parent to have s address. Please double check you h	ign your permission slip. Enter their name and email ave entered the email address correctly, as t Read More		
Cont	First name	Last name	*	
Addr	Enter first name	Enter last name	vill be in	
cny,	Email address	Confirm email address	n 12th)	
Star	Enter email address	Enter email address		
High	+ Add Message			
REQUI Tagree Studer As the, College release apply to attemp Parent/	courses and understand that in acco 1 to the parent without written per all State Center Community Colleg ted by the student until parental or Guardian Name:	Cancel Next ordance with FERPA regulations, information may N mission from the student. Lunderstand that this con e District college (Fresno, Reedley, Clovis, Madera) o guardian consent is withdrawn in writing.	mmunity KOT be sent shall courses	
By signatu	ing, I agree to this document, the <u>Consumer</u> res.	Disclosure and to utilize electronic	x to Sign	

7. Enter your email address and click "click to sign"

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ptions ~	Enter Your Information	×	Required fields completed
stuc Rar	Please enter your email and then click to sign this document. samtheram@my.scccd.edu	_	
Last 012 Colk	Cancel Back	Click to sign	
Addr City. Start Start	1234 Ram way fresno, ca 12345 Term: Fall 2024 ** (Term college classes begin. Ex. 2023FA)	11 • Grade Level you will be in when Classes begin (i.e. 9th, 10th, 11th, 12th)	
High REQUI	school: Fresno High HED SIGNATURES: To ablide by all sales and regulations		
Student	: Signature:	Date: Jul 3, 2024	
As the p College	parent/guardian of the above-named student, I authorize enrollment i courses and understand that in accordance with FERPA regulations, i	into the non-CCAP Community Information may NOT be	

8. Go to the email account for the address you entered as yours. Look for the email from *Adobe Sign* asking you to confirm your signature. Click "confirm my email address" in the body of the email.

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	Just one more step	
	We just emailed you a link to make sure it's you. It'll only take a few seconds, and we can't accept your signature on "HSE Parent Authorization Form" until you've	
	confirmed.	

Please confirm your signature on HSE Parent Authorization Form

AS	Adobe Sign 😳 🕤 Reply 🖏 Reply all 🤿 F To:	orward 📑 🗸 💼 … Wed 7/3/2024 11:12 AM
	[CAUTION]: This message originated from outside of State Center CCD. Do not click on any links or open any attachments unless you recoge expecting the message.	nize the sender and are
	Adobe Acrobat Sign	
	Thank you for signing HSE Parent Authorization Form. To complete the process, you just need to confirm your email address using the link below. It will only take seconds.	
	After you confirm your signature and other form participants have fulfilled their roles, all parties will receive a completed copy of HSE Parent Authorization Form as a PDF.	
	To ensure that you continue receiving our emails, please add adobesign@adobesign.com to your address book or safe list.	

9. Ask your parent to open their email account and find the email from *Adobe Sign* saying "your approval is required"



10. Parent should click where it says "click here to review and approve HSE Parent Authorization Form" in the body of the email then click "send code"

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	This document requires a one time verification code After dicking the "Send Code" button you will receive an email sent to Kathy Neukam (tathyneukamg/fresnochycollegaedu) with a verification code that you must enter to view the document If this is not your email, please contact <u>Katherine Neukam</u> .		



- 11. Parent goes back to their email to find the six-digit code that was sent to them and enter this code in *Adobe Sign* and click "verify"
- 12. Parent clicks box to type their name, then clicks the signature box, and then parent clicks "click to approve"

Student Signature: Student S		REQUIRED SIGNATURES:	
Student Signature: Student Signature: Date: Jul 3, 2024 As the parent/guardian of the above-named student, I authorize enrollment into the non-CCAP Community College courses and understand that in accordance with FERPA regulations, information may NOT be released to the parent without written permission from the student. I understand that this consent shall apply to all State Center Community College District college (Fresno, Reedley, Clovis, Madera) courses attempted by the student until parental or guardian consent is withdrawn in writing. Start Parent/Guardian Name: Course Click here to sign Date:		I agree to abide by all rules and regulations.	
As the parent/guardian of the above-named student, I authorize enrollment into the non-CCAP Community College courses and understand that in accordance with FERPA regulations, information may NOT be released to the parent without written permission from the student. I understand that this consent shall apply to all State Center Community College District college (Fresno, Reedley, Clovis, Madera) courses attempted by the student until parental or guardian consent is withdrawn in writing. Parent/Guardian Name:		Student Signature: Sam the Ram	Date: Jul 3, 2024
Start Parent/Guardian Name:		As the parent/guardian of the above-named student, I authorize enrollment into College courses and understand that in accordance with FERPA regulations, infor released to the parent without written permission from the student. I understanc apply to all State Center Community College District college (Fresno, Reedley, Clo attempted by the student until parental or guardian consent is withdrawn in writt	the non-CCAP Community mation may NOT be I that this consent shall vis, Madera) courses ng.
cr	Start	Parent/Guardian Name:	
Signature: Date: Date:		Signature: *Click here to sign	Date:

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	REQUIRED SIGNATURES: I agree to abide by all rules and regulations. Student Signature: Student Signature: As the parent/guardian of the above-named student, I authorize enrollment into the non-CCAP Community College courses and understand that in accordance with FERPA regulations, information may NOT be released to the parent without written permission from the student. I understand that this consent shall apply to all State Center Community College District college (Fresno, Reedley, Clovis, Madera) courses attempted by the student until parental or guardian consent is withdrawn in writing. Parent/Guardian Name:	
Saved		
	By approving, I agree to this document, the <u>Consumer Disclosure</u> and to utilize electronic sportures. Click to Approve	

13. You are done. You can now download the signed pdf form for your records. A signed copy has been sent to the office of Early College for processing and you can now request enrollment each semester using the HSE Packet.

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	✓ You're all set	
	You finished approving "HSE Parent Authorization Form".	
	We will send the final agreement to all parties. You can also download a copy of what you just approved.	
	Manage your Acrobat Sign agreements	