



CROWN COLLEGE

Guidelines for Completing Minnesota Department of Education (MDE) PSEO Notice of Student Registration Form Crown College Office of the Registrar

In addition to the directions from the Minnesota Department of Education (MDE), printed on page 3 of the MDE PSEO Notice of Student Registration Form, the Crown College Office of the Registrar offers the following guidelines:

1. Submit the MDE PSEO form prior to the time of registration for **each semester** the student participates in the PSEO program.
2. Use the **current version** of the MDE PSEO form. The form can be found through this link: http://education.state.mn.us/mdeprod/idcplg?IdcService=GET_FILE&dDocName=005447&RevisionSelectionMethod=latest&Rendition=primary
3. Print legibly using black ink.
4. The student and parent complete **Part 1**:
 - a. Indicate the student's **date of birth** (required).
 - b. Answer both questions about current and previous **Postsecondary institutions** and **provide enrollment dates**, if applicable.
 - c. **Parent/guardian signature** is required for students under the age of 18.
5. The high school or home school contact person completes and signs **Part 2**:
 - a. Public school: Provide the student's **MARSS Student Number**.
 - b. School District of Attendance: Please include the **name of the local school district and the district number and type** (for example, 0112-01). This is the district where the high school or home school is located. If unknown, contact the local school district for information. Please do not leave this blank or enter "None".
 - c. Resident District: If a student attends a school in one district but resides in a different district, the **name, number, and type of the student's district of residence**, (for example, 0110-01) must also be listed on line three of Part 2.
 - d. **Eligibility**: See Minnesota Department of Education PSEO information on page 3.
 - e. Indicate the student's **grade level** in the appropriate box.
 - f. Please answer the question about the student's high school instructional time.
 - g. Sign and provide the requested information.
6. The Crown College Registrar's Office will complete **Part 3**.
7. Please check carefully for missing information.
8. Call the Crown College Registrar's Office at 952-446-4173 with questions.