HOW TO FILL OUT YOUR INTERACTIVE PDF

Please read the following instructions for a step-by-step guide on completing your interactive PDF form.

**Mac and Chrome users: It is important that you use Adobe Acrobat Reader DC to fill out the form, as you will not be able to properly complete it with Preview or Chrome PDF Viewer. Click here to download Adobe Acrobat Reader DC for free.

1. Download the PDF directly to your computer before completing it.
   - Position your cursor over the file and right-click **"Save As," "Download,"** or comparable option.
   - Select a name for the file and a location to save it on your own computer before clicking **"Save."**
2. Open the file in Adobe Acrobat Reader DC.
   - You will need the latest version of Adobe Acrobat Reader DC to fill out the form. The program can be downloaded for free at https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html.
3. Fill out the form by directly typing or copying/pasting text into each field.
   - To add your signature, use one of the following options:
     - ➔ Find and select the pen icon on the toolbar at the top of the screen and click **"Add Signature."** Either type, draw, or upload an image of your signature and click **"Apply"** to add it to the form. Then, drag your signature to the appropriate box.

       OR

     - ➔ Click the signature box and follow the steps to configure your **"Digital ID,"** if you do not have one already.
4. Save your completed form as a new PDF.
   - On the reader menu, select **"File" > "Save As…"**

EARLY COLLEGE

CITY COLLEGES of CHICAGO

Early College Permission Form
Academic Year

These permissions will govern three academic terms: Summer, Fall, and Spring

Academic Year

Student's Name:

Date of Birth:

Student's Address:

City: State: Zip Code:

Student's Telephone: Email:

High School Name:

CPS ID#: Grade Level: SO JR SR Graduation Year:

Enroll Status: **New** Student **Returning** Student

CCC OFFICE USE ONLY CCC Student ID#:

Eligibility: 2.5 GPA and 90% Attendance (CPS students only)

All information contained in my application is complete and factually correct. My parent(s) or guardian grants permission for me to enroll at College.

I understand that I am not to self-enroll into any CCC course and will be liable for any tuition charges if I do. I understand that I can download a copy of the Family and Educational Rights and Privacy Act by visiting www.ccc.edu/news/Documents/CCC_FERPA.pdf.

I understand that I will be held to college-level standards and that I must successfully complete the course with a grade of 'C' or higher in order to participate in future Dual Credit / Dual Enrollment classes. I understand that my student ID, attendance, grades (mid-term and final), and test scores (SAT, ACT, and/or CCC Placement test) will be shared between CPS and CCC.

Some Dual Enrollment classes are eligible to fulfill CPS graduation requirements. Please contact your HS guidance counselor for more information.

Students with previous balances or debts with City Colleges of Chicago must pay them in full before enrolling in Dual Credit / Dual Enrollment courses. Students can only enroll in one course per semester on one CCC campus.

Student Signature Date

Parent/Guardian Signature Date