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Sample High School Permission to Enroll Letter for PCC Underage Process

Date: _____

To: Portland Community College

Re: _____ (student name)

This letter is to verify that the above named student has permission to attend Portland Community College and to take courses to meet high school graduation and/or get a head start on college coursework.

The student understands that she/he will be responsible for tuition, fees and books for the course(s) and for providing her/his own transportation.

If you have any questions concerning this, please feel free to contact me directly.

_____ _____

Counselor Name Counselor Email & Phone Number

_____

Counselor Signature

PCC classes that you discussed with the student and that they have permission to take

Class Title/Course Number	Will be put on transcript
	Yes No
	Yes No
	Yes No

School Address