



## College Early Start Form DocuSign Steps

1. Upon clicking on [the link to the CES form](#), students will see the following.

Students must enter their name/email, parent name/email and high school designee's name/email, and then click on **Begin Signing**. *Skipping any of this information will make the CES form invalid, and it will be voided.*

Introductory Screen:

### Student

Your Name: \*



Your Email: \*



Please provide information for any other signers needed for this document.

### Parent or Guardian

Name:



Email:



### Principal or Counselor Designee

Name:



Email:



MHS Students must enter this info for Principal or Counselor Designee:

Name: Lauren Moore

Email: LMoore@tracylc.net

**BEGIN SIGNING**





- When the student clicks on **Finish**, the form is routed to the parent's / guardian's email.

The parent/guardian must check his/her email account, click on the email DocuSign envelope to open the form (no login into DocuSign is required). They click on START and **simply sign it and click on Finish**.

START

High School Principal (or designee) Signature

We declare under penalty of perjury that the information submitted in co and correct. All materials submitted become the property of Delta Colle report data changes may result in dismissal.

Sign  
↓

Parent/Guardian Signature 11/11/2020  
Date

- Once the parent signs the form and clicks on **Finish**, it is sent to the high school designee's email.

The counselor must complete the 'required certification' section, by answering yes/no for the student. It's important that counselors verify that students completed all the information and the parent has signed it.

The counselor clicks on START, completes certification questions, signs, and clicks on Finish.

START

**REQUIRED CERTIFICATION**

**ALL TERMS (Summer, Fall & Spring)**  
Yes No

I give permission for this student to enroll at San Joaquin Delta College in the above course(s) and verify that this student has demonstrated adequate preparation in the discipline(s) to be studied and the ability to benefit from advanced scholastic or vocational course work.

I confirm that the student is able to demonstrate the level of maturity necessary to act in a responsible and ethical manner in observance of the college's code of rules and regulations and that the student can perform adequately in courses requiring a high level of physical maturity and dexterity.

I confirm that this student has not been subject to disciplinary action resulting in suspension or expulsion at the high school. *A letter from the school Principal fully explaining what lead to the disciplinary action must be attached along with current transcripts.*

I confirm that our District will not claim ADA for this student in the above courses (does not apply to contract education classes).

**SUMMER (In addition to above section):**  
Yes No

The student has exhausted all opportunities to take this course(s) or an equivalent within his/her district of attendance.

Enrollment of this student complies with the requirement allowing only 5% of the total number of students enrolled in the school's grade level to be recommended for admission to Delta College. (Ed Code Section 76001(i)).

Sign  
↓

High School Principal (or designee) Signature 11/11/2020 | 12:15 AM GMT  
Date

- Once the high school designee signs the form and clicks on **Finish**, it is routed to Delta.

Unless it's a Friday, forms are processed the day after they were signed by the high school designee.

**Questions or Help?** Email us: [CollegeEarlyStart@deltacollege.edu](mailto:CollegeEarlyStart@deltacollege.edu)