

## High School Student Responsibility

1. To receive advanced standing for a Mid-State Technical College (MSTC) course, for which an Advanced Standing agreement exists, the student must demonstrate to an instructor(s) all course competencies listed on the *Certificate of Advanced Standing*.
2. Once a *Certificate of Advanced Standing* for a MSTC course is issued by the high school, the student must follow the **Advanced Standing Process for High School Students**.

## High School Instructor(s) Responsibility

1. The instructor(s) must verify the student can perform all course competencies listed on the *Certificate of Advanced Standing*.
2. Upon verification of performance of course competencies, the instructor(s) completes and signs the *Certificate of Advanced Standing* (Both front and back need to be completed).
3. The completed *Certificate of Advanced Standing* is then provided to the high school principal for signature and embossed seal.

## High School Principal Responsibility

1. Upon receipt of the *Certificate of Advanced Standing* and competency checklist from the instructor(s), the high school principal signs and dates the certificate and affixes the high school's embossed seal (required).
2. The *Certificate of Advanced Standing* is given to the student with a copy of MSTC's **Advanced Standing Process for High School Students**.
3. A copy of the *Certificate of Advanced Standing* is given to the high school counselor to be placed with the student's official high school records.

## High School Guidance Counselor Responsibility

1. The high school guidance counselor retains a copy of the *Certificate of Advanced Standing* with the student's official high school records.