



High School Articulation
 2560 International Circle, Rm 235
 Colorado Springs, CO 80910
 719.520-2567



Articulation Class Request

Student Last Name	First Name	MI	High School
Permanent Mailing Address	Home Phone		Graduation Year
City, State, Zip	E-Mail Address		Date of Birth (MM/DD/YYYY)
Student Signature	Required! S# (from PPCC online application)		

PLEASE NOTE: A maximum of six (6) credits may be articulated without taking a course at PPCC. Any accumulation of credits beyond 6 require that at least one course be taken at PPCC (online, in-seat, hybrid; for at least .5 credit).

HS Course Title	Year Taken (Ex. 2016-17)	Grade <i>Must be A or B</i>	Teacher Name (PRINT)	Teacher Signature*	PPCC Course #	PPCC Course Title	PPCC Credits

*If teacher signature is not available, an official high school transcript may be submitted. **If additional lines are needed for coursework, please copy this form and attach it to packet.**

- There is a \$10 fee for each PPCC course requested (check or money order, no cash). *For example, if a student requests credit for BTE 100 Keyboarding and CIS 118 Computer Applications, the fee would be \$10 per course, a total of \$20.*
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Checklist for Student Articulation Success

Call the PPCC High School Programs office at 719.502.3111 with any questions concerning how the articulated college course can be applied to certificate programs and degree programs.

Call the D11 Career and Technical Education office at 719.520-2469 with any questions concerning the high school courses and programs that include articulated and certificate bearing opportunities.

Task	Student	Parent	HS Teacher
Complete an approved articulation course with a grade of an A or B.			
Complete the PPCC Application for Admission. https://apply.cccs.edu/applyppcc/ Please be sure to note the S# from the Application Confirmation Page once the application is submitted.			
Complete the Articulation Request and Teacher Verification Form. Please be sure that the course number, title, etc. correspond with the articulation agreement for your high school. Teachers must sign this form to verify that the student received an A or B grade. If teacher signature is not available, an official high school transcript may be submitted.			
There is a \$10 fee for each PPCC course requested. D11 CTE will pay these costs. Courses may be articulated retroactively up to three years after the student completed a registered course. If the instructional teacher is no longer in district, please contact the Career and Technical Education office.			
Return the completed packet and payment to D11 CTE Instructor. A completed packet includes: 1. High School Teacher Verification Form a. Be sure to include the S# b. The form must be signed by the teacher or include an official high school transcript			

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Students are encouraged to turn in packets at the end of the school year (May/ June). However, they may be turned in by January for a class completed in the fall semester. Credit can be reviewed for up to 1 year following high school graduation.

Packets may be mailed to Or hand carried Mon – Fri, 8 am – 5 pm:

CTE, D11
2560 International Circle, Rm 235
Colorado Springs, CO 80910