



To: Parents and Guardians

From: Saddleback College

Subject: Permission to share personal data for receipt of college credit

Dear Parents/Guardians:

Saddleback College is now using an online system called CATEMA for the transfer of credit from high school articulated courses to Saddleback College. The CATEMA system has been approved and recommended by the State of California and the California Department of Education. Students who are enrolled in high school articulated courses are required to enter their personal data into the CATEMA system in order for that information to be uploaded into the Saddleback College registration system. This information is shared for educational purposes only. The required information includes the student's name, address, Saddleback College ID number, date of birth, and the student's final grade (when received). Classroom time will be given to students to obtain a college ID by completing a Saddleback College application.

This information is required to be entered in order for the student to receive the appropriate credit. Students may consult with a Saddleback College counselor to determine how to best apply earned college credit to a specific degree or transfer program.

Only A and B grades may be transcribed for college credit. Grades of C or below will not be transcribed for college credit. *Once a grade is assigned, it is not reversible.*

In an effort to facilitate this process, please complete the section on the following page and return it to their high school teacher.

IMPORTANT NOTE: Students are not matriculating or officially enrolling into Saddleback College. They are merely obtaining a Saddleback College Student ID #.

Thank You for Your Cooperation!



**Parent/Guardian and Student Permission
to share personal data for receipt of college credit**

Please have your child return this form to their high school teacher.
Students are not eligible to receive college credit through CATEMA if
this parent/student consent form is not completed and turned in.

Please **CHECK** this box and **COMPLETE** the form:

- I AGREE** to grant permission for my child to share his/her information through the CATEMA System and understand that once grades are assigned by Saddleback College they are not reversible.

Name of High School

Name of HS Class Teacher

Student Name (Please PRINT)

Student Signature

Date

Parent/Guardian Name (Please PRINT)

Parent Signature

Date

Please complete this section if you do not wish to have your child participate:

- I DO NOT GIVE** permission for my child, _____ (Student Name),
to share his/her information with Saddleback College through the CATEMA system. Both my
student and I understand that he/she may not receive college credit as a result of returning
this form.

Parent/Guardian Name (Please PRINT)

Parent Signature

Date

Please have your child return this form to their high school teacher.