**
Getting Started: Parent/Guardian Guide**

****Jayhawk Blueprint is a partnership between The University of Kansas and the Lawrence Public Schools to offer college courses at a discounted rate in the high schools taught by qualified high school instructors. Upon successfully completing a Jayhawk Blueprint course, students earn both high school and college credit.

**Enrollment**

To enroll in a Jayhawk Blueprint course(s), your student needs to first talk to their high school counselor and enroll within their high school. This happens during typical enrollment times set by the high school.

**Complete the Jayhawk Blueprint Sign-Up Form or Non-Degree Seeking Student Application**: If your student is new to Jayhawk Blueprint **OR** did not take a Jayhawk Blueprint course last semester, they will have to apply to KU as a non-degree seeking student—the $40 application fee is waived! However, if your student completed a Jayhawk Blueprint course the previous semester, they will need to complete a brief enrollment sign-up form. Links to both forms can be found on this webpage: <https://blueprint.ku.edu/admission>. Your student will work with their high school counselor to complete the process, as needed.

**Enrollment in KU Classes**: This step does **not** require any action on the part of the student (or parent/guardian). If they are enrolled at their high school and have completed the necessary sign-up form or non-degree seeking student application, the Jayhawk Blueprint team will take care of enrolling your student each semester as long as your student does not have an outstanding balance. A zero tuition and fees balance must exist for enrollment to be processed at KU. If a student cannot be enrolled at KU, they will not earn college credit.



**Email Communication**

When completing the Jayhawk Blueprint sign-up form, have your student include an email address they will check regularly; important information from KU and USD 497 will be sent to that email. We also recommend that your student forward their KU email address to a personal email address that they will check regularly. Information on how your student can forward their KU email can be found on this webpage: <https://blueprint.ku.edu/email>.

Parents must complete a portion of the Jayhawk Blueprint sign-up form to acknowledge participation and financial commitments. Add your email address to the form to receive important correspondence from the Jayhawk Blueprint program regarding timelines, bills, and deadlines.

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**KU ID Number & Online ID**

After your student has been accepted to KU, their ID number will be mailed to them from the Office of Admissions via standard mail. Keep this document in an easily accessible place; that ID number will be needed to create an official username and password to log in to Enroll & Pay. Your student can contact their high school counselor if they need their KU ID number.

A KU online ID is different from the KU ID number. It is a unique set of letters and numbers (e.g., a123b456) that will serve as your student's "username" at KU. Once your student receives their KU ID number, they will use it to set up their KU online ID and password. Your student will use their KU Online ID and password to log into Enroll and Pay, their KU email, and other KU systems. They can set up their KU Online ID and password at: <https://myidentity.ku.edu>.

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**Delegate Access for Parents/Guardians**

A delegate is a person your student allows access to certain information protected by the Family Educational Rights and Privacy Act (FERPA). With delegate status, you can access information in Enroll & Pay and talk to KU staff members via phone, email, or in-person about such topics as enrollment, course schedules, bills, grades, etc.

Because of FERPA regulations, ALL communication from KU will go directly to your student. For example, when a bill is generated, your student will receive notification about the bill, payment process, and deadline in their KU email account. Within KU operations and systems, a Jayhawk Blueprint student receives communication in the same way any other KU student does.

We strongly encourage students to set up delegate access for their parent/guardian once they have a KU ID number. Instructions on how to set up delegate access can be found on this webpage: <https://blueprint.ku.edu/designate-a-delegate>.



**Tuition & Bills**

**Tuition:** Jayhawk Blueprint students receive a discounted tuition rate of $103 per credit hour. To calculate total tuition for a semester, take the total number of credit hours and multiply that number by $103. For example, a 3-credit hour course costs $309.

**Bills:** After a student is officially enrolled in a Jayhawk Blueprint course by KU staff members, tuition will be applied to their financial statement in Enroll & Pay. The payment is due on the 15th day of the month following the date of enrollment. You and your student should look for emails from KU and USD 497 regarding tuition, due dates, etc., as this information will be sent once enrollment has been processed.Information on paying bills can be accessed on this webpage: <https://blueprint.ku.edu/paying-your-bill>

**Late Fees:** KU will apply a $100 late payment fee for the first and second month of the fall and spring terms for any unpaid tuition and fee balances and, thereafter, a 1.5% monthly assessment if a bill is still not paid. Bills must be paid on time, or late fees will be applied.

**Unpaid Bills**: Until a bill is paid, the following may occur:

* Students will not be able to enroll in future Jayhawk Blueprint courses or any other courses at KU.
* Those students needing a transcript to transfer credits to another institution will not be able to have a transcript processed.
* The bill may be sent to a collection agency, which could impact your student’s credit.

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**Contact Us!**

If you or your student has any questions about the Jayhawk Blueprint program, contact Melissa Johnson,Program Coordinator, at blueprint@ku.edu or (785) 864-0934. Additional information is available online at: <https://blueprint.ku.edu>.

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