

HIGH SCHOOL APPROVAL FORM FOR DUAL ENROLLMENT & EARLY ADMISSION STUDENTS

SECTION I - STUDENT INFORMATION: (PLEASE PRINT)

_____/_____/_____
 Last Name First Name MI Date of Birth Polk State College Student ID

_____/_____/_____
 High School Name Graduation Month/Year Counselor's Name / Phone Number / E-mail Address

POLK STATE COLLEGE ACADEMIC TERM _____ YEAR _____

SECTION II - COUNSELOR or HOME SCHOOL PARENT APPROVAL:

EARLY ADMISSION: (12 – 15 credits per semester)

Courses Needed to Graduate:

English IV American Gov't Economics Electives _____ credits Other _____

DUAL ENROLLMENT: (3 – 11 credits per semester)

- Students who have earned a minimum of six (6) high school credits in core courses may take one (1) college course per term.
- Students who have earned a minimum of eight (8) high school credits in core courses may take up to two (2) college courses per term.
- Students who have earned a minimum of ten (10) high school credits in core courses may take up to eleven (11) college credit hours per term regardless of the number of courses.

Courses Approved: _____

Current High School Record			
HS Grade Level: <input type="checkbox"/> Other _____ <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior	HS GPA: _____	HS Credits Earned To Date: _____	Test Scores Used to Qualify: Reading: Type: _____ Score _____ Date: _____ Writing: Type: _____ Score _____ Date: _____ Math: Type: _____ Score _____ Date: _____

Counselor or Home School Parent Signature _____ Date _____

For the home-schooled student, the parent signature constitutes the signing of an articulation agreement between the home school and Polk State College. The Dual Enrollment Agreement and Home Education Addendum can be found on the website at polk.edu.

SECTION III - PRINCIPAL or HOME SCHOOL PARENT APPROVAL:

Polk County Students

- Signature indicates the **high school principal** or **home school parent** has read the Dual Enrollment Articulation Agreement between the PCSB and Polk State College, and understands and agrees to its policies.
- The **private school principal** understands that tuition and fees are charged at the rate in the addendum to the Dual Enrollment Agreement for private schools found at polk.edu/admission-aid/dual-enrollment-agreement, and all other expenses such as books and supplies are the responsibility of the private school.
- **Home school parents** have read the addendum for home schools and understand that all other expenses such as books and supplies are the responsibility of the parent.

Florida Virtual School Students

Florida Virtual School principal signature indicates the articulation between Polk State College and the Florida Virtual School has been read and that the principal agrees to its regulations and policies. Books and supplies are the responsibility of the Florida Virtual School and the students.

Principal or Home School Parent Signature _____ Date _____

STEPS TO REGISTRATION

Steps to Admission can be found on the website at <http://www.polk.edu/admission-aid/dual-enrollment-early-admission/>.

The Admission Guide also contains questions and answers for dual enrolled students. All students must register with a college advisor. Public high schools will host an admission event and a registration event prior to the beginning of each term. Students may attend any event on any campus or come to the College to see an advisor.

Start by downloading or obtaining this Dual Enrollment Approval form and taking it to your high school counselor for approval. This signed and completed form must be brought with you when you see a college advisor.

***In all e-mail from Florida Virtual High School students to Polk State College, the subject line should state:
[FLVS: Your Name].**

RULES TO PARTICIPATE

- ❖ Students may participate in dual enrollment not to exceed three academic years.
- ❖ Students must maintain a minimum cumulative GPA of 2.00 at Polk State and continue to maintain a high school GPA of 3.00 in order to remain eligible for the dual enrollment program. Early Admission students must maintain a minimum cumulative GPA of 2.0 at Polk and maintain a high school GPA of at least 3.20 to remain eligible for the early admission program.
- ❖ All courses completed while in dual enrollment and early admission must apply towards high school graduation requirements. The dual enrollment and early admission programs will pay for two attempts at a course. Third and subsequent attempts must be paid for by the student after completion of high school and at the "full cost of instruction," which is generally equivalent to out of state tuition.
- ❖ The College does not provide transportation to any college campus or center for dual enrollment. Transportation will be the responsibility of the student.
- ❖ All students, including dual enrollment students, are subject to FERPA privacy laws. Parents are not permitted information about the student's attendance, academic performance, or grades without proper FERPA permission regardless of the site where the class is held. Read the College Catalog for additional FERPA information. College advisors do not have nor are they able to provide attendance and grade information to parents.
- ❖ Students may withdraw from a dual enrollment course and receive a grade of "W" on their college transcript; however, the high school grade assigned for a withdrawal is based on the rules and regulations of the high school. A grade of "W" may be assigned to the class or the student may be placed into another class at the high school to substitute for the college class. Only the student can withdraw from a college class.

STUDENT AND PARENT AGREEMENT

1. I agree to abide by both Polk State College and high school rules and policies. I am aware that inappropriate conduct will result in administrative withdrawal from Polk State College coursework and possible other consequences.
2. I am aware that enrolling in a Polk State College course is voluntary, that I will be in class with regular college students of varying ages, and that Polk State College is not required to conduct background screening of its instructors and employees to the extent that is required by the PCSB.
3. I understand that Polk State College courses, textbooks, materials, and lectures are developed for the adult student, age 18 or older, and will not be modified or changed to accommodate younger students.
4. I understand that academic expectations are at the postsecondary level and that grades become a permanent part of **both** my college **and** high school records. I authorize Polk State College to forward my placement test results, my class schedule, and my grades to my high school for inclusion on my high school transcripts.
5. I am aware that parents may **NOT** access a student's college records, including attendance, grades, and any other non-directory information, **unless** the parent follows procedures to obtain such rights (Family Educational Rights and Privacy Act – FERPA).
6. I understand that even with FERPA rights, Polk State College faculty are not under obligation to share information with parents regardless of where the classes are held.
7. I understand that I may be registered for recommended alternatives to approved courses that are not available. Alternative courses are entered into the Polk County School Board portal for Polk State College advisors to use as a registration resource.
8. I certify that this application information is true and correct to the best of my knowledge. I understand that any misrepresentation may result in my application and/or registration being cancelled by Polk State College.
9. I understand that from now on registration activity is between the student and Polk State College.

Student Signature

Date

Parent Signature

Date

Florida Virtual School Students: FLVS counselor will e-mail this completed form to dualenrollment@polk.edu or fax to 863- 297-1023.