

Dual Enrollment (DE) Contract Polk County Public Schools

Please print

Student Information:

Last Name	First Name	ID Number
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High School: _____

Counselor: _____ Grade Level 9/10 11 12
(Check one)

Parent Information:

Last Name	First Name	Email address
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Phone: _____

Home	Cell	Parent Work (Mother)	Parent Work (Father)
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This contract should be applied to the following course(s):

DE Course Name (Term One)	DE Course Name (Term Two)
DE Course Name (Term Three – Summer)	

By signing this contract, I/we understand that the following conditions and requirements apply.

- The course(s) I am requesting are eligible to meet Polk County School Board high school graduation requirements.
- I have met Dual Enrollment or Full-Time Early Admissions entrance requirements. These entrance requirements must be verified by my high school guidance counselor.
- The last day of the course(s) taken is before my high school graduation date.
- I understand the requested term for each DE course is contingent upon course and space availability.
- I will meet with my high school guidance counselor prior to beginning my dual enrollment course(s) to discuss the difference between dual enrollment and other types of accelerated programs such as the Advanced Placement or the International Baccalaureate program.
- I have completed all admissions documents required by the college which will be awarding credit upon successful completion of the course.
- I have taken a post-secondary readiness assessment (CPT, PERT, ACT, or SAT) and have scored the minimum required cut score for entrance into the requested course(s).
- I understand the high school student load restrictions.
- I thoroughly understand the expectations of a college-level course. I understand that dual enrollment courses can impact my high school graduation and will be a permanent part of my college record regardless of the college I ultimately attend.
- As a dual enrollment student, I am the owner of my college scholastic record and therefore my parents will not have direct access to or notification of my records without my written permission or proof that I am a dependent according to IRS tax code. This applies to all dual enrollment students regardless of age.
- I am required to maintain a 2.0 college GPA and a 3.0 unweighted high school GPA. Multiple attempts and low grades in dual enrollment courses may affect subsequent admission to state universities.
- Like registration, all drops/withdrawals must be approved by the high school counselor and the college advisor. Drop/withdrawal deadlines for students attending classes at the high school sites are the same as those established for courses taught at the college site and are listed on the college’s academic calendar. Failure to adhere to drop/ withdrawal deadlines may result in a grade of “F” being posted on the student’s high school and college transcripts

I affirm that I have read this contract and I will abide by its stipulations.

Student Signature

Date

I support my student’s decision and understand the rights, responsibilities, and implications of this selection.

Parent Signature

Date

Students will be removed from the requested DE course(s) and placed in a substitute elective if the contract is not returned by the date specified by the school.