



## DUAL ENROLLMENT RELEASE REQUEST FORM

Dual Enrollment Release is the procedure whereby a high school student is allowed to leave school during normal school hours for the purpose of taking college level courses for dual enrollment credit toward graduation. This form must be completed each semester and prior approval from the school must be given in order to register for courses at the college. Applicants should meet the following conditions as a minimum:

1. Have completed a four-year plan for high school graduation and are planning to register for (a) course(s) that is/(are) part of the four-year plan for graduation. Students with senior status may also take courses that are not meeting HCPSS graduation requirements.
2. At time of application, student must have satisfactory attendance (94%) and have at least a 2.0 unweighted GPA if after freshman year. If student is currently a freshman, student must be recommended by their high school counselor.
3. Plan to take another college course at the same time during the next semester or plan to take a semester long class at High School during the period.
4. Able to meet credit counts for completion of the grade level they are enrolled in by June of the year in which the request will be implemented.

### Dual Enrollment Procedures and Logistics

1. Students and families understand that courses taught by HCC faculty are subject to HCC's policies, procedures and academic calendar. Additional information may be found in the JumpStart Canvas Community or with your school counselor.
2. Students enrolled in a Dual Enrollment course must arrange for supervision on dates the College Class is not held. Students can use their own or HCPSS-provided transportation (where available) to go to HCC and utilize on-campus resources during these times. Students are not to be on HCPSS school premises except for regularly schedule classes and other authorized school activities.
3. In order to participate in Dual Enrollment courses, the student must:
  - a. Meet HCC Readiness Placement Requirements associated with the desired course.
  - b. Complete this HCPSS Dual Enrollment Release Request Form, including parent/guardian permission and FERPA online signature.
  - c. Meet HCC requirements for admission, including completion of the HCC online application for admission, transcript request forms (or for 8<sup>th</sup> grade students written recommendation from HCPSS high school counselor), and proof of legal residency through the HCC application process.
  - d. Fulfill the financial obligation associated with each course (tuition, fees and textbooks). Details on costs and payment options can be found in the JumpStart Canvas Community or with your high school counselor.

### Grade Level Requirements

- 9th and 10th graders must get written approval from the Coordinator of Dual Enrollment via an email from the High School Principal to take more than one dual enrollment course in a semester.
- 11th and 12th graders must get written approval from the Coordinator of Dual Enrollment via an email from the High School Principal to take more than two dual enrollment courses in a semester. If a student is participating in a structured program, exceptions should be requested if beyond the outlined program.



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## PARENT SECTION (PLEASE PRINT)

I request that my child \_\_\_\_\_ be allowed to have release time from the school day for Periods \_\_\_\_\_ in order to take the following course(s): \_\_\_\_\_

I recognize that the Howard County Public School System cannot be held responsible for the student once the student leaves school property. I also understand that my son/daughter must have transportation to his/her college. If the student does not have regular transportation, I understand that he/she will be scheduled into classes for the entire day. Depending on the enrollment date into these courses, the student may not earn credit. **I also understand that the student should not be on school premises except for regularly scheduled classes and other authorized school activities.** If the conditions upon which approval was granted change, I understand that it is my responsibility to inform the school of this change.

Mode of transportation on "A" days: \_\_\_\_\_ Contact Information: \_\_\_\_\_

Mode of transportation on "B" days: \_\_\_\_\_ Contact Information: \_\_\_\_\_

Parent/Guardian Signature	Date of Application	Parent/Guardian Work Phone #
Student Signature	Date of Application	

## COLLEGE SECTION

Name of College \_\_\_\_\_ College Phone # \_\_\_\_\_

Semester: \_\_\_\_\_ Number of courses student has registered to take: \_\_\_\_\_

Courses student has registered to take: \_\_\_\_\_

Printed Name of Registrar	Registrar Signature
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## COUNSELOR SECTION

Courses for which student will be registered: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

4a. \_\_\_\_\_ 4b. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

Having discussed this request with the student, it is possible for the student to meet graduation requirements with the draft plan created.

Counselor Name	Counselor Signature
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## PRINCIPAL SECTION

I have reviewed this request and  I approve  I do not approve \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_