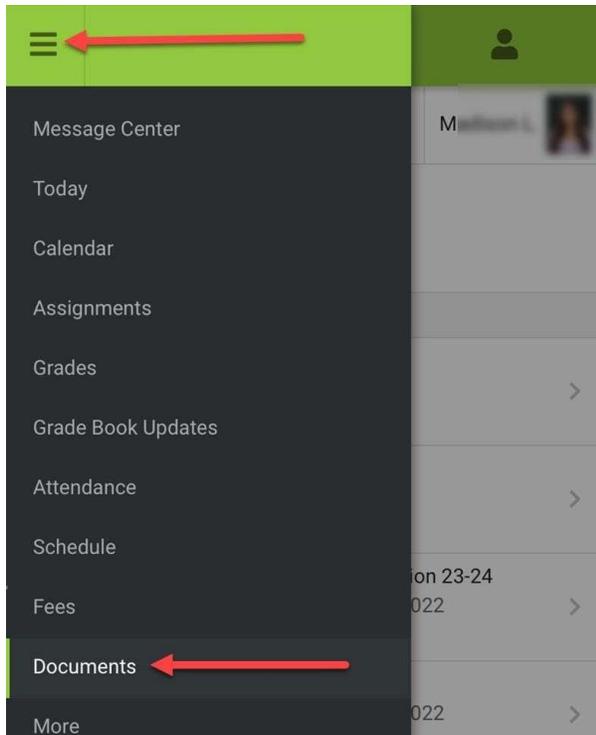


Dual Enrollment Form Instructions

1. Sign into your Parent Portal account – either on your phone or through the FCS website. Only one parent needs to sign the form.
2. Click on the three lines in the top left corner and go to Documents.



3. It will automatically default to the 24-25 School Year. Change the School Year to 25-26 in the Drop Down. Find the form titled FCS Dual Enrollment Intent 25-26. **Click on the form to complete it.**

School Year

25-26 ▼

Portal Documents

 FCS Dual Enrollment Intent 25-26
Created: 01/29/2025

NEEDS ATTENTION >

4. You will need to fill in the boxes for Anticipated Graduation Date and College(s) Applying To. If the student is taking Dual Enrollment at more than 1 school enter all schools on this line.

FCS Dual Enrollment Intent to Participate 2025-2026



Student Name **Graduation Year** 2026

College(s) Applying To Lanier Tech

Student Deadline for the 2025-2026 School Year: April 25, 2025

Please be aware completion of this electronic form is not an application to the Dual Enrollment college, nor is it registration for Dual Enrollment college courses.

5. Read the entire form. Click on linked items for detailed information. Families should ensure they understand all FCS Dual Enrollment Policies and Procedures.

FCS Dual Enrollment Policies and Procedures

- The student must meet all Dual Enrollment funding eligibility requirements which are listed on [GAfutures Dual Enrollment funding Program](#). Requirements include but are not limited to be enrolled in a participating Georgia high school or home study program, be accepted to a participating Georgia college or university for Dual Enrollment, and meet the grade level and Funding Cap. Male students 18 years of age or older must register with the Federal Selective Service.
- To ensure the accuracy of your high school schedule, students must provide the dual enrollment course schedule to their counselor prior to the first day of each semester for Forsyth County Schools. Students without a dual enrollment schedule on the first day of each semester will be scheduled into courses at their base high school.
- The eligible Dual Enrollment student must contact the high school counselor for approval before any course/schedule changes can be made during the semester/quarter. Dual Enrollment students will follow the established base high school course/schedule change process. Failure to notify the high school counselor of course changes may affect the student's ability to remain in the Dual Enrollment program.
- The following grading scale is applied to Dual Enrollment courses: A-95% B-85% C-75% D-70% F-59%.
- A quality point (1.0) will be added to course weighting for a Dual Enrollment course for grades of A, B, or C on the Forsyth County Schools high school transcript per FCS course credit regulations and procedures. All Dual Enrollment courses and the course grade will become part of the student's high school permanent transcript.
- If a student chooses to withdraw from Dual Enrollment course(s), they will be scheduled into a corresponding course at the base high school. The corresponding high school replacement course must be completed in the same dual enrollment academic calendar year. If no corresponding course or credit recovery is possible, the high school transcript will be updated with a failing grade for the course.
 - ★ The numeric grade posted for a withdrawn course depends upon what is posted on the college transcript. If a Dual Enrollment course is in the student's schedule, a "W" (student withdrew prior to final withdrawal date for the course) = 60, A "WP/WF" (student withdrew after the final withdrawal date for the course) = 59.
 - ★ **NOTE: During summer semester, if a student withdraws from a course (W or WF), a failing grade will be posted and remain on the student's high school transcript. Corresponding courses are not available at the base high school during the summer.**
- A student who meets their [funding cap](#) for Dual Enrollment and continues in the Dual Enrollment program through Self-Pay, must be scheduled in the minimum number of courses to be considered full time by Forsyth County Schools regulation. A Self-Pay Dual Enrollment course will be posted to the Forsyth County Schools transcript per FCS course credit regulations and procedures.
- Students interested in pursuing an [Accelerated Career Diploma](#) will receive additional information and guidelines when meeting with their high school counselor.

6. Review the FCS Dual Enrollment Steps required for participation.

Steps	Required for Participation in Dual Enrollment Students must have applied to the College Dual Enrollment Program by April 25, 2025 to be eligible to participate in 2025-2026.
1	Attend the January 28 Forsyth County Dual Enrollment Information Night or Watch the Recorded Presentation.
2	Log into Infinite Campus Parent Portal and complete the Student Intent to Participate Form.
3	Research college admissions requirements for Dual Enrollment and decide which college you will apply to. Dual Enrollment information can easily be found by searching “college name” and “dual enrollment.”
4	Apply to the college of choice on the college website. Go to the Dual Enrollment page on the college admission website and complete all steps of the required application. Send in any required documents the college is requesting.
5	Take the required tests for admission to Dual Enrollment - may include SAT, ACT, Accuplacer. Send test scores to the college via the testing agency. (If the college accepts PSAT scores, go to your high school Dual Enrollment website to see how to submit your scores).
6	Request your official high school transcript through Parchment and have it sent to the college.
7	Log into www.gafutures.org , create an account, and complete the student portion of the GAFutures Funding application. The 2025-26 Funding application will open on February 1, 2025 . Parents, check your email for an acknowledgement form to complete once the student submits their portion.
8	Research classes you want to take on the DE Course Directory at www.gafutures.org . Be sure you are looking at the correct college (use the drop-down list).
9	STOP - Go to your school’s Dual Enrollment Page for information on scheduling your Course Advisement Session.

7. Once the form and steps for participation have been read, enter the students name in the last section with the final consent and acknowledgement. Scroll down to the next page, find your name, and click on the red signature box.

My student, [REDACTED], and I have discussed all Dual Enrollment information and criteria. With my signature below, my student and I acknowledge that we have read and understand the Forsyth County Schools Dual Enrollment policies and procedures above. Additionally, I acknowledge that I am the consenting parent/guardian for the student listed on this form and per the Electronic Signature Act, acknowledge that my electronic signature constitutes my legal signature just as if it were my written or faxed signature.

If requested by student or parent, FCS is also permitted to release student PSAT scores directly to the college for DE admissions purposes.

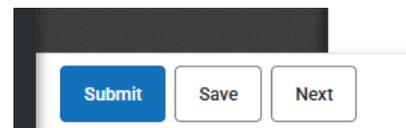
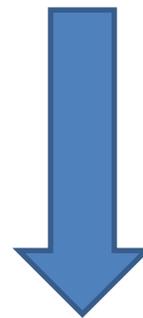
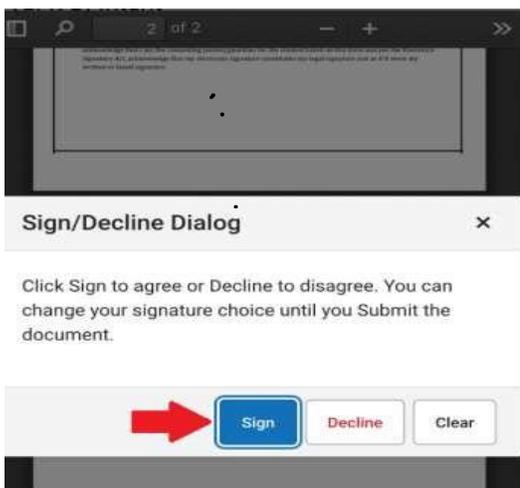
Signature Page, page 1 of 1

[REDACTED]
FCS Dual Enrollment Intent 25-26

This electronic signature, for all purposes of legal documents, is the same as a pen-and-paper signature or initial.

		
Parent/Guardian Signature		Date
[REDACTED]		
Printed Name		

A pop-up notification will appear. Hit sign if you agree and to execute your signature. Then hit Submit.



8. The Dual Enrollment form will now show as SIGNED & PENDING for 24 hours. After 24 hours the form will show COMPLETED.