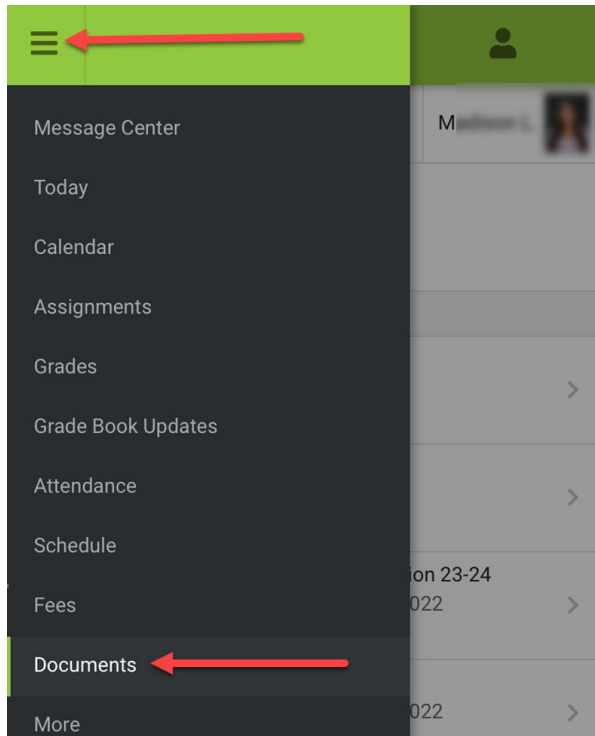
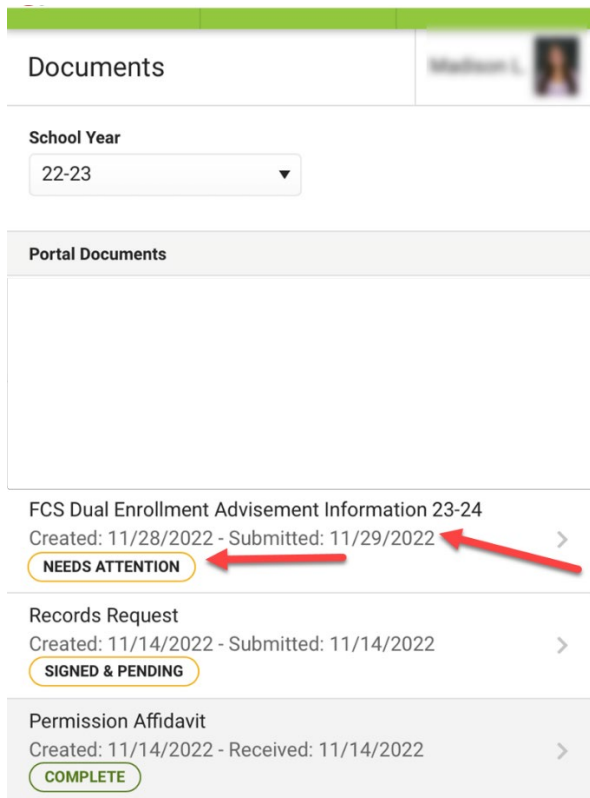


Dual Enrollment Form Instructions

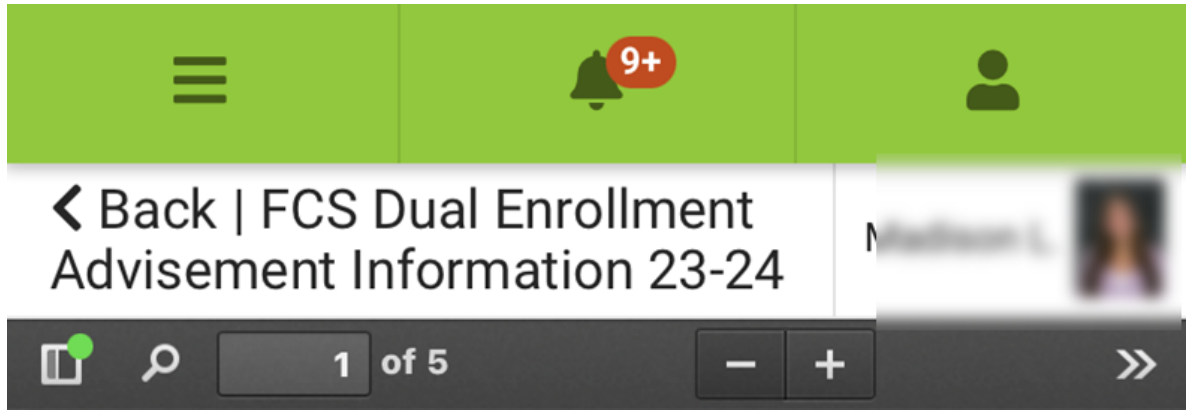
1. Sign into your Parent Portal account – either on your phone or through the FCS website.
2. Click on the three lines in the top left corner and go to Documents.



3. Find the form titled FCS Dual Enrollment Advisement Information. If this form is NOT complete, it will say NEEDS ATTENTION under it.



- Once the form has been started by a parent/guardian, it must be completed by that parent/guardian. A popup box will come up providing this warning, if you want to complete the form, hit continue. If you do not wish to complete this form hit cancel.
- Once you hit continue, you will see the form. You will need to fill in the red boxes for Anticipated Graduation Date and College Student Participating in Dual Enrollment at. If the student is taking Dual Enrollment at more than 1 school enter all schools on this line.



FCS Dual Enrollment Student Advisement Plan

Student's Name: Date of Birth:

Anticipated Graduation Date: Current Grade Level:

College Student Participating in Dual Enrollment at:

Student Deadline for 2022-23 School Year: April 28, 2023

The Dual Enrollment Program provides opportunities for eligible students in grades 10-12 to enroll part-time or full-time in postsecondary institutions and take college courses to earn both high school and college credit. Eligibility concludes at the end of the spring term of the student's 4th year of high school whether the student graduates or not based on funding caps established by the state of Georgia.

Enrollment Student Advisement Plan

Student's Name: Date of Birth:

Date: Current Grade Level:

Participating in Dual Enrollment at:

6. Read each section. Once you read each section click on the red acknowledgement button. Clicking on this button will turn it from red to blue with an x on it. Each section must be acknowledged for you to sign at the end.

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- **Option B** provides qualified students an alternate path to high school graduation diploma is designed for those students who have already chosen a career path work upon earning either 1) two Technical Certificates in one of several eligible diploma or 3) an associate degree while simultaneously completing the 10 required high school diploma.
- A student must be approved by the high school at which he or she is enrolled in Enrollment.
- The student and student's parent/guardian must complete the Forsyth County Plan prior to applying to the postsecondary institution.
- The student must additionally complete the postsecondary institution admission approved by the participating postsecondary institution.
- Prior to participating in Dual Enrollment, as part of the application process, the parent/guardian must complete the Student Participation Agreement (SPA) that
- All postsecondary coursework must be completed prior to high school graduation Enrollment credit and funding. No 12th grade student can take a Dual Enrollment as well as their graduation date.
- The student must remain in "Good Academic Standing" at both the college and
- The student's Individual Graduation Plan must be updated to reflect the plan of Program. A transcript audit must be completed and all related information reviewed
- Dual Enrollment expectations and responsibilities have been shared by the school parent/guardian questions/concerns have been discussed.
- Any student participating in Dual Enrollment college courses does so with the be more rigorous and challenging than high school courses. Each student is held responsibility and accountability than in regular high school classes. Communication institution will be with the student and not the parent/guardian.
- Dual Enrollment classes follow the respective college calendar.
- Each student must provide his or her own transportation for classes taken on
- All items, *other than* tuition, institution fees, and books, are the responsibility under the Dual Enrollment Program.
- Each student may take courses during the same semester at different postsecondary between semesters from one institution to another.
- Dual Enrollment summer courses are available for 10th and 11th grade students a student drops a course, a failing grade will be posted on the student's transcript
- A Dual Enrollment student must be in compliance with Georgia state law of Home Service by required school application deadlines in order to be eligible for funding

I acknowledge that I have read the **Eligibility and General Information a**

- A Dual Enrollment student must be in compliance with Georgia state law of Home Service by required school application deadlines in order to be eligible for funding

I acknowledge that I have read the **Eligibility and General Information**

7. Once each section has been acknowledged, read 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.

- A Self Pay Dual Enrollment course that is not in the student schedule will not be posted to the Forsyth County Schools transcript.

I acknowledge that I have read the **Funding Information** above.

My student, Ce [redacted], and I have discussed all Dual Enrollment information and criteria. With my signature on the following page, my student and I agree that we have read through the Forsyth County Schools Advisement Packet. 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.

Signature Page, page 1 of 1

Ce [redacted]
FCS Dual Enrollment Advisement Information 23-24

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



Parent/Guardian Signature

Date


Ke [redacted]
Printed Name

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

With my signature on the following page, my student and I agree that we have read the Schools Advisement Packet. Additionally, I acknowledge that I am the consenting parent listed on this form and per the Electronic Signature Act, acknowledge that my electronic signature just as if it were my written or faxed signature.


Sign/Decline Dialog

Click Sign to agree or Decline to disagree. You can change your signature choice until you Submit the document.



Carpenter, Madison L
FCS Dual Enrollment Advisement Information 23-24

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



Parent/Guardian Signature _____ Date _____

9. Your electronic signature will appear. The second parent/guardian will still show as pending. However, the form only requires 1 parent's signature. Hit Submit to complete the form.

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Advisement Information 23-24

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My student, Ce [redacted], and I have discussed all Dual Enrollment information at [redacted]. With my signature on the following page, my student and I agree that we have read through the Forsyth County Schools Advisement Packet. Additionally, I acknowledge that I am the consenting parent/guardian for the [redacted] listed on this form and per the Electronic Signature Act, acknowledge that my electronic signature constitutes a signature just as if it were my written or faxed signature.

Signature Page, page 1 of 1

FCS Dual Enrollment Advisement Information 23-24

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

K. [redacted] 11/29/2022
Parent/Guardian Signature Date

K. [redacted]
Printed Name

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

Signature Pending _____
Parent/Guardian Signature Date

Pau. [redacted]
Printed Name

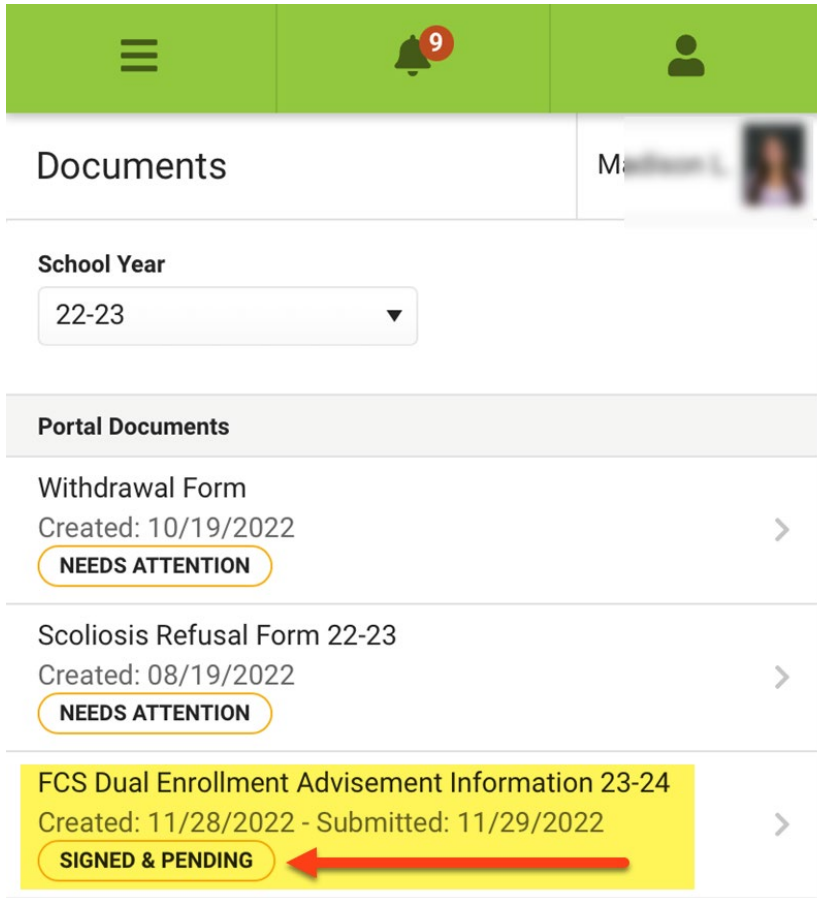
The second parent/guardian will show as pending. However only 1 parent signature is needed to complete the form.

Submit

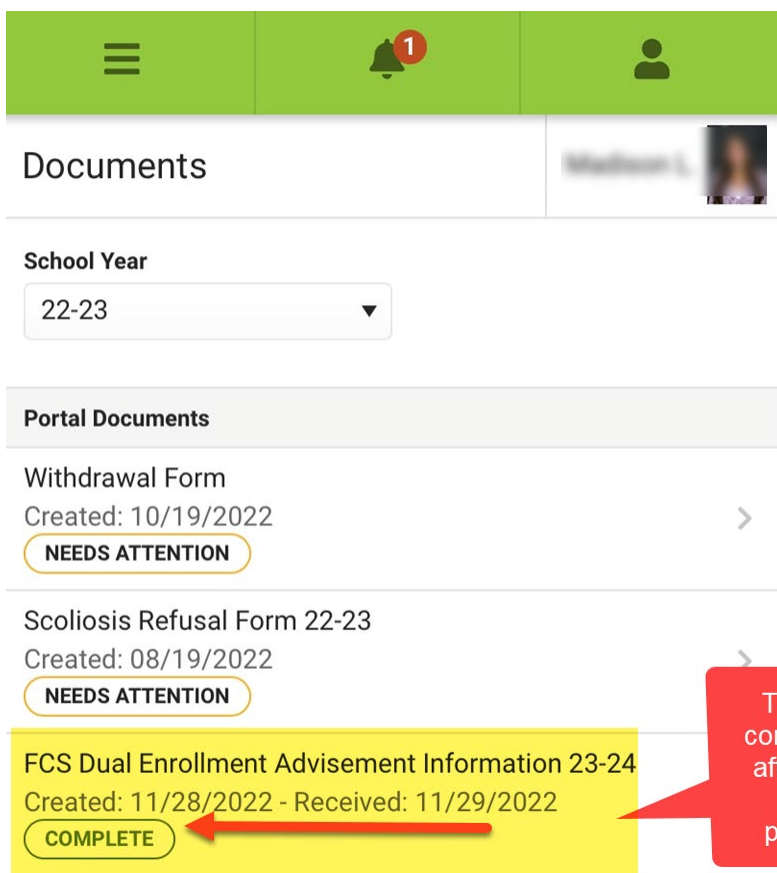
Save Progress

Next Action

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



This screenshot shows a user interface for document management. At the top, there is a green navigation bar with a menu icon, a notification bell with a red circle containing the number '9', and a user profile icon. Below the navigation bar, the word 'Documents' is displayed on the left, and a user profile picture is on the right. A 'School Year' dropdown menu is set to '22-23'. Under the heading 'Portal Documents', three items are listed: 'Withdrawal Form' (Created: 10/19/2022) with a 'NEEDS ATTENTION' tag, 'Scoliosis Refusal Form 22-23' (Created: 08/19/2022) with a 'NEEDS ATTENTION' tag, and 'FCS Dual Enrollment Advisement Information 23-24' (Created: 11/28/2022 - Submitted: 11/29/2022) with a 'SIGNED & PENDING' tag. A red arrow points to the 'SIGNED & PENDING' tag.



This screenshot shows the same user interface as above, but the 'FCS Dual Enrollment Advisement Information 23-24' form now has a 'COMPLETE' tag instead of 'SIGNED & PENDING'. A red arrow points to the 'COMPLETE' tag.

The form will say completed 24 hours after it was signed by the parent/guardian.