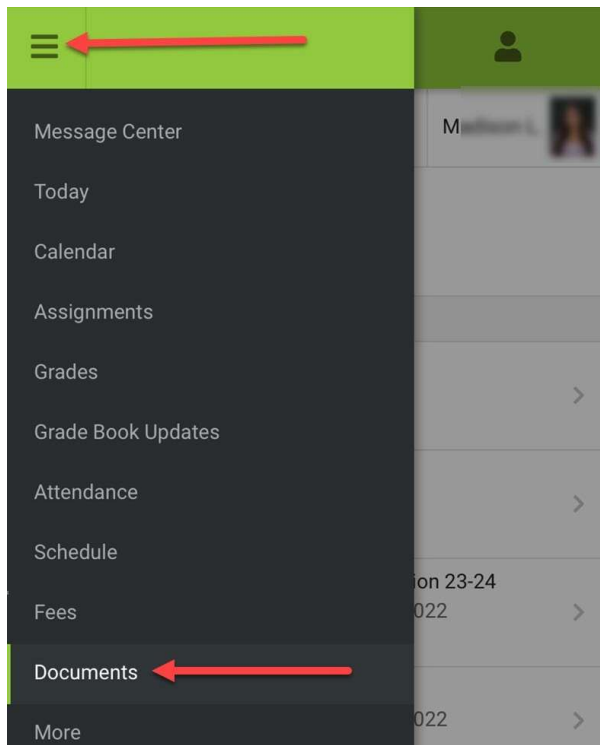


Dual Enrollment Form Instructions

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**.

Created: 01/24/2024

NEEDS ATTENTION

Documents

School Year

24-25

Portal Documents



FCS Dual Enrollment Intent

Created: 01/24/2024

IN PROGRESS



- 4. 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.
- 5. Once you hit continue, you will see the form. 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

Student Name Mouse, Mickey The Date of Birth 08/05/2009 Grade Level 11
Graduation Date _____ College(s) Applying To _____

Student Deadline for the 2024-2025 School Year: April 26, 2024

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.

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

Student Deadline for the 2024-2025 School Year: April 26, 2024

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.


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. 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.***
- Students enrolled in Dual Enrollment (DE) American Literature must take the EOC at their FCS high school. Students enrolled in Dual Enrollment (DE) U.S. History are not required to take the EOC.
- 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 in the high school schedule will be posted to the Forsyth County Schools transcript. A Self-Pay Dual Enrollment course that is not in the student schedule will not be posted to the Forsyth County Schools transcript. Please be aware that the decision to add a Self-Pay Dual Enrollment course to your high school schedule and transcript is final.
- Students interested in pursuing an [Accelerated Career Diploma](#) will receive additional information and guidelines when meeting with their high school counselor.

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, I _____, and I have discussed all Dual Enrollment information and criteria. With my signature on the following page, 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.

Signature Page, page 1 of 1


FCS Dual Enrollment Intent

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

Signature Pending

Parent/Guardian Signature

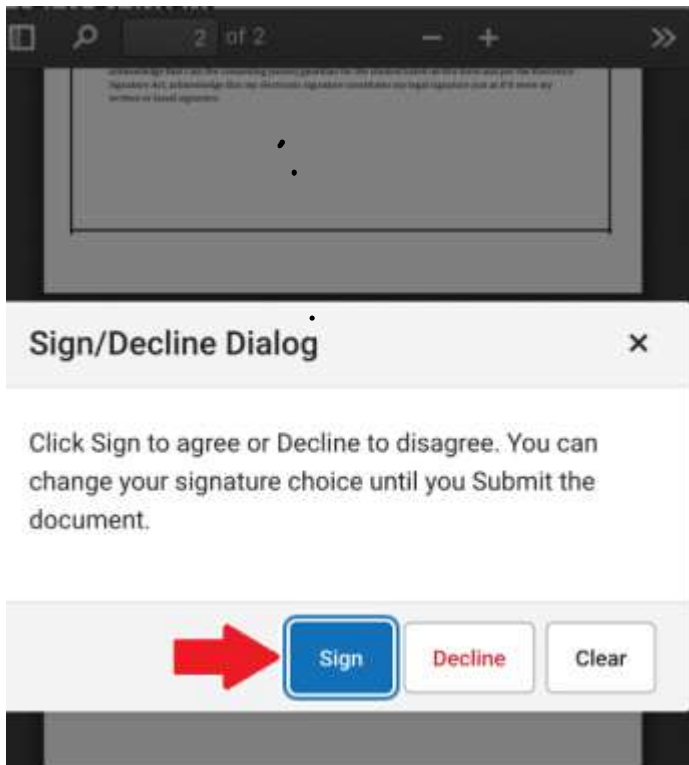
Date



Printed Name



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



8. 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.

Signature Page, page 1 of 1

Mouse, Mickey T
[Redacted]


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

Signature Pending
Parent/Guardian Signature


Mickey AMouse
Printed Name

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

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


[Redacted]  01/24/2024
Parent/Guardian Signature Date

[Redacted]
Printed Name





Submit Save Next

9. The Dual Enrollment form will now show as SIGNED & PENDING for 24 hours. After 24 hours the form will show COMPLETED. (It will be in the same place as the GAVS intent form, example shown below).


Documents Mickey T. 


School Year
23-24 ▼

Portal Documents

 **FCS Georgia Virtual School (GAVS) Intent**
Created: 01/24/2024 - Submitted: 01/24/2024 >
SIGNED & PENDING 

Report Card

 **Report Card - Semester 1**
23-24 North Forsyth High School >

 **Report Card - Semester 1**
23-24 Forsyth Virtual Academy >