Eligibility and Guidelines for Dual Enrollment

For the purposes of record keeping, counseling support, graduation, and other logistical reasons, the student will confirm a home school upon applying for Dual Enrollment. The home school is the school from which the student will graduate.

The student must provide his/her own transportation to the sister school. The student must be in good grade and credit standing in order to participate in the Dual Enrollment Program.

It is preferred that the student take a full day of courses at the sister school; however, the student may take a full set of courses before lunch or a course after lunch at the sister school. A student will only be allowed to take single courses at a sister school if his/her schedule allows for adequate time to travel safely between the two schools as approved by the home school principal.

The student is accountable for attendance, discipline, and other policies at each school he/she attends. For example, if a student has attendance problems in a class at a school, he/she would follow the attendance guidelines at that school.

Basic school fees shall be paid to the home school. Other fees shall be paid to the school in which the corresponding course(s) is(are) taken.

If a student meets the March 30, 2012 application deadline, his/her counselor shall work to provide the best schedule possible based on the approved guidelines. Applications turned in after the March 30, 2012 deadline require a $10 fee to be paid at the home school’s Finance Office. Dual Enrollment requests that are turned in after the deadline will be considered based on seat availability.

Dual Enrollment does not change student eligibility to participate in Utah High School Activities programs. A student must meet eligibility requirements to participate in activities at his/her boundary school. If the student wishes to compete at another school, they must submit a Transfer of Eligibility request to the Utah High Schools Activity Association. Visit www.uhsaa.org for rules and regulation information.

home school: school from which student will graduate
sister school: school from which student is dual-enrolled
boundary school: school boundary in which student resides
Complete this application by the required March 30, 2012 deadline and take it to the Counseling Office at your home school. Counselors will work to support enrollment in the courses requested, subject to the seat availability at both schools. The student’s class schedule may not be finalized until the second week of August.

Critical Information:
-The student needs to choose classes at the sister school to determine whether or not he/she will attend classes before lunch, class after lunch, or a full day of classes on an ODD or EVEN day. (A copy of the sister school’s course list is available at your home school’s Counseling Office.) Or, the student can access the Course Listing at either school. (www.phs.provo.edu or http://www.timpview.provo.edu)
- The student will need to provide his/her own transportation unless a district shuttle is provided between the two high schools.
- Teachers may not grant exceptions to the Guidelines for Dual Enrollment. Only the home school principal may grant exceptions.

Today’s Date____________________________ Student Birthdate____________

Student Name____________________________________ Student ID #___________

Phone Number________________________ Email __________________________

Your Counselor’s Name: ________________________

Name the courses you would be interested in taking at the sister school. A copy of the sister school’s course list is available at your home school’s Counseling Office.

1)___________________________________________ (if you choose only one class, it must be available 7th or 8th period)

2)___________________________________________ (if you choose only 2 classes, they both must be available 7th AND 8th periods)

3)___________________________________________ (if you choose 3 classes, they must all be available before lunch)

4)___________________________________________ (if you choose 4 classes, they must all be available on an EVEN or ODD day)

I have read the attached Dual Enrollment Eligibility and Guidelines and agree to abide by them.

Student Signature: _______________________________________

Parent Signature: _______________________________________

Office Use Only:

Date Rec’d: __________________________