

Student Checklist for CIS 202 - Fall 2020

NOTE: Students previously or currently enrolled in dual enrollment through Calhoun only need to submit item 5.

1. READ THE PHS DUAL ENROLLMENT GUIDE AND NOTIFY COUNSELOR

- [Dual Enrollment Guide link](#)
- **Parent:** Email the counselor at sbkennedy@morgank12.org stating that you and your child have read and understand the Dual Enrollment Guide.

2. COMPLETE AND SUBMIT AN APPLICATION TO CALHOUN

- [Application link](#)



- Make sure you select Dual Enrollment as your Student Type.
- Keep submitting until you see a confirmation page.

3. SUBMIT A COPY OF YOUR PHOTO ID TO YOUR COUNSELOR

- Email a copy of your PHOTO ID (driver's permit, driver's license, or passport) to sbkennedy@morgank12.org.

4. SUBMIT COMPLETED DUAL ENROLLMENT PROGRAM APPROVAL FORM TO YOUR COUNSELOR

- Download and complete the fillable [PROGRAM APPROVAL FORM](#). At this time Calhoun is accepting your typed signature on the fillable form.
- Your counselor will fill in your unweighted GPA before she signs the form.
- Email the completed form to sbkennedy@morgank12.org.

5. SUBMIT COMPLETED COURSE APPROVAL FORM TO YOUR COUNSELOR

- Download and complete the fillable [COURSE APPROVAL FORM](#). At this time Calhoun is accepting your typed signature on the fillable form.
- Email the completed form to sbkennedy@morgank12.org.

6. ACT SCORES / PLACEMENT TEST SCORES

- Your school counselor will submit your ACT scores, if any, with your other documentation.

7. HIGH SCHOOL TRANSCRIPT

- Your school counselor will submit your transcript with your other documentation.