

**NEW Dual Enrollment Student Checklist for Fall 2020  
(for PHS Students)**

**1. READ THE PHS DUAL ENROLLMENT GUIDE AND NOTIFY COUNSELOR**

- [Dual Enrollment Guide link](#)
- **Student:** Email the counselor at [sbkennedy@morgank12.org](mailto:sbkennedy@morgank12.org) stating that you have read and understand the Dual Enrollment Guide.
- **Parent:** Email the counselor at [sbkennedy@morgank12.org](mailto:sbkennedy@morgank12.org) stating that you 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](mailto: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](mailto: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.
  - Guidance on completing the form and selecting courses can be found in the following documents:
    - [Completing the Course Approval Form](#)
    - [Alabama State Department of Education \(ALSDE\) Dual Enrollment Equivalencies Memorandum](#)
- Email the completed form to [sbkennedy@morgank12.org](mailto:sbkennedy@morgank12.org).

**6. ACT SCORES / PLACEMENT TEST SCORES**

- Your school counselor will submit your ACT scores, if any, with your other documentation.
  - Information on placement scores and placement testing can be found in the [Dual Enrollment Placement Guide](#).

**7. HIGH SCHOOL TRANSCRIPT**

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