

**RETURNING 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 stating that you have read and understand the Dual Enrollment Guide.
- **Parent:** Email the counselor at sbkennedy@morgank12.org stating that you have read and understand the Dual Enrollment Guide.

2. 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.

3. 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](#).