

Intent to Dual Enroll

Congratulations on taking the first step to participate in dual enrollment. All students must submit this form to their school counselor for approval. Once approved, students will follow the process for the particular institution of higher learning (IHL) they hope to attend. West Perry has agreements with HACC, Shippensburg, Messiah, Central Penn, PA College of Health Sciences, Lackawanna College and Harrisburg University. It will be important to work with your high school counselor during class registration to finalize your schedule, especially if you plan to take some classes at West Perry and some classes at an IHL. Most seniors need US Government and an English in order to meet graduation requirements. HACC's equivalents for these courses are ENG 101 and PSPL 101; other schools have different equivalents. Please talk to Mrs. Zeigler before scheduling a different Social Studies or English course. Students must be sure they are meeting their graduation requirements.

Guidelines to Acknowledge:

- After a review of the student's academic records, the counselor and principal will certify the following recommendations listed below. Students not meeting these recommendations will be considered on a case by case basis.
 - Student must have earned senior status.
 - Student must have met the dual enrollment requirements (GPA, SAT score, prerequisites) for the IHL.
- To earn credit and be reflected on a West Perry transcript, courses at must not be remedial in nature. A grade of a C or higher must be obtained. Parents should ask students to see their IHL portal for grade updates. West Perry is not able to monitor dual enrollment grades for courses in progress.
- A copy of the student's schedule must be submitted to the school counselor for review prior to each semester. This will ensure any classes a student is taking will meet West Perry's graduation requirements.
- A copy of grades earned at the IHL must be submitted to the school counselor at the end of the semester. An official, final transcript must be submitted at the end of the school year.
- Each course will have a credit based on a scale of three (3) IHL credits is equal to one (1) credit at West Perry. Courses that count towards Math, Science, English, Social Studies and Foreign Language will be weighted at a course level of 1.05. Grades will be calculated into GPA but not counted towards class rank.
- If the IHL uses a letter grade system, grades are transferred in to WPHS as follows: A=95, B=85, C=75.
- West Perry will not be responsible for any fiscal obligations. Students may be dropped from IHL classes if tuition is not paid on time.
- In order for a student to be considered enrolled as a full-time student, he or she must be enrolled in at least 4 classes per semester between West Perry and the IHL or 12 credits at the IHL. This assumes the IHL classes are a standard 3 credits. This may be important for extra-curricular and athletic eligibility.
- If at IHL full-time, please follow the WPHS Daily Announcements online, Counseling Center monthly newsletter, and check your WP email to keep up with important announcements for seniors.

Please sign and return by March 15th. Once approved, you may begin the process of applying with your chosen institution.

I have received the handouts entitled "**Intent to Dual Enroll**" and "**West Perry Technology Department Support for Dual Enrollment Students**" and have reviewed them with my student. Any questions can be directed to Mandy Zeigler, School Counselor, at mzeigler@westperry.org. Thank you.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

This student is pursuing dual enrollment full time or part time (circle one) with _____.

School Counselor Signature : _____ Approval: YES NO

Principal Signature: _____ Approval: YES NO

Technology Support for Dual Enrollment Students

Students who are enrolled in dual enrollment programs are permitted, and even encouraged, to use their West Perry School District issued Chromebook when completing work assignments for their out-of-district classes. District resources, including our internet, purchased instructional licenses, and Google Drive are available for all students to meet requirements at West Perry or at any other educational institution. Dual enrollment students will continue to receive the same level of hardware support for device damage as other students.

Parents and students should be aware that to comply with federal and state regulations and with district and school policy, limitations have been placed on student accounts, the internet, and on student devices, that will restrict student access and activities. These limitations may interfere with, or prohibit, dual enrollment students from accessing materials or participating in certain types of activities. Depending on the issue, the West Perry Technology Department may not be able to resolve the issue without compromising restrictions to all other students.

Dual enrollment students should be aware of the technology requirements for out-of-district courses and should be prepared to provide their own solutions (personal device, personal internet, software) in the event that issues are unable to be resolved by the West Perry technology staff. The technology department will make an effort to assist students when district resources are not sufficient, or when restrictions are prohibitive. To access support, students should submit a help ticket detailing the problem. Help tickets for dual enrollment students will be resolved using the same process as all other tickets. Resolution may be immediate, or may require significant time.

Examples of restrictions:

Internet blocking: Adult, Shopping, Gaming, Gambling, Violence are examples of categories that are blocked. Students may need access to a site that is blocked under our Internet filtering policies. Additionally YouTube restricted mode is enforced. If students are directed to Youtube to watch a video, they may first need to request to have it approved.

Device: Chromebooks have limited ability to install software. There are certain chrome extensions that may be added, but students need to request them. If there is special software that must be downloaded and installed, it may not be compatible with a Chromebook (ex: Adobe Acrobat). Google Play store is blocked for school issued devices.

Student accounts: Students are restricted to sending and receiving email to certain domains. Additionally documents may only be shared with approved domains.