

**PINELLAS COUNTY SCHOOLS  
PINELLAS COUNTY HIGH SCHOOL PERMISSION  
FOR DUAL CAMPUS COURSEWORK AT PINELLAS TECHNICAL COLLEGE (PTC)**

Student name (Print) \_\_\_\_\_ Email address \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

School name \_\_\_\_\_ PCS ID # \_\_\_\_\_ Current Grade level 11 12

Enrollment status  Non-ESE  ESE  504 Plan  Extended Transition PTC enrollment term: Semester 1 2 School year \_\_\_\_\_

Transportation arrangements:  I will need a PCS bus (if available).  I will provide my own transportation.

PTC campus of enrollment:  Clearwater Counselor: Yolanda Singletary (727)538-7167, ext. 2020; Fax (727)524-4445; singletaryy@pcsb.org  
 St. Petersburg Counselor: Debbi Humbel (727)893-2500, ext. 2521; Fax (727) 550-4314; humbeld@pcsb.org

**Dual enrollment course criteria:**

- Dual enrollment courses at Pinellas Technical College give students weighted credit toward a high school diploma, industry certifications and a PTC career technical certificate. Hours completed at PTC may also transfer as credit hours to local and state colleges.
- A student must be enrolled in a full schedule of classes as defined in School Board policy and may participate in dual campus classes for up to one-half of this schedule.
- Class time in courses taken on the high school campus may not be missed due to travel time to and/or from PTC.

**Textbooks:**

- Pinellas Technical College will supply the required textbook(s) needed for class; however, the student may be responsible for providing and/or purchasing certain supplies. This information will be shared with the student at the time of shadowing.
- The student must return all textbooks provided by Pinellas Technical College. Obligations will be assessed for unreturned textbooks.
- When a student drops/withdraws from a PTC class, he/she must promptly return the textbook(s) to the PTC counselor. Students are responsible for paying for any lost or unreturned textbook(s).

**Course withdrawal:**

- **A student may not drop or withdraw from a dual campus course after the second calendar week of class.** A student who drops/withdraws from a dual credit course must inform both the high school counselor and the PTC counselor and enroll in courses on the high school campus to maintain a full schedule. The student must also complete all make-up coursework in the high school classes.

**Grading:**

- Dual credit students and parents are encouraged to contact the program instructor with questions regarding attendance and/or academic standing. Reports will be distributed periodically throughout the semester, informing students and parents of the student's progress. High school students will receive grades at the end of each semester. Extended Transition students will receive grades at the end of each marking period. High school students must maintain a minimum 2.0 GPA (or 2.5 for Medical programs) to remain in dual credit courses at PTC.

**HIGH SCHOOL DUAL ENROLLMENT**

GPA Requirement Met?  Yes  No Unweighted GPA \_\_\_\_\_

**\*Minimum 2.0 GPA required for career technical dual enrollment**

**\*Minimum 2.5 GPA for Medical programs at PTC St. Petersburg**

\_\_\_\_\_  
Counselor name (Print)

\_\_\_\_\_  
Counselor signature

**EXTENDED TRANSITION DUAL ENROLLMENT**

Career Assessment completed?  Yes  No

**\*Career assessment must be completed prior to registering for dual enrollment**

\_\_\_\_\_  
Case manager name (Print)

\_\_\_\_\_  
Case manager signature

**Program choices:**

List program choices of interest below, prioritizing by number. You may choose one or more than one. Return this application to your counselor for scheduling a date and time to "shadow." Enrollment is based on space availability. Visit the dual enrollment page on the PTC website, [www.myptc.edu](http://www.myptc.edu), or contact the PTC dual enrollment counselor at each campus for a current listing of programs available.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**The signatures below indicate the following:**

- The parent/guardian understands that the **dual campus students are studying on a postsecondary campus in an adult setting and will not be under direct supervision at all times.** Dual enrollment students will be present in the same class as adult students; therefore, a higher level of maturity, independence, and initiative is important for student success.
- The parent/guardian grants permission for the student to attend class on the campus of PTC and return to their high school campus either by PCS transportation or by another mode of transportation provided by the student.

Student signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_

Date \_\_\_\_\_