

PINELLAS COUNTY SCHOOLS  
**PINELLAS COUNTY HIGH SCHOOL PERMISSION FOR DUAL CAMPUS COURSE WORK AT SPC**

Student Name (PRINT) \_\_\_\_\_ Current Grade Level   9    10   11   12 

LAST FIRST MI

School Name \_\_\_\_\_ Semester (choose one)   1     2   Summer School Year \_\_\_\_\_

PCS ID# \_\_\_\_\_ SPC ID# \_\_\_\_\_

**1. Dual credit course criteria:**

- The student may earn academic dual credit in courses that count toward meeting high school graduation requirements, lead to an AA degree and are listed in the articulation agreement between Pinellas County Schools and St. Petersburg College.
- The student may only enroll in FULL TERM courses **not available** at the student's high school. **(EXPRESS or 8 Week CLASSES PROHIBITED)**
- Enrollment in online courses is limited to one course per semester after the student has successfully completed dual enrollment coursework on the college campus, as demonstrated by a GPA of 3.0 or higher in these courses. For courses with corequisite such as lab, only one part may be taken online.
- The 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 may not be missed due to travel time needed to participate in the dual campus option.

**2. Permissions/Signatures/Monitoring:**

- The required parent/guardian signature on this form indicates that the parent grants permission for the student to leave the high school campus to take courses at SPC during the regular school day and understands that dual campus students are studying on a SPC campus in an adult setting and are not under the direct supervision of a PCS employee.
- The high school is not responsible for monitoring the attendance and academic progress in the SPC courses held on an SPC campus.

<b>GPA Requirement Met</b> (Academic DE $\geq$ 3.0, Career DE $\geq$ 2.0) _____ Yes ___ No		<b>Current Cumulative Unweighted GPA:</b> _____
<b>Acceptable Score on Qualifying Test</b> _____ Yes ___ No		<b>Student has test scores:</b> <input type="checkbox"/> AP <input type="checkbox"/> AICE
		<b>Student has active:</b> <input type="checkbox"/> 504 Plan <input type="checkbox"/> IEP
(Students must have earned a qualifying test score via PERT, ACT, CLT, PSAT or SAT and may only enroll in courses which earn college credit.) Please indicate the qualifying test & score below. Note: PERT scores can be furnished by the SPC Testing Office.		
<input type="checkbox"/> <b>PSAT</b> _____ <small>2 digit READING WRITING MATH</small>	<input type="checkbox"/> <b>SAT</b> _____ <small>2 digit READING WRITING MATH</small>	<input type="checkbox"/> <b>ACT</b> _____ <small>READING ENGLISH MATH</small>
<input type="checkbox"/> <b>PSAT</b> _____ <small>Digital READING/WRITING MATH</small>	<input type="checkbox"/> <b>SAT</b> _____ <small>Digital READING/WRITING MATH</small>	<input type="checkbox"/> <b>CLT</b> _____ <small>VERBAL REASONING/WRITING QUANTITATIVE REASONING</small>
<input type="checkbox"/> <b>PERT</b> _____ <small>READING WRITING MATH</small>		

	CAMPUS	SUBJECT (COURSE#)	DESCRIPTION	CLASS#	START DATE	START/END TIMES	DAYS	INSTRUCTION MODE (LECTURE/ONLINE/BLENDED)
<b>APPROVED COURSES</b>								
<b>ALTERNATE COURSES</b>								

Counselor Name \_\_\_\_\_ Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

PLEASE PRINT

**3. Registration:**

- Upon High School Counselors approval, DE request and applicable official test score report will be forwarded to respective SPC dual enrollment office who will schedule student into requested course(s), provided there are not conflicts. SPC Office will advise of any conflicts and send confirmation of schedule to Counselor and Student via email when schedule is complete. The student and counselor should check the schedule for accuracy upon receipt of the registration confirmation.
- It is the responsibility of the student to ensure they receive the Book Flyer from their high school counselor upon confirmation of the scheduled course(s).
- If registration confirmation, Book Day Flyer and/or DE Welcome Letter is not received, the student should call the SPC Dual Enrollment Office: 712-5400 (for North County – Schools North of East Bay Dr) or 394-6023 (for South County – Schools South of East Bay Dr).

**4. Textbooks:**

- The student reports directly to an SPC campus bookstore during the designated book week to obtain books. Students who do not follow this process are responsible for the purchase of their textbooks at their own expense.
- The student must return all textbooks provided to the ECP classroom during the week of final exams and by the last day of the semester. Students who do not return books during the week of final exams will be assigned an obligation and will not be eligible to continue with dual enrollment until all obligations are satisfied.
- When a student drops a class during the first five days of the semester, the student must return all books to the location where the books were received. Failure to do so will result in an obligation as outlined in the bullet above.

**5. Course withdrawal:**

- **A student may not drop or withdraw from a dual campus course after the second calendar week of the SPC class.** All drops/withdrawals must be authorized by the SPC dual enrollment office after communication with the school/district. A student who drops/withdraws from an SPC course during the second week of the SPC class will receive a "W" grade and must enroll in another high school course to maintain a full schedule and must complete all make up coursework in the high school class. Student is responsible for reimbursing PCS for non-transferrable items provided such as codes that have been accessed. Students who earn a "W" in any given semester will not be permitted to enroll in a dual enrollment course at SPC for a full academic year.

We understand that information about the student's academic progress, behavior and overall performance as a dual credit student will be available from SPC to both students and parents/legal guardian(s). NOTE: SPC will only release information to the parent if the student has signed a Consent to Release Information Form. **By signing below, I/we, the parent(s) (or eligible student if 18), consent to PCS's release of the student's education records to the College during the period of dual enrollment.**

Student SPC Live Email Address \_\_\_\_\_ Student Cell # \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_ Director, Advanced Studies Signature (grades 9 & 10 only) \_\_\_\_\_ Date \_\_\_\_\_