

LHS Dual Enrollment Process: 2026–2027 School Year

This multi-phase process outlines all required steps and deadlines for students interested in Dual Enrollment (DE) to be eligible to participate in the program for the 2026–27 school year.

**Students applying to GA Tech Dual Enrollment Distance Programs should refer to the procedures specified on the GA Tech Dual Enrollment website.*

Phase 1: Advisement (November–March)

❖ **November: Student/Parent Dual Enrollment Notification**

- Dual Enrollment information shared with all students during Advisement via video and handouts, & during counseling classroom lessons (required by the TST Act).
- Information will also be distributed via LHS Noteworthy News, LHS Website, ParentSquare, and email blast

❖ **November 3 & January 15: Dual Enrollment Information Sessions**

- In-Person Sessions: 6:00 pm in LHS Theater
- These sessions will cover ▪ What Dual Enrollment is ▪ Comparison to AP ▪ Partnering colleges ▪ Admission Requirements
- Students and parents must sign in to verify attendance.

❖ **Students join Google Classroom & review document deadlines~ Code: [soirzmeq](#)**

❖ **January/February: Dual Enrollment Academic Advisement Conferences**

- Students sign up for 1-on-1 meetings with Dr. Diaz using Google Site or booking link.
- Counselor/Student will complete the Academic Advisement Conference form to review HOPE GPA, test scores, post-secondary plans, and discuss:
 - *Does the student meet the college admission requirements?*
 - *Does dual enrollment align with the student's post-secondary plan, or if AP is more appropriate*
- If dual enrollment is appropriate, the counselor/student will complete a Dual Enrollment Schedule Planner (list of proposed colleges and high school courses)
- Students will be given a copy of ▪ Academic Advisement Conference form ▪ Dual Enrollment Schedule Planner ▪ Dual Enrollment Letter of Intent
- Students will share and discuss the information received with their parent/guardian
- Students will be registered for a full load of LHS Classes until screenshot of registered college classes is received

❖ **Students may begin applying for DE College Acceptance after meeting with Dr. Diaz or counselor**

❖ **March 6: Dual Enrollment Contract Due**

- Students/Parents sign the LHS DE contract confirming their commitment to following the DE process and timeline
- Screenshots of required documents will be uploaded via Google Classroom.

Students who do not submit by this deadline will not be eligible for DE participation next school year.

Phase 2: Application (March)

❖ **March 9: DE Candidate List Finalized**

- Counselors receive a list of students who met the DE Contract deadline and are approved to begin the application process

❖ **Students apply for College Acceptance** *(can do this earlier after meeting with Dr. Diaz or counselor)*

❖ **Students and parents complete GA Futures Dual Enrollment parent/funding application** *(using a personal email account). Submit screenshots of completion to Google Classroom.*

- <https://www.gafutures.org/create-account>

❖ **March 27**

- By this date, all application materials must be submitted to both the college/s and GAFutures, even if College application deadline is later.
- *Students who do not submit by the deadline will not be eligible for DE participation next school year.*

Phase 3: Admission & Registration (Apr–May)

❖ **May 8: College Acceptance Proof Due**

- Students must submit proof of admission (e.g., acceptance letter/email) to Google Classroom.
- Upon verification, Dual Enrollment placeholders will be added to their HS schedule.

❖ **March 27 – May 8: College Course Registration Group Meetings**

- Students sign up for a registration session with Dr. Diaz to:
 - Review their Dual Enrollment Schedule Planner form
 - Officially register for their college courses
 - Finalize HS and college class schedules

❖ **May 8: Fall Schedules due in the Google Classroom (or as soon as possible!)**

❖ **May 8: Final Dual Enrollment Roster Confirmed**

- Counselors and Student Curriculum Office receive a final list of students participating in DE for the 2026–27 school year.
- This list will guide the finalization of high school schedules and support planning.

Key Reminders

- **LHS DE documentation deadlines are strict and non-negotiable.** Students must adhere to each step to remain eligible.
- Students are responsible for communicating with both the college and LHS during the process.
- Students should monitor their email (LHS & College) and the DE Google Classroom regularly for updates, resources and links.
- Dual Enrollment coordinator and school counselors cannot assist with GA Futures or College Admissions office issues. These must be handled by the student/family.
- Summer classes may have an earlier application deadline. It is the student's responsibility to discuss this with DE Coordinator.