

HENRY COUNTY SCHOOLS ACCELERATED CAREER DIPLOMA (ACD) CHECKLIST

OVERVIEW:

THE HCS CHECKLIST IS DESIGNED TO GUIDE FAMILIES REGARDING THE ACCELERATED CAREER DIPLOMA (ACD) ENROLLMENT PROCESS FOR HENRY COUNTY SCHOOLS. THE HCS ACD ENROLLMENT CHECKLIST IS TO BE COMPLETED BY THE PARENT/GUARDIAN AND THE STUDENT. PLEASE CONTACT YOUR SCHOOL COUNSELOR IF YOU HAVE ANY QUESTIONS.

Student Name: _____ Grade: _____

Parents/Guardians: Please initial each statement indicating you understand the ACD enrollment process.

_____ Visit the counseling office to get information regarding the program from the counselor. *Plan EARLY; your student may need time to take the ACCUPLACER to apply to the desired Technical College System in Georgia (TCSG).

_____ Ensure your student meets the [eligibility requirements](#) and [program requirements](#) participating in the ACD enrollment as outlined in SB440.

_____ Discuss ACD enrollment options with your student. Discuss transportation to and from campus.
*However, transportation to any college is the responsibility of the student and parent/guardian.

_____ Check the admissions requirements and important dates of the TCSG your student plans to attend.

_____ Check with the TCSG to determine if they offer in-house ACCUPLACER testing.

_____ Ensure your student completes and submit an admissions application by the deadline set by the TCSG.

_____ Ensure that your student's social security number is correct on all application materials.

_____ Student should request and send an official transcript along with any other required documentation to the admissions office. Check the school counseling website for the transcript request link.

After Acceptance to the TCSG Follow the Steps Below:

Students: Please initial each statement indicating you understand the dual enrollment process.

Parent/Guardian: Please initial each statement within the following student section, indicating you understand all of the responsibilities, expectations, and guidelines your student must follow as part of the dual enrollment process.

Student Parent/Guardian

_____ _____ Log into (or create an account) your GAFutures.org account and complete the Georgia Student Finance Application (GSFAPP).

_____ Meet (student and parent/guardian) with your high school counselor regarding your plan, review your transcript, and determine what courses you need to graduate ([Certificate Options](#) and [program requirements](#)) and how to arrange your high school and TCSG schedules. At the time of meeting, please bring the following documents:

- TCSG acceptance letter
- Signed HCS ACD checklist (this checklist)

_____ After meeting with your high school counselor regarding the recommendation of courses, ensure your school counselor submits your completed and signed TCSG Advisement Form to your enrollment advisor.

_____ If you have an IEP/504, please consult with your Section 504 Administrator or IEP Case Manager to assist you and your family in providing the necessary documents to the TCSG. The student and family are responsible for ensuring the college receives all documentation for any accommodations.

_____ Submit a copy of your TCSG schedule to the high school counselor immediately.

Critical Reminders:

_____ A new GSFFAPP Funding Application will need to be completed **each school year**, if you wish to participate in the ACD program. This is completed entirely online via [GAFutures.org](#).

_____ A new TCSG Advisement Form/Schedule should be completed every term (every semester or every quarter).

_____ You must submit your finalized TCSG schedule to your high school counselor ten (10) days prior to the TCSG deadline.

_____ Student must maintain Satisfactory Academic Progress (SAP) in all TCSG dual enrollment courses for continued participation.

_____ You must confer with the high school counselor prior to withdrawing or dropping a TCSG college course. Please ensure that if you have to drop or withdraw from a course that you do so prior to the add/drop window for the college. Failure to drop or withdraw after the colleges add/drop deadline will result in a failing grade posted to your high school transcript.

_____ If the TCSG college transcript reflects a W, WF, or WD, your high school transcript will reflect an **F** (55 numeric grade). Please see the Dual Enrollment grade conversion chart in the Henry County Schools Student & Parent Handbook and Grading Regulations IHA-R.

_____ Letter/Alpha grades assigned by the post-secondary institution on a student's official transcript through Dual Enrollment will be converted to a numerical grade according to the district's conversion chart in the Henry County Schools Student and Parent Handbook. HCS will not accept statements or forms from DE professors regarding numeric averages. Only grades sent to high schools on official



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college transcripts are accepted. Additional information can be located in the [Grading Systems Regulations IHA-R\(2\)](#) or [Grading Systems Regulation IHA-R\(1\)](#).

_____ If applicable, textbooks must be returned to the TCSG each semester.

_____ To be eligible for selection as valedictorian or salutatorian in Henry County Schools, students must have been consistently enrolled in Henry County Schools for the entirety of the four (4) semesters immediately preceding graduation. All units of credit earned prior to enrollment must have been earned from a state and regionally accredited school.

_____ Students will participate in the Signs of Suicide (S.O.S.) curriculum at their high school. Parent/guardian may choose to opt out of the session by signing an opt-out letter with their high school counselors.

_____ Students who are dropped by the TCSG from a course due to lack of attendance or participation will be placed, depending on course availability, in the same course or a comparable course within the high school in person or online in the building. Any exceptions regarding the course or a comparable course must be communicated directly to the high school counselor.

_____ Students must communicate and check in with their high school counselors monthly.

_____ There is not an Accelerated Career Education(ACE) Program funding cap.

_____ A student may receive funding for the same course.

_____ Courses must be taken at the Technical College System of Georgia Schools.

_____ Student may have more than two withdrawals.

Student Name

Student Signature/Date

Parent/Guardian Name

Parent/Guardian Signature/Date
