PINELLAS COUNTY SCHOOLS

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

Student Name _____ (LAST / FIRST / MI) Current Grade Level ❑ 9 ❑ 10 ❑ 11 ❑ 12

School Name _____ Semester (choose one) ❑ 1 ❑ 2 ❑ Summer School Year _____

PCS ID# _____ SPC ID# _____

1. Dual credit course criteria
   - Students may earn academic dual credit in courses that count toward 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 co-requisites such as labs, 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 dual campus options.
2. Permissions/Signatures/Monitoring:
   - Parent/guardian signature confirms permission for the student to leave the high school campus to attend SPC classes during the regular school day and acknowledges that dual campus students attend classes in an adult setting on an SPC campus without direct supervision of a PCS employee.
   - As a parent/guardian, I consent to my student's use of the College's required digital platform, applications or online educational services necessary for coursework, instruction, communication or program participation. Questions regarding the College's technology should be directed to the College.
   - Students are solely responsible for monitoring the attendance and academic progress in the SPC courses held on an SPC campus.

GPA Requirement Met (Academic DE ≥ 3.0, Career DE ≥ 2.0) ❑ Yes ❑ No

Acceptable Scores on Qualifying Tests ❑ Yes ❑ No

Current Cumulative Unweighted GPA: _____

(Students must have earned a qualifying test score via PERT, ACT, CLT/CLT10, 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.

Student has test scores: ❑ **AP** ❑ **AICE**

❑ **PSAT** _____ (Digital / Reading/Writing / Math) ❑ **SAT** _____ (Digital / Reading/Writing / Math)

Student has active: ❑ **504 Plan** ❑ **IEP**

❑ **PERT** _____ (Reading / Writing / Math) ❑ **CLT** _____ (Verbal Reasoning/Writing / Quantitative Reasoning) ❑ **ACT** _____ (Reading / English / Math)

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

Counselor Name _____ (PLEASE PRINT) **Counselor Signature** _____ **Date** _____

School Principal _____ (PLEASE PRINT) **Principal Signature** _____ **Date** _____

3. Registration:
   - Upon High School Counselors approval, DE request will be uploaded to the respective SPC dual enrollment office who will schedule student into requested course(s), provided there are no 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 should check the schedule for accuracy upon receipt of the registration confirmation.
   - 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 SPC bookstore 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. Student will have to opt out of any access codes.
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 school district AND the SPC dual enrollment office. 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-transferable 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 only be available from SPC to students. 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.

Parent/Guardian Email Address _____ Student Cell # _____

Student Email _____ Student SPC Email _____

Student Signature _____ Date _____ Parent/Guardian Signature _____ Date _____