



POSTSECONDARY DUAL ENROLLMENT PETITION FOR CORE CREDIT



- 1) **Postsecondary Dual Enrollment is open to students who have not graduated.**
- 2) One (1) West Ada School District semester credit will be granted for each college or university course in which the student receives a passing grade.
- 3) A postsecondary dual enrolled student will receive the same grade on his/her high school transcript as was achieved in the college or university course. The official transcript must indicate the accredited postsecondary institution at which credit was earned.
- 4) The Director of Curriculum will determine the appropriate credit(s) to be granted, whether it is core or elective credit, and if the high school grade is weighted. **A course description and syllabus for each course you wish to earn core credit for must accompany this registration form.** The form will be returned to the appropriate counselor prior to the beginning of the class for which the student has registered. This form only needs to be completed and submitted if the student is petitioning for core credit.
- 5) Completion of the form does not register the student for a college or university course. Registration for coursework must be done through the appropriate college or university.
- 6) The West Ada School District will not pay for credits or other costs of postsecondary dual enrollment. Advanced Opportunities funds may be accessed through the state advanced opportunities portal.

POSTSECONDARY DUAL ENROLLMENT REGISTRATION FORM

Student Name _____ School _____ Grade _____

UNIVERSITY OR COLLEGE	DEPARTMENT/ NUMBER	COURSE NAME	SEMESTER AND YEAR	COLLEGE CREDITS	WEST ADA DISTRICT CREDITS GRANTED
<i>EXAMPLE: BSU</i>	<i>ENGLISH 310</i>	<i>WESTERN LIT</i>	<i>FALL 2016</i>	<i>2</i>	<i>FILLED IN BY DISTRICT</i>

REQUIRED SIGNATURES

STUDENT _____ DATE _____

PARENT/GUARDIAN _____ DATE _____

COUNSELOR _____ DATE _____

PRINCIPAL _____ DATE _____

Direct of Curriculum _____ DATE _____

CUTOFF DATE FOR SUBMISSION OR REGISTRATION FORM

Fall Semester – August 24th Spring Semester – January 11th Summer Semester – May 25th

POSTSECONDARY DUAL ENROLLMENT PROCEDURE WEST ADA SCHOOL DISTRICT

Following are procedures for processing postsecondary dual enrollment requests:

1. Provide the Postsecondary Dual Enrollment form student or his/her parent, provide a copy of the registration form and review the rules as delineated on the form. Remind the applicant that completion of this form does not enroll the student in the university/college class(es).
2. When the student/parent has completed the form and obtained the appropriate signatures, the form should be forwarded by the appropriate counselor to the Advanced Opportunities Coordinator if the student is requesting core credit.
3. The Advanced Opportunities Coordinator will take the form to the Curriculum Coordinator of requested core content area and the Director of Curriculum. The Director of Curriculum will assign appropriate district course credit to the university/college courses to be taken, determine if the course earns weighted credit, sign the form, and send return the form to the Advanced Opportunities Coordinator. The Advanced Opportunities Coordinator will send a copy to the appropriate counselor if core credit is being awarded.
4. Upon receipt of the college/university transcript, it is the responsibility of the student to give a copy of the college/university transcript to their school counselor. The transcript must indicate the name of the postsecondary college/university at which credit was earned. He/she will compare the course information on the transcript with the information on the Postsecondary Dual Enrollment form and forward it to the school Advanced Opportunities Coordinator for the grade to be posted on the student's high school transcript. The grade earned for each college/university course shall be the grade assigned for the high school course.

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