

STUDENT'S NAME: _____ CCSD ID: _____
 PROSPECTIVE DUAL ENROLLMENT COLLEGE: Chattahoochee Tech ____ KSU ____ OTHER: _____

Dual Enrollment (DE) Intent Form 2025-26

If you are planning to dual enroll at any point during the 2025-26 school year, you **MUST** submit this document. If you do not submit this document prior to registration, you will **NOT** be allowed to take dual enrollment classes.

Part I: Proposed Dual Enrollment Plan

Full Time DE (FT) = 12 college credit hours			OR	Part Time DE (PT) = 2-11 college credit hours + classes at Allatoona		
Morning (AM DE) DE classes (This means your Allatoona classes will likely be scheduled during 3 rd and/or 4th block)						
Afternoon (PM DE) DE classes (This means your Allatoona classes will likely be scheduled during 1 st and/or 2 nd block)						
SEMESTER	FULL TIME (FT) or PART TIME (PT)			MORNING DE (AM) or AFTERNOON DE (PM)		
Summer 2025	FT	PT	N/A	AM DE CLASSES	PM DE CLASSES	N/A
Fall 2025	FT	PT	N/A	AM DE CLASSES	PM DE CLASSES	N/A
Spring 2026	FT	PT	N/A	AM DE CLASSES	PM DE CLASSES	N/A

Part II: Dual Enrollment Rules, Requirements and Expectations

Student's Initials	Parent's Initials	Rules, Requirements & Expectations
		Students should consider their post-secondary plans prior to choosing dual enrollment. They should verify that they will still meet admission criteria to their college of choice if they take dual enrollment classes and that the dual enrollment credits will transfer. Contact the college's admissions office directly.
		Students must research the college's dual enrollment admissions criteria to determine if they are eligible to apply.
		Students MUST complete the college's online DE application. All applications can be found on the college's webpage. Students must apply as a dual enrollment student & submit required documents.
		Students must adhere to the Allatoona Dual Enrollment deadlines, NOT the college's posted deadlines. If you do not submit your paperwork by Allatoona's deadline, you will NOT be allowed to participate in dual enrollment. See the Allatoona DE website for deadlines.
		All DE ADVISEMENT meetings with Allatoona counselor MUST be scheduled in advance. We will not be able to accommodate last minute appointments.
		Students must be enrolled in a total of 4 classes each semester. Students can choose to take dual enrollment classes for all or some of the required 4 classes.
		Part time students must indicate if they wish to take their dual enrollment classes in the morning or the afternoon. Dual Enrollment students are NOT allowed to have minimum day if they are a full time DE student.
		Once you have met with your counselor, your classes have been decided. You cannot make any changes unless you reach out to counselor to discuss and get approval.
		The student is responsible for registering for their dual enrollment classes by following the directions provided during their dual enrollment orientation at the college.
		Copies of schedules are due to your Allatoona DE counselor as soon as you register for classes. You must submit a detailed PDF copy of your schedule that includes your name, the course name, day, time, and location. (NO screenshots)
		You MUST schedule an ADVISEMENT meeting EVERY semester with your counselor, prior to the college's registration window. You will bring with you a completed and signed Advisement form and choose your classes in this meeting.

		If you are unable to register for an agreed upon class; please reach out to your Allatoona counselor for assistance. If you are unable to find an appropriate course that works with your Allatoona schedule, you will be required to take a class at Allatoona.
		Per CCSD Board Policy (IHA-R), you have 10 days from the beginning of Cobb County's semester to drop a class and sign up for a new class. Please keep in mind that the CCSD schedule does not align with the college schedules.
		If you receive notification from the college that you are failing a class and they recommend that you drop the class, DO NOT COMPLY. This will result in you failing the class and receiving a 10 on your Allatoona transcript.
		As a dual enrollment student, you are considered a college student. This means that you are responsible for communicating with your professor, asking questions about things you aren't sure about, and keeping abreast of high school events like homecoming, prom, graduation, etc.
		ALL DE students are REQUIRED to check for "Group Emails" for DE information throughout the school year.
		If you fail 2 classes, you will be required to return to Allatoona the following semester. This is a State policy. NO EXCEPTIONS!
		I attended the DE Info Night meeting OR I reviewed the PowerPoint presentation slides (from this mtg) that are posted on Counseling Webpage.
		If you do not maintain at least a C average in your dual enrollment classes, it will impact your financial aid, both dual enrollment funding and State/Federal Financial Aid used after high school. Students/parents are strongly encouraged to research Satisfactory Academic Progress (SAP) on the colleges Financial Aid page.
		Dual Enrollment students CANNOT take their DE classes on campus at AHS. You MUST have your own transportation. DE students are ONLY allowed on the Allatoona campus before or after school, during their scheduled Allatoona class, or to meet with a counselor. Campus includes the athletic fields, parking lots, trails, etc.

Student's Name	
Student's Signature	
Student's Phone #	
Students Email Address	
Date	

Parent's Name	
Parent's Signature	
Parent's Phone #	
Parent's Email Address	
Date	

OFFICE USE ONLY		
IEP ____ Case Manager:	504 Plan ____	Gifted ____