**Allatoona High School Dual Enrollment Checklist:**

1. \_\_\_\_\_ Attend our Allatoona Dual Enrollment Session (Virtual) on January 30, 2025 & review Power Point slides
2. \_\_\_\_\_Review DE information on <https://bit.ly/AllatoonaDualEnrollment>
3. \_\_\_\_\_ Research DE admissions requirements for your desired college.
4. \_\_\_\_\_ Apply to the college following the application process for that college’s dual enrollment program.
5. \_\_\_\_\_ Request that an official transcript is sent from the high school (**if required**) by emailing your school counselor.
6. \_\_\_\_\_ Submit test scores directly to the college **if they require this**. *Some colleges request test scores before you apply while others will provide testing information after you have applied. Check with your college of choice.*
7. \_\_\_\_\_ Review the available DE courses and their high school equivalents on [www.gafutures.org](http://www.gafutures.org).

**ONCE ACCEPTED TO THE COLLEGE:**

1. \_\_\_\_\_\_Complete the student and parent portion of the Funding application on [www.gafutures.org](http://www.gafutures.org).
2. \_\_\_\_\_\_Complete the **C*obb County School District School Dual Enrollment (DE) Local School Agreement*** and the top portion of the **C*obb County Dual Enrollment Student ADVISEMENT Plan*** and **any supplemental paperwork required by the college.**  These forms can be found on our Allatoona Counseling webpage, under Dual Enrollment.
3. \_\_\_\_\_\_ Schedule a meeting with your counselor (**before deadline)** to make decisions on courses you plan to take for DE. Bring both completed forms to this meeting. *Parents may attend*. **Check Allatoona’s DE deadlines each semester. These may differ from the college DE deadlines.**
4. \_\_\_\_\_ Follow the college procedures to register for classes. ***Keep AHS Bell Schedule in mind, see below. You MUST schedule classes around the Allatoona schedule. Students are not permitted to arrive late or leave early to attend a college course. Students will not be penalized on rare days that the AHS schedule is adjusted*** *(pep rallies, testing etc.).*
5. \_\_\_\_\_ **Send a PDF copy (NO Screenshots) of your completed college class schedule to your counselor before the end of each semester. This confirms your registration. Email or hand deliver.**
6. \_\_\_\_\_ Work with counselor to finalize AHS schedule if necessary. *You will register for classes as if you are attending Allatoona & your counselor will change your schedule to reflect DE courses after you have sent your schedule.*

Useful Websites: Allatoona Counseling webpage

<https://bit.ly/AllatoonaCounseling>

Cobb County DE Link:

<https://www.cobbk12.org/page/42474/dual-enrollment>

GA Futures Dual Enrollment page-

<https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dual-enrollment/>

**Allatoona Bell Schedule:**

Monday Tues-Fri

1st Block 8:20-9:55 8:20-9:55

2nd Block 10:00-11:35 10:00-11:45

Homeroom 11:40-11:47

3rd Block 11:52-1:50 11:50-1:49

4th Block 1:55-3:30 1:54--3:30

*DE students are expected to attend Homeroom if*

*they are part time DE with classes on campus*

*DE students should work with their teachers when*

*the schedule is adjusted for any reason.*

**Planning Worksheet:**

DE College of Choice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deadline to Apply to College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deadline to Take SAT/ACT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(if req.)

Deadline to Meet w/ My Counselor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Counselors need time to complete paperwork*

*prior to college deadlines so don’t wait until last minute.*