

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

Student Name (PRINT) \_\_\_\_\_ 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:**

- The student may earn academic dual credit in courses that count toward meeting 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 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.
- 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 taken on the high school campus may not be missed due to travel time needed to participate in the dual campus option.

**2. Permissions/Signatures/Monitoring:**

- The required parent/guardian signature on this form indicates that the parent grants permission for the student to leave the high school campus to take courses at SPC during the regular school day and understands that dual campus students are studying on a SPC campus in an adult setting and are not under the direct supervision of a PCS employee.
- The high school is not responsible for monitoring the attendance and academic progress in the SPC courses held on an SPC campus.

<b>GPA Requirement Met</b> (Academic DE $\geq$ 3.0, Career DE $\geq$ 2.0) <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Current Cumulative Unweighted GPA:</b> _____																																	
<b>Acceptable Score on Qualifying Test</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Student has test scores:</b> <input type="checkbox"/> AP <input type="checkbox"/> AICE																																	
(Students must have earned a qualifying test score via PERT, ACT, 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 Testing Office.																																	
<input type="checkbox"/> SAT    _____ <input type="checkbox"/> ACT    _____																																	
<small>READING    WRITING    MATH</small>	<small>READING    ENGLISH    MATH</small>																																
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Counselor Name _____ Counselor Signature _____ Date _____																																	

**3. Registration:**

- Upon High School Counselors approval, requests will be forwarded to respective SPC dual enrollment office who will schedule student into requested course(s). If there are any conflicts, the office will advise of any conflicts and send confirmation of schedule to Counselor and Student via email when schedule is confirmed. Counselor should check the schedule for accuracy upon receipt of the registration confirmation.
- It is the responsibility of the student to ensure they receive the Book Flyer from their high school counselor upon confirmation of the scheduled course(s).
- If registration confirmation, Book Flyer and/or DE Welcome Letter is not received, the student should call the SPC Dual Enrollment Office: 712-5400 (for North County) or 394-6020 (for South County).

**4. Textbooks:**

- The student must report to one of the Early College Program (ECP) classrooms on the designated book day to obtain books. Books that are not available in the ECP classroom will be ordered at this time. Students who do not follow this process are responsible for the purchase of their textbooks.
- The student must return all textbooks provided to the ECP classroom 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, which is the ECP classroom and/or the SPC Bookstore. Failure to do so will result in an obligation as outlined in the bullet above.

**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 for dual campus students must be authorized by the SPC dual enrollment office after communication with the school/district. A student who drops/withdraws from a dual campus 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.

We understand that information about the student’s academic progress, behavior and overall performance as a dual credit student will be available from SPC to both students and parents/legal guardian(s). 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.**

Student Email Address \_\_\_\_\_ Student Cell # \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Principal Signature \_\_\_\_\_ Date \_\_\_\_\_ Director, Advanced Studies Signature (grades 9 & 10 only) \_\_\_\_\_ Date \_\_\_\_\_