

## 2021-2022 Dual Enrollment Information

Dear Parent,

Your child has expressed an interest in enrolling in a Dual Enrollment (DE) course. If your child is taking a course that is not held on our campus, please *carefully* read and complete the attached authorization form, as you are giving permission for your child to leave, and in some cases, return to HVA campus. Also, be aware that most DE courses only meet 2-3 days a week or are virtually in either a synchronous or an asynchronous format; please talk to your student about the format of the DE class they are enrolled in. There are several Dual Enrollment options available for students:

1. Dual Enrollment at Pellissippi State Community College Hardin Valley Road campus.
2. Dual Enrollment at Tusculum University at Knoxville (Pioneer Academy).
3. Dual Enrollment at Lincoln Memorial University Knoxville (also includes Human Anatomy classes held at HVA; lab held at LMU Knoxville campus).
4. Dual Enrollment Chinese courses in partnership with Johnson University (held at HVA).

*Please be aware of the following:*

- Students must complete the dual enrollment grant each school year and be aware of how much college tuition is covered by the dual enrollment grant.
- Students are expected to pay for books and materials, as well as any tuition not covered by the dual enrollment grant.
- Students with a DE course during 7 a.m. may leave after 3rd period by signing out from school. There is a sign in/sign out table outside the front office.
- Students with a DE course during 1st or 4th period may be given permission by the parent to stay home longer or leave early on days they do not have DE class. Students must sign in/sign out at HVA (table outside the front office).
- The expectation is that students who have a 4th period DE class on their schedule will NOT be at HVA on the days they do not have a DE class.
- Students here at school on those days the DE class does not meet **must obtain permission from a teacher** to be in his/her classroom during those times.

Dual Enrollment courses are an early postsecondary opportunity (EPSO) for our students, and they provide an excellent opportunity for students to earn college credit while enrolled in high school. This is one of the methods we employ to prepare your child to be a READY graduate: upon graduation, ready to enroll in postsecondary education and/or entering the workforce or military. Thank you for supporting your child in this experience!

Sincerely,

Rob Speas  
Principal, Hardin Valley Academy

**RETURN COMPLETED FORM TO YOUR ACADEMY COUNSELOR**



**Hardin Valley Academy**

**Dual Enrollment (DE) Authorization for Off Campus Courses**

*(Please complete one form for each DE course you plan to take)*

Student's Full Name: \_\_\_\_\_ Academy: \_\_\_\_\_ Grade: \_\_\_\_\_

**Circle** Semester/Year of DE Course:    Fall/2021    or    Spring/2021

Name of College/Institution: \_\_\_\_\_

College Course Title and Number: \_\_\_\_\_

Check one:    \_\_\_\_\_ This course satisfies a core high school requirement    \_\_\_\_\_ This is an elective course

Days/Times of Course(s): \_\_\_\_\_ (or Asynchronous)

Placement on days with no DE course: (list Teacher or provide Parent Signature):  
\_\_\_\_\_

*Note: Parents, if the course is scheduled for the first or last period of the day, the student will check in prior to the HVA class or check out prior to the beginning of the DE class period.*

**Student Responsibilities:**

1. Completion of all application requirements to the college, including the Dual Enrollment Grant.
2. Understanding that the Dual Enrollment Grant does not cover purchases of books/materials.
3. Knowledge of time and place of college courses. Transportation to and from DE course.
4. Attendance and academic performance in both high school and college courses.
5. Obtain parent signature for transportation to and from college courses and for time considered in parent's care.
6. Submit proof of registration to your ACADEMY COUNSELOR the first day of the beginning of the high school semester.
7. **MANDATORY:** Attend DE orientation meeting the first day of the semester (held in the HVA library) each semester you are enrolled in a DE course; bring a parent note (if applicable) granting permission to check out at the end of the meeting.
8. Submit verification of the final grade from the college within one week of the end of the course. This must be submitted to Mrs. Degges, Registrar in the School Counseling Office.

**NOTES:**

- Dual Enrollment courses are not listed as honors or advanced placement courses on the high school transcript. However, one (1) quality point shall be added to the numerical quality point value.
- The course title and grade earned at the post secondary institution/college will appear on the high school transcript.
- Students will be enrolled in a dual enrollment block in the HVA course registration.
- No interim grades will be reported. The college instructor will not discuss a student's academic progress with the parent.
- Students must follow the college schedule, such as during fall and spring breaks.

I have read this authorization form and agree to abide by its policies. I also agree that my student has permission to attend college classes, providing their own transportation.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_