



## East Lansing Public Schools Dual Enrollment Application

School Year: \_\_\_\_\_  
Semester: Fall\_\_\_ Spring\_\_\_

A new form **must** be  
completed for each semester

Student Name (print): \_\_\_\_\_ Date: \_\_\_\_\_ Grade: \_\_\_\_\_

### Program Prerequisites:

- The request must align with student's EDP.
- Student's attendance must be compliant with the ELHS attendance policy.
- PLAN/PSAT/MME/EXPLORE scores must be aligned with this request.
- Student must be in good standing for graduation.
- The student will submit a grade report from the secondary institution to the registrar if credit for the course is to be added to the transcript.

### **To be read and completed by the parent/guardian and the student:**

- The school district will be responsible for 1/6 of the state foundation allowance per semester course. Parents/guardians will be responsible for the remainder of the actual cost of tuition and fees charged by the postsecondary institution as well as all books and materials. They will pay the balance of the tuition directly to the institution. In the case that the institution requires payment in full prior to the school portion being paid, the institution will reimburse the parent after the school has paid their allowance. Additionally, if students sign up for any course other than those which the school approved (as listed below), the family will be responsible and billed for the entire cost of the course. The post-secondary institution will bill the district directly for the determined allowance. The district will not reimburse the student or their family. Questions may be addressed to the Business Office (517) 333-7434.
- Students that take dual enrollment coursework at a post-secondary institution and do not complete the course or fail the course will be responsible to repay East Lansing School District tuition and all associated fees in full.
- Students that take dual enrollment coursework at a post-secondary institution will receive the grade issued by that institution. The grade will be calculated into the student's grade point average using an unweighted scale. East Lansing Public Schools does not change a grade issued by another institution nor can it alter the point value associated with the grade and how it is applied towards a student's grade point average.
- If a student takes the dual enrollment course as part of their six-period school day, the grade will be reflected on a student's high school transcript and will be calculated as part of a student's grade point average.

Postsecondary Institution: \_\_\_\_\_

Name of approved course(s):

Name of course: \_\_\_\_\_ Credits: \_\_\_\_\_ Period to drop: \_\_\_\_\_

Name of course: \_\_\_\_\_ Credits: \_\_\_\_\_ Period to drop: \_\_\_\_\_

Name of course: \_\_\_\_\_ Credits: \_\_\_\_\_ Period to drop: \_\_\_\_\_

\*\*Students may not dual enroll in a course that conflicts with an in-person class.

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

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

**This section to be completed by the counselor:**

Counselor approves the dual enrollment course(s) for this student.

Counselor cannot support the dual enrollment course(s) for this/these reasons:

\_\_\_\_\_

Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

