

**East Lansing Public Schools  
Dual Enrollment/Postsecondary Application 2022-23 School Year**

Student Name \_\_\_\_\_ Student Email \_\_\_\_\_ 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.

**Fill this out for one semester only, Fall or Spring. Online registration will only be approved if this form is completed and turned in.**

**To be completed by the parent/guardian**

The School District will be responsible for 1/6 of the state foundations allowance per semester course. Parents 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. Parents 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 at: East Lansing School District, Business Office, 504 Burcham Drive, East Lansing, MI 48823. The district will not reimburse the student or their family. Questions may be addressed to the Business Office (517) 333-7434. This application form must be filled out for each semester the student requests Dual (Postsecondary) Enrollment.

Students that take dual enrollment coursework at a post-secondary institution (Lansing Community College, Michigan State University, etc) will receive the grade issued by that institution. The grade will be calculated into the students 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 a 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. If a student takes and pays for the dual enrollment course as an additional class outside of the school day, it is at the family's discretion if they want the student's course and grade to be reflected on the transcript.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**This section to be completed by the student's counselor.**

- \*  The student has achieved the minimum required test scores require by the State of Michigan.
- \*  Is enrolled in the district and is also enrolled in the postsecondary institution during the district's regular academic year. The number of postsecondary courses a student may take per year varies depending on when they enroll in their first postsecondary course.  
  
Number of ELHS classes \_\_\_\_\_ + Number of college classes \_\_\_\_\_ = Total number of classes \_\_\_\_\_ **6** \_\_\_\_\_
- \*  The course at the postsecondary institution is an academic course not ordinarily taken as an activity course and is not offered by the district or it has been determined that the course is not available to the student because of a scheduling conflict beyond the student's control.
- \*  Credit for this course may be transferred to the student's ELHS transcript.
- \*  The suitability of this course has been discussed with the student's counselor.

**Class selection to be completed by student.**

Postsecondary Institution: \_\_\_\_\_ Lansing Community College  
 \_\_\_\_\_ Michigan State University  
 \_\_\_\_\_: Other \_\_\_\_\_

Semester:  Fall 2022       Spring 2023

**Name of Approved course(s):**

Section#: \_\_\_\_\_ Name of course: \_\_\_\_\_ Credits: \_\_\_\_\_ Period to Drop: \_\_\_\_\_

Section#: \_\_\_\_\_ Name of course: \_\_\_\_\_ Credits: \_\_\_\_\_ Period to Drop: \_\_\_\_\_

Section#: \_\_\_\_\_ Name of course: \_\_\_\_\_ Credits: \_\_\_\_\_ Period to Drop: \_\_\_\_\_

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

***Office Use Only***

**Administrator Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Remitted to Central Office for payment by: \_\_\_\_\_ Date: \_\_\_\_\_

## Dual Enrollment Approval Form: 14-17 Year-old Traditional Students

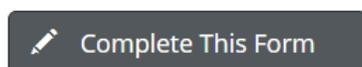
Only Traditional Dual Enrolled students will complete this form. That is High School Advantage would NOT complete this form. Below are the steps the form takes in order to be completed:

- 1) The student clicks on the link for the dual enrollment form, taking them to the Dynamic Form.

### Welcome to Dynamic Forms

Let's get started, Joseph.

The Dual Enrollment Approval Form form needs to be completed.



You can check back here anytime to view your [Pending / Draft Forms](#) and review your completed [Forms History](#).

Thank you for using Dynamic Forms!

- 2) In this next step, the students are filling out their personal information (DOB, address, school name, anticipated graduation date), the classes they wish to sign up for, the class's information (course type [Online, Online Real Time, Face to Face], start and end dates) and their parent's information (name, email, phone number). They then sign it by clicking to sign and simply will type their name in. They then go down to the bottom of the form (like the instructions under their signature line say to do) and submit. Everything with a red \* must be completed and the form won't let you submit without completing it (as you'll notice, everything has the \* on it except for the second line of CRNs and beyond as we can't require them to sign up for two or more classes).
- 3) The students have to put the CRN of the specific course they want to register for as this is the only way for us to get permission to register them for it. The student also has to confirm the name of the course (this helps insure they put the right CRN), and also has to answer if they give permission to put in another course of the same type if that CRN is full. If the student selects "Yes," and the course is full, we can then put them in a different section of the same course type (explained more later). If the student answers "No" and the class is full, they can't be put in another section.



Course Reference Number (CRN)	Course Name (BIOL 200)	Select Course Format (Online, Online Hybrid etc)	Course Start Date	Course End Date
* <input type="text"/>	* <input type="text"/>	* -- Choose --	* <input type="text"/>	* <input type="text"/>
<input type="text"/>	<input type="text"/>	-- Choose --	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	-- Choose --	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	-- Choose --	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	-- Choose --	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	-- Choose --	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	-- Choose --	<input type="text"/>	<input type="text"/>

**Parent Email**

Parent/Guardian First Name:  Parent/Guardian Last Name:

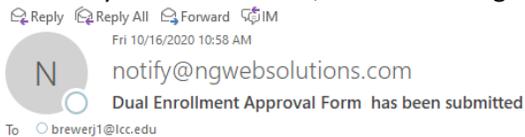
Parent/Guardian Email:  Parent/Guardian Phone number:

\*\*Please note, the email entered here, will be required for Parent/Guardian to log into form.

**Section 1: Student Signature**

\*  (click to sign) \_\_\_\_\_  
 Signature Date

4) Once they submit the form, the STUDENT gets an email to their LCC email that looks like the email below:



Dear Joseph Brewer,

Your Dual Enrollment Approval Form has been received.

**Your Next Step: You MUST inform your parent/guardian that they must complete their portion of the form. The link will be emailed to their email, which you supplied on the form.**

You will be notified when your request has been processed.

Sincerely,

Registrar's Office  
 Lansing Community College

5) Here's what the PARENT'S email looks like:

Dear Your Mom,

Joseph Brewer has submitted a form for you approval. Please verify information is correct, sign and submit.

In order to view the form, you will need to create a free account with Dynamic Forms. That link can be found: <https://dynamicforms.ngwebsolutions.com>

Once the account has been created, you will be taken to a screen where you will select the "Complete Form" button. Once the school has been selected and the form electronically signed, you will then scroll to the bottom of the page and "Submit Form".

Sincerely,

Registrar's Office

[Click here to complete your section of the form.](#)

- 6) It is at this point that the PARENT must click "Click here to complete your section of the form" in order to fill out the form. If the student is still logged in, there will be an error like the following:

You cannot access this form

You are currently logged in as **Joseph Brewer (brewerj1@star.lcc.edu)** and this doesn't match the email address that was used to request your signature.

You will need to log out of your institution and access your form again with the correct account.

[Log out](#)

- a. The parent simply needs to click "Log Out" and it will log the student out. They will then need to go back to their email and click the link to fill out their section of the form.
- 7) It will then take them to the Log In page. They will either log in if they have an account or click "Create new Account." If they forgot their username or password, they can click on those links at this time as well.

### Log In

Sign in to complete the **Dual Enrollment Approval Form** form as requested by **Lansing Community College**.

**User Name**

User Name is required

**Password**

Password is required

[Create New Account](#)      [Forgot User Name?](#)      [Forgot Your Password?](#)

- 8) If they click on "Create New Account" they would see the following:

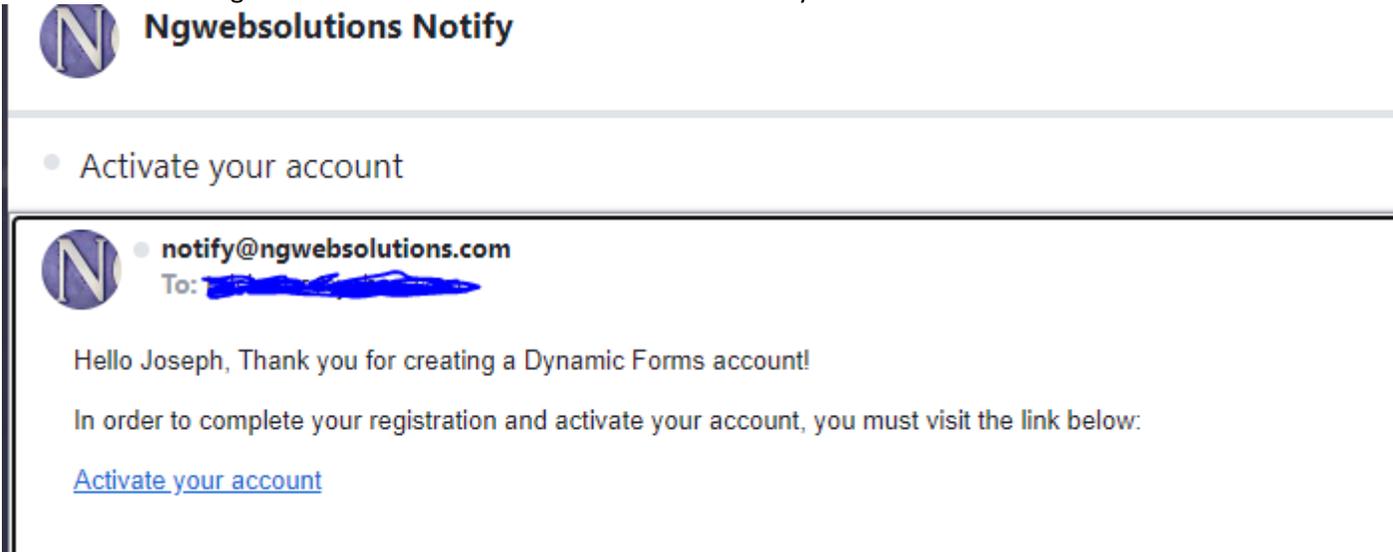
### Create a new account

Our enrollment process is fast, easy and secure. Once enrolled, you will immediately have convenient online access to complete required forms, view pending forms, and review your completed forms history.

Please complete all of the information below

Username *	<input type="text" value="Enter a Username"/>	<b>▲ Username is a required field</b>
<small>Username restrictions:</small>		
<ul style="list-style-type: none"><li>• Must be at least 8 characters long</li><li>• Must contain at least one letter.</li></ul>		
Set Password *	<input type="password" value="Choose a password"/>	
Confirm Password *	<input type="password" value="Confirm your password"/>	
<small>Password restrictions:</small>		
<ul style="list-style-type: none"><li>• Must be at least 8 characters long</li><li>• Cannot contain your username</li><li>• Must contain 3 of the 4 types of characters below:<ul style="list-style-type: none"><li>○ upper case letters</li><li>○ lower case letters</li><li>○ numbers</li><li>○ special characters: @ &amp; \$</li></ul></li></ul>		
First Name *	<input type="text" value="Enter your First Name here"/>	
Last Name *	<input type="text" value="Enter your Last Name here"/>	
E-mail Address *	<input type="text" value="Enter your Email Address here"/>	
Confirm E-mail Address *	<input type="text" value="Confirm your Email Address here"/>	
Secret Question *	<input type="text" value="-- Please select --"/>	
Secret Question Answer*	<input type="text"/>	
Answer Hint *	<input type="text"/>	
<input type="button" value="Create Account"/>		

- 9) The parent simply needs to fill out all the information on the account creation page, and they will then be sent an email letting them know their account was created and they need to Activate it:



- 10) The parent will then need to click "Activate your account." This will make it so they can actually use it. Now that they have done that, they need to go back to the ORIGINAL email with the link to complete

the form, as they have yet to do that. They will then log in with their newly created username and password, and see the following once they do:

## Welcome to Dynamic Forms

Let's get started, Joseph.

The Dual Enrollment Approval Form form needs to be completed.

 Complete This Form

You can check back here anytime to view your Pending / Draft Forms and review your completed Forms History.

Thank you for using Dynamic Forms!

- 11) After clicking “Complete this Form,” they will see everything the student filled out. They will then need to scroll down to the parent section (as they cannot edit the student’s section) and fill out their information. They will select if the classes are for the summer or if they are self-paying for them. If the courses are not for summer, or if the parent/guardian is not self-paying, they will then click on the “School District Responsible for Payment” section, as that’s who is paying/approving for the classes. They then click to sign, type their name, and scroll down to the bottom and click submit:

### Section 2: Parent/Guardian Information

Parent/Guardian First Name: \*  Parent/Guardian Last Name: \*

Street Address \*

City: \*  Zip Code: \*

Parent/Guardian Email: \*  Parent/Guardian Phone number: \*

---

Is this for summer semester? \*

Are you self-paying? \*

---

Please select the school district where your student reports to:

School District Responsible for Payment: \*

---

### Section 2: Parent/Guardian Signature

\*

Signature \_\_\_\_\_ Date \_\_\_\_\_

12) Once the parents submit the form, an email is sent to the high school they selected was responsible for payment. They will receive an email just like the parent’s email, instructing them to complete the form. If the high school has not made a username with Dynamic Forms, they are to follow the exact same steps the parent followed. Once they have their account, they have to complete their section of the form.

Section 3: School District Approval

Designee's Full Name:  Designee's Title:   
 Designee's Email:  Designee's Phone number:

Student is requesting to do the following with course(s):

Course Reference Number (CRN)	Course Name	# of Credits/ per course	If CRN is full, permission to add available section of same course type.	Confirm course(s) are Traditional or HS Advantage	Register/ Drop	Select CourseFormat (Online, Face-to-Face etc)	Course Start Date	Course End Date
12345	BIOL 200	4	Yes	* -- Choose --	Register	ON	08/18/2022	12/15/2022
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose --	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Counselor: Optional Notes

Are you a State-Approved Non-Public School?

We certify that all courses on this form are for traditional dual-enrollment and are not part of the LCC High School Advantage program.

- 1) Some schools do both Traditional and High School Advantage courses, but the students may be confused as to which courses they are taking as a “Traditional” student and which ones as a “High School Advantage” student. For this reason, counselors have a dropdown box next to each course where they must approve the course as a “Traditional” course. If the student selected a course that is not traditional, the counselor would label that specific course as High School Advantage; this allows us to still use the one form and not make the student resubmit. They must also check a box indicating that the classes being approved are traditional dual enrollment and are not part of LCC’s High School Advantage (NOTE: it’s important to mention that it’s “LCC’s” High School Advantage as some high school’s refer to their individual programs as High School Advantage).
  - a. If the high school selects “High School Advantage” or “Denied” for any course, we will not register the student for that course; even if it’s not an actual high school advantage course, we use this same drop down for denying a course to make things simple right now.
- 2) After the school approves the individual classes, they must then complete their payment section. The schools are asked if they are a Non-Public School or not, as Non-Public (private) schools fill out different invoicing information. The school’s invoicing information will then need to be completed based on how they answer that question.
- 3) Once the school submits, an email is sent to the dual enrollment email that there is a form for LCC to complete. Once LCC adds the student to their course, an email will be sent to the student’s LCC email to alert them that their form has been processed or denied. The email will include the status of “registered” or “denied” for each class the student put on their form. If denied, it will say why it was denied as well.
  - a. NOTE: If putting multiple classes down, and the student was only able to get into one course, the form would still be approved as we could get them into something. The email sent to the student

would tell them which courses they were registered for and which they weren't. The student should report this back to their counselor.

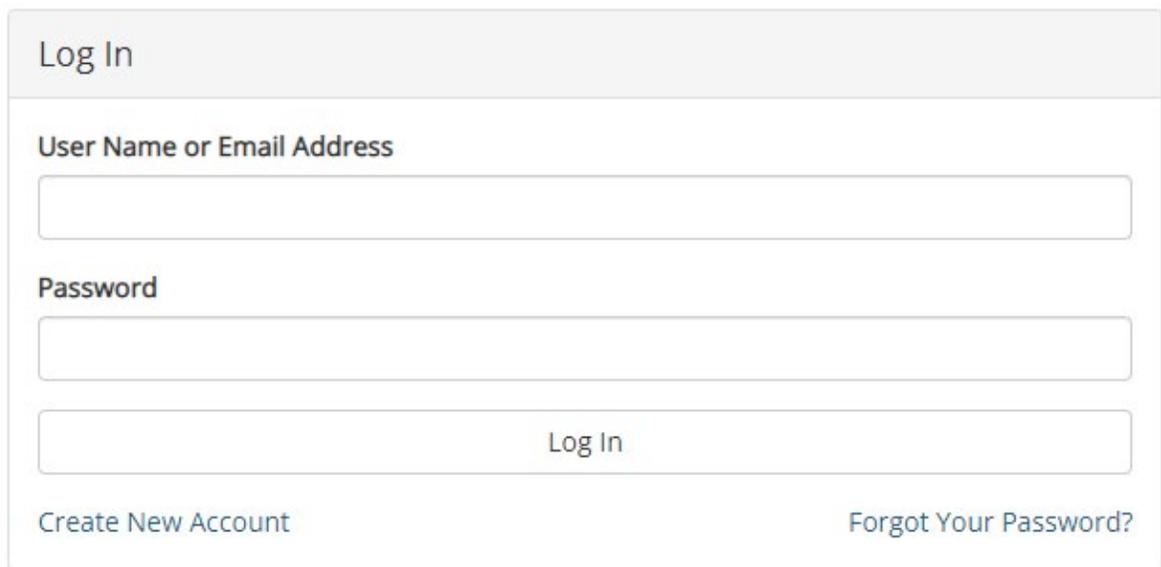
- b. It is the student's responsibility to know what classes they are registered for.

## How can I check on a past dual enrollment form I signed?

*The following steps can be done by the parent/guardian or the high school*

- 1) You can log back into Dynamic Forms at any time to check on any form that you have already signed. A quick link to Dynamic Forms can be found here:

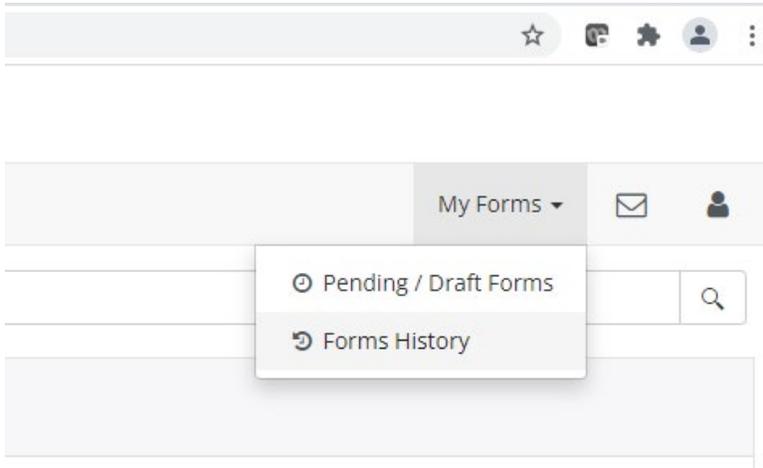
<https://dynamicforms.ngwebsolutions.com/Account/Login>



The screenshot shows a login form with the following elements:

- Log In** (header)
- User Name or Email Address** (input field)
- Password** (input field)
- Log In** (button)
- Create New Account** (link)
- Forgot Your Password?** (link)

- 2) You will use the same username and password that was used to sign the Dynamic Form initially. In the upper right corner, select "My Forms." From here you can either click on all currently pending forms (ones you haven't signed yet) or "Forms History" to see past forms. Select "Forms History" to look up old forms.



The screenshot shows the user interface with the following elements:

- Navigation bar with icons for home, settings, user profile, and a menu.
- My Forms** dropdown menu with options: **Pending / Draft Forms** and **Forms History**.
- Search bar with a magnifying glass icon.

- 3) From here, you can sort by the student's name (Form Started By) or by the date it was signed on (E-Signed Date). Select the "PDF" icon to view the form. Form here, you can see every step the form has gone through, as well as the outcome (including the approval/denial comments results).