



WCPSS Co-Enrollment for High School Courses Grades 6 - 12

Students requesting to earn WCPSS graduation credit through a co-enrollment opportunity must first meet with his/her school counselor to discuss the request and determine eligibility. Once eligibility is determined, the student, along with his/her parent/guardian, must submit a signed WCPSS Co-Enrollment Form to his/her school counselor for principal approval.

Student's Name _____ ID# _____
 Date of Birth _____ Grade _____ WCPSS High School _____
 Address _____
 Parent Name _____ Parent E-mail _____
 Parent Cell Phone _____ Parent Work Phone _____
 School Counselor _____ Email _____
 Institution of Co-Enrollment _____

COURSE INFORMATION

Course Name _____ Credit Requested: Yes No
Term: Fall Spring **Daily Course Schedule :** A.M. P.M. Time of Instruction:
 (Check if applicable): EOC Exam* CTE Post Assessment* NCFE*
Type of Course Course is approved by WCPSS Academics for co-enrollment Yes No
 If no, has the request for course approval been submitted? Yes No
 Submit request for course approval to Terry Saint, Admin Asst. for HS Programs (tsaint@wcpss.net)

To be completed by the WCPSS School Counselor

Course Name _____ Course Number _____ Credit to be awarded _____

COURSE INFORMATION

Course Name _____ Credit Requested: Yes No
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To be completed by the WCPSS School Counselor

Course Name _____ Course Number _____ Credit to be awarded _____

* Send copy of this form to school-based Testing Coordinator and/or Career Development Coordinator

We, the undersigned, have read the back of this form and do understand and agree to comply with the requirements of the program being attended.

Student Signature _____ Date _____
 Parent/Guardian Signature _____ Date _____
 WCPSS School Counselor Signature _____ Date _____
 WCPSS School Principal Signature _____ Date _____
 Institution of Co-Enrollment Signature _____ Date _____

Co-Enrollment Guidelines for WCPSS High School Credit

Students requesting to earn WCPSS graduation credit through a co-enrollment opportunity must first meet with his/her school counselor to discuss the request and determine eligibility. Once eligibility is determined, the student, along with his/her parent/guardian, must submit a signed WCPSS Co-Enrollment Form to his/her school counselor for principal approval.

The following criteria must be met in order to be eligible to earn a WCPSS graduation credit:

- The school issuing the graduation credit must be accredited by one of the six regional accrediting agencies:
 - Middle States Association of Colleges and Schools
 - New England Association of Schools and Colleges
 - North Central Association of Colleges and Schools
 - Northwest Commission on Colleges and Schools
 - Southern Association of Colleges and Schools
 - Western Association of Schools and Colleges
- The course for credit must be pre-approved by WCPSS Academics to ensure alignment to North Carolina state standards.
- The student must provide the assigned WCPSS school with an official transcript documenting final grades assigned by the institution where the student is co-enrolled. The assigned WCPSS school will make final decisions regarding the awarding of credit on the WCPSS transcript.
- In accordance with Board Policy 3410, all students enrolled in high school courses must take all EOCs, CTE Post-Assessments, and NCFEs as required by the State Board of Education. The results of EOCs, CTE Post-Assessments, and NCFEs will count as 20% of the student's final grade. These assessments will be administered at the student's assigned WCPSS school and must be completed in order for high school credit to be earned.
- Any request for a co-enrollment course that is provided online must also meet the requirements for online instruction outlined in WCPSS Board Policy 3102 and R&P 3102.

***Note that credit earned will be placed on the WCPSS transcript as a transfer credit from the sending school**

Additional requirements for co-enrollment:

- Student must remain enrolled and in attendance at their assigned WCPSS school for at least 50% of the instructional day. There is no requirement that the WCPSS school adjusts a student's schedule based on the request for co-enrollment, including students with IEPs, 504s or other individual plans.
- The assigned WCPSS school should be immediately notified of any change in enrollment status at the institution where the student is co-enrolled (i.e. - course withdrawal or change in course selection).
- All curriculum materials and related instruction for co-enrollment courses must be provided by the institution where the student is co-enrolled.