

WCPSS Dual Enrollment/Cooperative Agreement Course Enrollment Form Grades 9 - 12

Please complete all requested information. It is important that students and parents read the other side of this form prior to completing it to understand the Dual Enrollment Eligibility Requirements.

Student's Name		ID#		Date			
Date of Birth	Age	Grade	Mark (if applicable): <input type="radio"/> 504 Plan <input type="radio"/> IEP				
Race: <input type="radio"/> Caucasian		<input type="radio"/> African American	<input type="radio"/> Hispanic	<input type="radio"/> Multi-Racial	<input type="radio"/> Asian	<input type="radio"/> American Indian	<input type="radio"/> Other
Telephone (Home)		(Cell/Work)	E-mail				
Address							
Parent Name			Parent E-mail				
Parent Cell Phone			Parent Work Phone				
Contact Counselor			Telephone				
Cooperating Institution							
COURSE INFORMATION							
Course Name		Course Number		Credit Requested			
Term: <input type="radio"/> Fall <input type="radio"/> Spring <input type="radio"/> Summer		or Specify Course Completion Date					
Type of Course (check one):		<input type="radio"/> College and Career Promise		<input type="radio"/> Community College (not CCP)			
		<input type="radio"/> 4 year College / University		<input type="radio"/> Other			
Type of Course (check one):		<input type="radio"/> In-Person		<input type="radio"/> Online			
To be completed by the Base School Counselor							
Course Name		Course Number		Credit to be awarded			
COURSE INFORMATION							
Course Name		Course Number		Credit Requested			
Term: <input type="radio"/> Fall <input type="radio"/> Spring <input type="radio"/> Summer		or Specify Course Completion Date					
Type of Course (check one):		<input type="radio"/> College and Career Promise		<input type="radio"/> Community College (not CCP)			
		<input type="radio"/> 4 year College / University		<input type="radio"/> Other			
Type of Course (check one):		<input type="radio"/> In-Person		<input type="radio"/> Online			
To be completed by the Base School Counselor							
Course Name		Course Number		Credit to be awarded			

Early Release/Late Arrival for CCP

I request permission for my student to have the following period(s) of release time for the .2025-2026 school year to accommodate their CCP courses.

* Please note the following parameters before requesting periods off for CCP:

- Students grades 9-11 must be enrolled in a total of 4 course each semester, two of which must be AFHS courses.
- Students are not permitted to be on campus during the period students request to have off, even if the student is completing their CCP course(s) online. By signing this form, you are stating that you have transportation arranged.
- Having this request approved provides no guarantee of being assigned a parking space as an 11th grader.
- Students' AFHS courses take priority over their CCP courses, and when taking in-person Wake Tech courses, students must ensure that those courses are not scheduled during times that conflict with their AFHS classes, nor should they require students to leave AFHS early or arrive to AFHS late for a scheduled class.
- Please carefully review point 7. under the General Policies, Eligibility Guidelines, and Application Process on page 3. If students grades 9-11 are permitted to drop a course during either the fall or spring semester, they will need to add an AFHS course in order to maintain a full courseload of 4 classes.

Check all that apply: Periods of release time (the class periods where you will not be on campus):

- Semester 1: Period 1 Period 1 & 2 Period 3 & 4 Period 4
 Semester 2: Period 1 | Period 1 & 2 | Period 3 & 4 | Period 4

List the course(s) you would like removed from your course requests / schedule for early release/ late arrival. Put them in priority order by listing your first choice to remove as number one, etc.). Please note, if submitted after the May 1 deadline, changes will be subject to course availability.

1. _____ 3. _____
 2. _____ 4. _____

Understanding Dual Enrollment Opportunities

Dual Enrollment gives WCPSS high school students the opportunity to take approved college level courses for high school credit at regionally accredited institutions including Institutions of Higher Education (IHE) and community colleges. Courses taken must provide opportunities available through College and Career Promise (CCP) or courses not currently available to the student at the high school, including courses of an advanced and/or expanded nature. High school graduation credit and grades will be awarded by the base school when the official grade report for the course taken is received at the base school. Quality points will be calculated as defined in the Wake County Public School System High School Program Planning Guide. The student's official high school transcript will include grades and credit earned through dual enrollment, and the grades earned will factor into the cumulative grade point average and class rank.

General Policies, Eligibility Guidelines, and Application Process

1. The course must be part of the student's comprehensive course of study.
2. The course must provide opportunities not currently available to the student at the student's school (excluding CCP).
3. The student must be enrolled for at least 1/2 (50%) of the school day and progressing toward graduation at the base school.
4. The student must complete the Dual Enrollment/Cooperative Agreement Enrollment Form and have the signed approval of the principal or principal designee prior to registering for the course.
5. The student must contact the cooperating institution and complete all admission/registration or other requirements as requested by the IHE or community college. The student must provide his or her own transportation, be responsible for any fees, and follow all rules, regulations, and calendars as set by the cooperating institution.
6. The student will be responsible for providing an official grade report directly to the base school as evidence of dual enrollment course completion directly to the base school. Approved courses will be added to the student's high school transcript. If a grade report is not provided, the grade will be posted as a WF and will be calculated on the high school transcript.
7. Once a student is enrolled, the course cannot be dropped without permission of the principal and following proper procedures of the cooperating institution. For CCP courses, unless the high school principal gives permission for courses to be dropped without a penalty, the dropped course will result in a grade of a WF on the WCPSS transcript. Dropped courses could impact high school athletic eligibility, driver's eligibility, and/or eligibility for school-based extra-curricular activities.
8. University or college transfer courses of three to five (3-5) hours will receive one credit at the base school.
9. The student must take IHE or community college courses for **graded** credit in order to earn a high school credit.
10. Quality points will be calculated as defined in the WCPSS High School Program Planning Guide.

We, the undersigned, have read the above statements and do understand and agree to comply with the requirements of the program being attended.

Student Signature	Date	
Parent/Guardian Signature	Date	
Base School Counselor Signature	Date	
Base School Principal Signature	Date	
Cooperating Institution Official Signature	Date	