Online Dual Enrollment Request Form – Parent/Guardian

1. The parent/guardian will receive an email with a link to complete their part of the Dual Enrollment Request Form. Click on the link provided in the email.



2. The parent/guardian will then be presented the login page for Dynamic Forms. If the parent/guardian does not already have an account, an account needs to be created by clicking on the "Create New Account" button. If the parent/guardian already has an account, skip to Step 5 and use the username and password previously created.

Lag In		
Sign in to comp District School County School College form as College. User Name	blete the Dual Enroll Board of Pasco Cour District - Pasco Hem s requested by Pasco	ment Request - nty - Hernando Iando State o-Hernando State
Password		
	Log In	
		Frank Value
		and an and of Market

3. Fill out the "create new account" page.

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.

	Dispose consulate all of the information below
	Prease comprete an or the morthautor below
Username *	O test acc
	Username restrictions:
	Must be at least 8 characters long Must contain at least an later
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	Must be at least 8 characters long
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	• uppercase letters
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	● numbers ● special characters: PL©5
First Name *	8 Janice
Last Name *	
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E-mail Address *	
Confirm E-mail Address *	
Secret Question *	What is your grandmother's first name on your Nom's side?
Secret Question Answer*	test questions
Answer Hint *	test hint
Create Account	

4. Click on "create account". An email will be sent to the parent/guardian to verify their account.



Create a new account

Verlify your email
We sent an email to: j
Please visit the link provided in that email to activate your account.
NOTE: If you do not receive the activation email in your inbox, please check your junk and/or spam folders.

Activ	ate your account 📄 Inbox 🗴
+	notify@ngwebsolutions.com to me 💌
	Hello Janice, Thank you for creating a Dynamic Forms account!
	In order to complete your registration and activate your account, you must visit the link below:

Activate your account

5. The parent/guardian will enter their username and password. *Note: Passwords are case sensitive.*

Log In		
Sign in to complete the Dua County - Hernando County S requested by Pasco-Hernan	l Enrollment Request - District So School District - Pasco Hernando do State College.	:hool Board of Pasco State College form as
User Name		
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	Log In	
Create New Account	Forgot User Name?	Forgot Your Password?

6. The parent/guardian will need to confirm their identity by answering their security question. (*This will happen if you are a new user or a returning user that did not click on "This is my device"*). Click Login.

log In
Sign in to complete the Dual Enrollment Request - District School Board of Pasco County - Hernando County School District - Pasco Hernando State College form as requested by Pasco-Hernando State College.
Welcome back Security . As an additional security step, we require you to answer the security question you answered when creating your account.
What is your grandmother's first name on your Mom's side?
laving trouble with your security question? Click here for more options.
This is my device
By selecting this option you will not have to answer a security question for any further logins from this device. Please unselect this option if you are currently on a public or shared device.

7. The parent/guardian is now logged in and can complete their part of the Dual Enrollment Request 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!

8. Please read the terms and conditions of the Dual Enrollment Registration Terms and Conditions. Click on "Accept and Agree." From here, you can either "reject" your student's application or you can click "next" to approve.

District School Boa			est Hernando State Coll		Hop	PHSC Paso-lernando Sute College
	This form is to be us	ed by students meeting	Dual Enrollment	GPA and test	requirements.	
District Student#. Last Name:	* 111 223333	PHSC Student ID ≭ : First Name:	00041533		Middle Name:	
Grade:	* 12 ·	High School County:	Pasco	Ŧ		
High School:	PASCO HIGH SCHOOL	Ŧ				
Anticipated High Sc	hool Graduation Date: • June	• 2018	Ŧ			
Intended Major or P	rogram of Study: *IT					
	Dual	Enrollment Registrati	ion Terms and C	onditions		

I hereby certify that the student is eligible to participate in dual enrollment and will abide by the following:

- · We understand that the Dual Enrollment Agreement is effective August of each year, and we will abide by the policies and procedures
- regarding admission and to maintain eligibility for continuous enrollment in the Dual Enrollment Program. We understand that the student must abide by the policies and timelines of the District and of PHSC (including Drop Only and withdrawals).
- We understand that the student must abide by PHSC's Student Code of Conduct.
- We understand that the student is highly encouraged to meet with a PHSC advisor prior to registering for classes for post-secondary academic planning.
- We understand that the course availability is first-come, first-serve; therefore, an approved course does not guarantee enrollment in
- We understand that the student is permitted to register online based on the total number of credit hours completed at PHSC on the
 We understand that credits will be used to fulfill high school graduation requirements and/or college or technical credit.
 We understand that the student is permitted to register online based on the total number of credit hours completed at PHSC on the designed date/time
- We understand that the student must complete the Online Readiness Course prior to enrolling in an online class. The Online Readiness Course is available in the student's *myPHSC* account on the PHSC website.
 We understand that, due to Family Educational Rights and Privacy Act (FERPA), PHSC is unable to release *any* information to parents regarding the student's account with PHSC even if the student's under 18 years old.
 We understand that students who take AP classes are not permitted to take equivalent dual enrollment courses for a grade or for high excludent.
- school credit.
- We understand that transportation to and from the PHSC campus will be entirely the responsibility of the student/amily.

* 🕢 I, the Student, accept and agree to the terms above

* 🕢 I, the Parent, accept and agree to the terms above

Save Progress Reject Next

9. Click "Next." This page is for high school use only.

HSC Course #	PHSC Course Titl	e	Campus	Term	PHSC Advisor Decision
*		* P	Please Select 🔻	* Please Select 🔻	* Please Select 🔻
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		P	Please Select 🔻	Please Select 🔻	Please Select 🔻
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Dual Enrollment Registration Terms and Conditions

Files over 25 Mb will not be accepted

I hereby certify that the student is eligible to participate in dual enrollment and will abide by the following:

- · We hereby authorize the exchange of grade/transcript/test score data between Pasco County Schools, Hernando County School District and Pasco-Hernando State College (PHSC) employees for purposes related to the Dual Enrollment (DE) Program.
- · We understand the student must meet PHSC dual enrollment criteria in order to participate in the program.

- We verify that the student has met all pre-requisites (including college ready scores and high school / college courses) to take the requested course(s).
 We understand that we are responsible for uploading documentation of the student's unweighted grade point average and test scores.
 We verify that the student's dual enrollment credit hours (either at PHSC campus, online, and/or at the high school campus) do not exceed the maximum hours allowed per semester as stated in the Dual Enrollment Articulation Agreement.
- We verify that the student has not taken an AP course that is equivalent to the approved DE courses, so as to avoid duplicate credit per Florida Statutes, Chapter 1007.272.
- · We also agree transportation to and from the PHSC campus will be entirely the responsibility of the student/family.

* 🔲 I, the high school Guidance Counselor, accept and agree to the terms above.

Previous	Save Progress	Reject	Next
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10. Click "Next". This page is for PHSC use only.

Students and parents should select next at the bottom of the pace state Select - ▼ The see Select - ▼ Reject Next Save Progress Reject Next Save Progress Reject Next Description of the Disclosure Conserts before you sign your form electronically. Please read the Disclosure / Conserts before you sign your form electronically. Typing put name exactly as it appares below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you'r formed and understand the Disclosure/ Consert and agree to electronically. Please read the Disclosure / Consert and agree to electronically. Typing put name exactly as it appares below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you'r formed and understand the Disclosure/ consert and agree to electronically is You also agree to meaker required disclosures or other communications related to this. To confirm exits that it appares below signifies you are completing this form using an electronically. You required ad understand the Disclosure/ consert and agree to electronically is You also agree to meaker required disclosures or other communications related to this. You required the indicature process, please enter your name and click the 'Sign Electronically' button to save your information and submit your electro		FOR PHSC USE ONLY
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12. Once the parent/guardian electronically signs the form, the school counselor will receive an email so that they can process the form with the courses and provide the necessary documentation. You can also select View Form PDF.



Thank you for completing your portion of the Dual Enrollment Request worksheet.

View Form PDF

13. Please check your email account for confirmation emails.