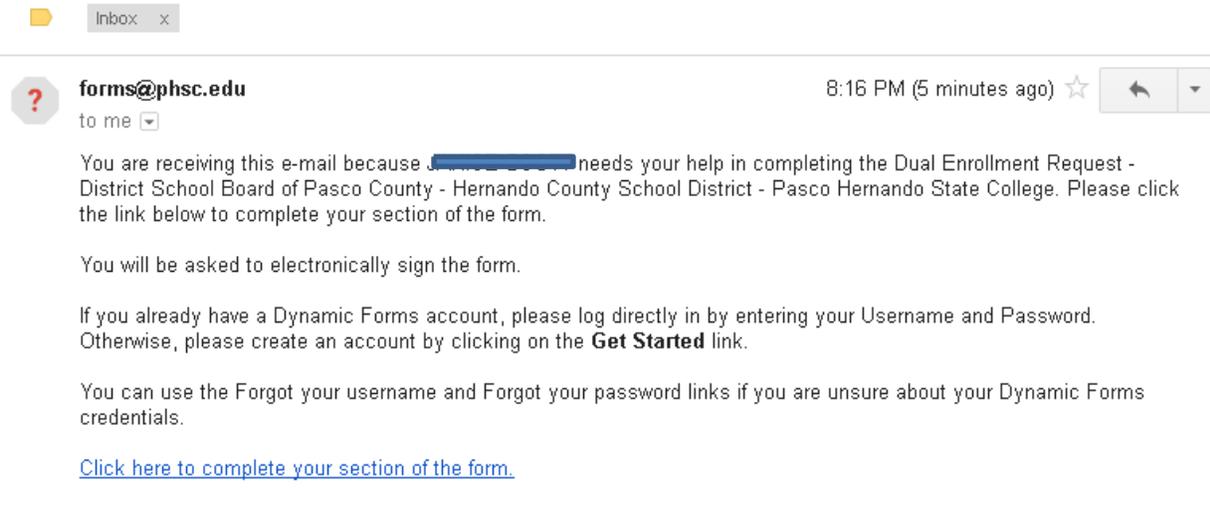# Online Dual Enrollment Request Form – Parent/Guardian

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.

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.

──────────── Please complete all of the information below ────────────

Username *	⊖ test acct
	Username restrictions: • Must be at least 8 characters long • Must contain at least one letter.
Set Password *	🔒 ••••••••
Confirm Password *	🔒 ••••••••

	Password restrictions:
	• Must be at least 8 characters long
	• Cannot contain your username.
	• Must contain 3 of the 4 types of characters below:
	   ○ upper case letters
	   ○ lower case letters
	   ○ numbers
	   ○ special characters: @ & $

First Name *	👤 Janice
Last Name *	👤 Doe
E-mail Address *	✉ ▓▓▓▓▓▓▓▓▓▓
Confirm E-mail Address *	✉ ▓▓▓▓▓▓▓▓▓▓
Secret Question *	👤 What is your grandmother's first name on your Mom'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.

Dynamic Forms
Powered by Next Gen

Create a new account

Verify 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.

Activate your account   📁 Inbox x

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 **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.**

User Name

test acct

Password

‎· · · · · · · · ·

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 [   ]. 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?

Having 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.

Log In

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

Welcome to Dynamic Forms

Let's get started, Janice.

The Dual Enrollment Request - District School Board of Pasco County - Hernando County School District - Pasco Hernando State College 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!

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.

Dual Enrollment Request

District School Board of Pasco County - Hernando County School District - Pasco Hernando State College

This form is to be used by students meeting Dual Enrollment GPA and test requirements.

District Student #: 111223333	PHSC Student ID #: 00041533	Middle Name:
Last Name: DOE	First Name: JANICE	
Grade: 12	High School County: Pasco	

High School: PASCO HIGH SCHOOL

Anticipated High School Graduation Date: June 2018

Intended Major or Program of Study: IT

Dual Enrollment Registration Terms and Conditions

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 the course.
- We understand the transfer of dual enrollment credits is subject to the approval of each college or university.
- 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 is 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 school credit.
- We understand that transportation to and from the PHSC campus will be entirely the responsibility of the student/family.

☑ 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.*

I request dual enrollment in the following college-level courses that meet graduation requirements: (Max 16 credits per semester, max 7 credits in summer terms)

PHSC Course #	PHSC Course Title	Campus	Term	PHSC Advisor Decision
		-- Please Select -- ▼	-- Please Select -- ▼	-- Please Select -- ▼
		-- Please Select -- ▼	-- Please Select -- ▼	-- Please Select -- ▼
		-- Please Select -- ▼	-- Please Select -- ▼	-- Please Select -- ▼
		-- Please Select -- ▼	-- Please Select -- ▼	-- Please Select -- ▼
		-- Please Select -- ▼	-- Please Select -- ▼	-- Please Select -- ▼
		-- Please Select -- ▼	-- Please Select -- ▼	-- Please Select -- ▼
		-- Please Select -- ▼	-- Please Select -- ▼	-- Please Select -- ▼

* ☐ I certify that the courses listed above meet high school graduation requirements.

Are you approving this student to take CHM, BSC1005, BSC1085, and/or BSC1085L? * -- Please Select -- ▼

GPA: * ▢

Documentation: * Choose File No file chosen

Files over 25 Mb will not be accepted

GPA Decision: * -- Please Select -- ▼

Test Scores: * -- Please Select -- ▼

If you have **APPROVED** the student's test scores, **you must enter the scores for at least one of the tests listed in the table below.**

	Reading Score	Writing Score	Math Score	Total Score	Upload Documentation
SAT					Choose File No file chosen *Files over 25 Mb will not be accepted*
ACT					Choose File No file chosen *Files over 25 Mb will not be accepted*
PERT					Choose File No file chosen *Files over 25 Mb will not be accepted*

Dual Enrollment Registration Terms and Conditions

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]

10. Click "Next". ***This page is for PHSC use only.***

Test Scores: * -- Please Select -- ▼
Prerequisites: * -- Please Select -- ▼
GPA: * -- Please Select -- ▼

[Previous] [Save Progress] [Reject] [Next]

11. Submit your Electronic Signature.

Electronic Signature

Please read the Disclosure / Consent before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Janice   Doe

| Janice | | Doe |

[Previous] [Sign Electronically]

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.
Opt out and print

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.

PHSC
Pasco-Hernando
State College

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

[📄 View Form PDF]

13. Please check your email account for confirmation emails.