

Dual Enrollment Registration

Please return the signed (both student and parent/guardian signatures are required) documents to the school in one of the following ways:

1. Place the signed documents in an envelope addressed to:

Charity LeBlanc – STW Coordinator

Drop off the signed paperwork and any required tuition/fees to the school during school hours. School hours are 7:30am-3:00pm. Leave the envelope in the drop box outside the front office.

OR

2. Sign the documents and then scan and email them to

charity.leblanc@stpsb.org. Any required fees/tuition must be placed in an envelope addressed to Charity LeBlanc – STW Coordinator and brought to the school. Leave the envelope in the drop box outside the front office.

All documents and any required tuition/fees must be received by the school no later than Tuesday, September 1, 2020. If these items are not received by the deadline, students may be dropped from dual enrollment classes. If you have any questions, please email Charity LeBlanc at charity.leblanc@stpsb.org.

Student Information:

First Name: _____ Last Name: _____

Date of Birth: ____ / ____ / ____ SSN: ____ / ____ / ____ Phone Number: _____

LA Secure ID: _____ High School: _____ Class (circle one): 9 10 11 12

Mailing Address: _____ City: _____ State: ____ Zip: _____ Gender: _____ Race: _____

Course Enrollment (to be completed by high school instructor/counselor):

Indicate Term: Fall / Spring / All Year	High School Course:	NTCC Course:	Instructor:

Parent and Student Consent/Certification:

- I certify that all information provided on this application is correct.
- If my child is approved for participation in dual enrollment courses, he/she will comply with all the requirements.
- I understand that I am responsible for additional costs not covered by state, district, or school.
- I understand that high school and college grades earned in dual enrollment courses will be on my child's permanent high school and college records.
- I do hereby authorize the college and high school the right to share relative student information as described in Louisiana Act 837, R.S. 17:3913 and 3996(B)(34) with the Louisiana Board of Regents, Louisiana Community & Technical College System, institutional accrediting bodies, Louisiana Office of Student Financial Assistance, and, if applicable, all programmatic, registry and licensure accrediting bodies.
- I understand that the grades my child earns on college courses in which he/she enrolls through the dual enrollment programs will be used by other programs, including TOPS, to determine his/her continuing eligibility for those program.

Student Signature

Date

Parent/Guardian Signature

Date

Principal or Designee's Certification:

I certify that the student completing this application has permission to participate in the dual enrollment programs, funding source eligibility, and that the information provided for this student by the high school is correct.

Principal or Designee's Signature

Date

Funding Source(s) – Check all that apply:		
<input type="checkbox"/> TTES	Exam (circle): ACT Pre-ACT	English: _____ Math: _____
<input type="checkbox"/> Bill to School	<input type="checkbox"/> Bill to Student/Parent	



TOPS Tech Dual Enrollment

Dear Parent or Guardian,

In the 2018 legislative session, the Louisiana Legislature passed a budget that increased the amount of Supplemental Course Allocation (SCA) funds for each school district. As a result, the St. Tammany Parish Public School System will pay tuition costs for specific academic courses that are either dually enrolled with a St. Tammany Partner College or University or taught via a Community Partner for high school credit only.

In order to qualify for funding for a TOPS Tech aligned Career/Technical Education (CTE) dual enrollment course, a student must meet all the course eligibility guidelines established by the St. Tammany Partner College or University.

St. Tammany Parish Public Schools will fund **one** course per student. Course offerings vary by high school. The following courses are available for tuition funding contingent upon student eligibility and availability at the student’s high school.

Emergency Medical Responder, Emergency Medical Technician, Automotive Technology, Certified Nurse Assistant, Certified Clinical Medical Assistant, Carpentry, Drafting, Drone Engineering, Electrical, Fundamentals of HTML, CSS and Javascript (high school credit only), ProStart, Welding

If a student enrolls in a course and drops the course after the tuition is paid, the student will be obligated to reimburse St. Tammany Parish Public Schools for the full tuition expense. Please consult your school about tuition costs.

If your child is eligible to enroll in a dual enrollment course, please complete the following.

I agree to reimburse St. Tammany Parish Public Schools the cost of tuition if my child drops a dual enrollment course after tuition has been paid.

Print Student Name _____

Print Parent Name _____

Student Signature _____

Parent Signature _____

Course Choices- Please rank your course choices. Course placement is contingent upon the number of courses offered and the number of seats per course available at the student’s high school. Some courses are offered as night courses only.

1. _____

2. _____

3. _____

STPPS adheres to the equal opportunity provisions of federal and civil rights laws and does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, marital status, or disability.