



DUAL ENROLLMENT COURSE APPROVAL REQUEST HIGH SCHOOL ONLY

Complete this form in accordance with the current version of Regulation 3202, section IX, to request approval to add a dual enrollment option of an approved course offering.

School or Central Office Department Course Title Course Code

College/University Partner _____

College Course Match(es) _____ Total College Credit(s) _____

- DE Course Alignment Approved by Content Area Specialist or Coordinator
- DE Course Match Approved by Counseling, College & Career Readiness Specialist, Manager or Coordinator

PRIOR TO SEPTEMBER 15 - Complete form IS-150 and approval by local school Instructional Leadership Curriculum Committee (ILCC).

Director of Student Services or ILCC Chair Date

SEPTEMBER 15 - Submit this form and form IS-150 for approval by local school to assistant superintendent, Instructional Services Department.

Principal or Central Office Director Date

OCTOBER 1 - Final approval by assistant superintendent, Instructional Services Department.

- Approved as an optional course offering
- Disapproved (return request to local school with reason for disapproval attached)

Assistant Superintendent, Instructional Services Department Date

OCTOBER 15 - Approved dual enrollment courses are presented to the Course Review Committee as part of a consent agenda.

NOVEMBER 15 - Notification of final approval to local school, appropriate assistant superintendents and central office staff.

DATE OF NOTIFICATION _____