



LIGHTHOUSE CHRISTIAN ACADEMY

Dual Enrollment Program REPORTING CHECKLIST

YEAR-ROUND

- Dual Enrollment Handbook Agreement has been signed and returned to LCA
- Birth certificates or passports for all students have been sent to LCA
- Course descriptions for non-PACE courses have been sent to LCA

FIRST SEMESTER

- Must be received by LCA no later than February 15
- (High school) LCA-approved Academic Projections have been approved online by school or signed and returned to LCA
- (High school) Copy of LCA-approved Academic Projections are in student's permanent file
- Supervisor's Progress Card sent for each dual-enrolled student in LCA
- Supervisor's Progress Cards show all individual PACE grades completed during first semester (first and second quarters)
- (High school) Supervisor's Progress Cards show completed science labs

SECOND SEMESTER

- Must be received by LCA no later than June 30
- Supervisor's Progress Card sent for each dual-enrolled student
- Supervisor's Progress Cards show all individual PACE grades completed during second semester (third and fourth quarters)
- (High school) Supervisor's Progress Cards show completed science labs
- Current transcript sent for each dual-enrolled student
- Transcript shows all high school credits accurately
- Transcript shows all grades accurately
- Transcripts for graduates show graduation date (Final Transcript)
- (High school) SAT or ACT scores have been sent for students who have taken the tests (required for Honors)
- Final documents sent to close out school year for students withdrawing