Dual Enrollment Verification Visit Form

School Year: _____ Date of Visit: _____

Account Number: _____No. Students: _____ No. Years on Program: _____

School Name: _____

City: _____ State: _____ Email: _____

Current School Status: _____ How Many Years on Status: _____

Ministry Representative Conducting Onsite Visit: _____

Name of School Official: _____

Please answer the following items as indicated. Please list exceptions if needed.

Procedures: Last CEC Attended: _____ Dual Enrollment Coordinator Attended: _____

Name of Dual Enrollment Coordinator: _____

LCA Dual Enrollment Handbook Received: ☐ Yes ☐ No   LCA Dual Enrollment Handbook Agreement: ☐ Yes ☐ No

Student Body:

K-8 Students Enrolled in School: #_____   High School Students Enrolled in School: #_____

Students Enrolled in LCA Dual Enrollment Program: #_____

Homeschool Program: ☐ Yes ☐ No   Homeschool Students Enrolled in School: # _____

Homeschool Students Enrolled in LCA: ☐ Yes ☐ No   How many: _____

Academics: LCA Requirements for Graduation & Non-PACE Electives

Present the High School Diploma Tracks: _____   Explain difference A.C.E. & LCA: _____

Enrollment: Review with Liaison: Annual enrollment required for students. Deadline for Enrollment Applications is October 15. Annual enrollment is for one grade level during current school year. Limited credits per year, please see LCA Handbook for details.

Signature of School Dual Liaison: _____ School's Acknowledgement

Ministry Representative: _____

School Name: _____

Account Number: _____ Date _____

Clerical/Records:

1. Student Records: *Pull a Dual Enrollment Student File*

Name of Student: _____ Grade Level of Student: _____

Student's Record is neat, orderly, and accessible: ☐ Yes ☐ No

Parent's Contact Information in File: ☐ Yes ☐ No

Lower Level Students: Cumulative Record Present: ☐ Yes ☐ No

High School: Academic Projection Present: ☐ Yes ☐ No

Birth Certificate Present in File: ☐ Yes ☐ No

LCA Academic Projection Present: ☐ Yes ☐ No

Diagnostic Test Results**:** ☐ Yes ☐ No   Accurate: ☐ Yes ☐ No

Look at ***Student's Supervisor's Progress Card*****:** Current School Year Listed: ☐ Yes ☐ No

Check for Accuracy: **Card**/Grades/PACE Test on Student's Supervisor Progress Card.

Check One PACE Test Grade on Supervisor's Progress Card with PACE Test for Accuracy: ☐ Yes ☐ No

Check PACE Test Dates on Supervisor's Progress Card for Accuracy: ☐ Yes ☐ No

Rep. Initials _____

2. Student Records: *Pull a Different Dual Enrollment Student File*

Name of Student: _____ Grade Level of Student: _____

Student's Record is neat, orderly, and accessible: ☐ Yes ☐ No

Parent's Contact Information in File: ☐ Yes ☐ No

Lower Level Students: Cumulative Record Present: ☐ Yes ☐ No

High School: Academic Projection Present: ☐ Yes ☐ No

Birth Certificate Present in File: ☐ Yes ☐ No

LCA Academic Projection Present: ☐ Yes ☐ No

Diagnostic Test Results**:** ☐ Yes ☐ No   Accurate: ☐ Yes ☐ No

Look at ***Student's Supervisor's Progress Card*****:** Current School Year Listed: ☐ Yes ☐ No

Check for Accuracy: **Card**/Grades/PACE Test on Student's Supervisor Progress Card.

Check One PACE Test Grade on Supervisor's Progress Card with PACE Test for Accuracy: ☐ Yes ☐ No

Check PACE Test Dates on Supervisor's Progress Card for Accuracy: ☐ Yes ☐ No

Rep. Initials _____

3. Student Records: *Pull a <u>Different</u> Dual Enrollment Student File*

Name of Student: _____ Grade Level of Student: _____

Student's Record is neat, orderly, and accessible: ☐ Yes ☐ No

Parent's Contact Information in File: ☐ Yes ☐ No

Lower Level Students: Cumulative Record Present: ☐ Yes ☐ No

High School: Academic Projection Present: ☐ Yes ☐ No

Birth Certificate Present in File: ☐ Yes ☐ No

LCA Academic Projection Present: ☐ Yes ☐ No

Diagnostic Test Results: ☐ Yes ☐ No   Accurate: ☐ Yes ☐ No

Look at *Student's Supervisor's Progress Card*: Current School Year Listed: ☐ Yes ☐ No

Check for Accuracy: **Card**/Grades/PACE Test on Student's Supervisor Progress Card.

Check One PACE Test Grade on Supervisor's Progress Card with PACE Test for Accuracy: ☐ Yes ☐ No

Check PACE Test Dates on Supervisor's Progress Card for Accuracy: ☐ Yes ☐ No

Rep. Initials _____

Comments: