



Procedures for New Student Enrollment

1. The High School Dual Enrollment Coordinator or counselor will identify any student that meets the eligibility requirements to enroll in dual enrollment courses.
2. The coordinator will distribute a paper authorization form for eligible students to complete, which will be **filed at the high school**
 - a. A Nunez form is required for ALL students EACH semester
 - b. Student, guardian, and school signatures must be obtained
 - c. If a student will be utilizing TTES funds for a course, then a LOSFA application must also be submitted each applicable semester
3. **In addition to the authorization form, the coordinator or counselor must submit an electronic file of all applicant and registration data**
 - a. The file will contain all biographical and school information
 - b. Test scores are submitted in this file
 - c. Course selection(s) for each student are submitted in this file
 - d. Funding source information is indicated in this file
4. The coordinator must also verify rosters after registration and provide timely changes if necessary
5. The high school must be able to comply with an audit of dual enrollment records, if necessary