

**Louisiana Early Start Program**  
**Student Application**  
*(Formerly the Dual Enrollment Program)*

*Please type or print in dark ink. See the Instructions on Page 3.*

**I. TO BE COMPLETED BY STUDENT**

A. College Semester/Term of Application:  Fall  Winter  Spring Year: 20\_\_\_\_\_

B. Is this your first semester participating in the Early Start Program?  Yes  No

C. Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

D. Other names you might have used: \_\_\_\_\_

E. Gender:  Female  Male

F. Social Security Number: \_\_\_\_\_

G. Date of Birth: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

H. Mailing Address: \_\_\_\_\_  

Street or P. O. Box
City
State
Zip Code

I. Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_  

(Area code) Phone Number
(Area code) Phone Number

J. In case of emergency, notify: \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  

Last Name
First Name
Relationship
(Area code) Phone Number

K. Are you a United States Citizen?  Yes  No If no, country of citizenship: \_\_\_\_\_

L. Ethnicity/Race: This information is voluntary and the information will be used for federal and/or state law reporting purposes in a nondiscriminatory manner consistent with civil rights laws.

- American Indian/Alaskan Native  Asian/Pacific Islander  Black (Non-Hispanic)  
 Caucasian (Non-Hispanic)  Hispanic (Mexican-American)  Other

**M. CERTIFICATION:**

- I certify that all information I have provided in this application is correct.
- I have received a copy of the Early Start Program Student Eligibility Criteria Framework (see page 4).
- If I am approved for participation in the Early Start Program, I will comply with all the requirements.
- I understand that I am enrolling as a Visiting/Guest Student at the college/university. Upon graduation from high school, if I desire to enroll at a college or university, I will apply for admission as a regular student and meet the college/university admission requirements.
- I understand that the college courses and grades earned in those courses in which I enroll through the Early Start Program will be on my permanent high school and college academic records.
- I do hereby authorize the Board of Regents and the Office of Student Financial Assistance access to my high school and college academic records.
- I acknowledge that I am enrolling in the courses listed above and also understand that **it is my responsibility to OFFICIALLY WITHDRAW or DROP** any classes I decide not to complete by the college/university published deadline.

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

(over)

**II. TO BE COMPLETED BY PARENT/CUSTODIAN (GUARDIAN)**

**CERTIFICATION:**

- I certify that all information provided on this application is correct.
- I have received a copy of the Early Start Program Student Eligibility Criteria Framework (see page 4).
- If my child is approved for participation in the Early Start Program, he/she will comply with all the requirements.
- I understand that the college courses and grades earned in those courses in which my child enrolls through the Early Start Program will be on my child's permanent high school and college academic record.
- I do hereby authorize the Board of Regents and the Office of Student Financial Assistance access to my child's high school and college academic records.

\_\_\_\_\_  
Parent/Custodian (Guardian) Signature

\_\_\_\_\_  
Date

**III. TO BE COMPLETED BY HIGH SCHOOL:**

**A. COURSE ENROLLMENT REQUEST:** The High School Principal (or designee) must indicate the college course(s) in which the student has permission to enroll and the respective high school course(s) in which the student will receive high school credit.

College Course Dept/Number	College Course Title	College Credit Hours	High School (LDE) Course Number	High School Course Title	High School Units

B. Name of High School \_\_\_\_\_

C. ACT HS Code \_\_\_\_\_  Public High School  Non-public High School  Home School

D. Current School Year: 20\_\_ - 20\_\_  1<sup>st</sup> Semester  2<sup>nd</sup> Semester

E. Student's current grade level:  11th Grade  12<sup>th</sup> Grade      Number of Carnegie Units completed: \_\_\_\_\_

F. (1) Student is on track for completing (by graduation from high school) the required high school core curriculum:  
 Yes  No

(2) Student's declared Career Area of Concentration \_\_\_\_\_

*Required for students to enroll in a college work skills course if they are not on track to complete the core curriculum*

G. (1) Student has the following PLAN, ACT or SAT Scores on file at this high school:

PLAN Composite Score \_\_\_\_\_      ACT Composite Score \_\_\_\_\_      SAT V+M Score \_\_\_\_\_  
 PLAN English Subscore \_\_\_\_\_      ACT English Subscore \_\_\_\_\_      SAT Verbal Score \_\_\_\_\_  
 PLAN Math Subscore \_\_\_\_\_      ACT Math Subscore \_\_\_\_\_      SAT Math Score \_\_\_\_\_

(2) Student has a  Bronze  Silver  Gold Work Keys Certificate on file at the college:  Yes  No

*Required for students to enroll in a college work skills course if they do not have the required PLAN/ACT/SAT score*

**H. CERTIFICATION:**

I certify that the student completing this application has permission to participate in the Early Start Program and that the information provided for this student by the high school is correct.

\_\_\_\_\_  
Signature of Principal or Designee

\_\_\_\_\_  
Date

## Instructions

### I. STUDENT

A.-K. You must provide **ALL** the information requested.

L. You are not required to complete this section. Any information provided will be used only for federal and state reporting purposes and has no impact on whether you are eligible to participate in the program.

Once you and your parent have signed the application, submit it to your high school counselor. Your school will complete Section III (High School Certification) and return the application to you.

When your high school returns the application, you must submit this completed application to the college/university you will attend. You may be required to complete additional college/university enrollment forms and you should obtain those forms in advance and submit them with this application.

### II. PARENT/CUSTODIAN(GUARDIAN)

You **MUST** sign the application in order for your child to be considered for participation in the Early Start Program.

### III. HIGH SCHOOL PRINCIPAL (OR DESIGNEE)

A.-H. You must complete all of Section III, Parts A-H, of the application. The information provided will be used to determine whether the applicant has met all eligibility criteria for the courses in which he intends to enroll. By signing the application, you are certifying that the information you have provided is true and correct.

Once you have completed and signed Section III of the application, return it to the student for submission to the postsecondary institution in which the student plans to enroll.

### IV. COLLEGES/UNIVERSITIES

A. Determine whether the applicant meets all eligibility criteria of the course in which he intends to enroll, including verification of the WorkKeys Certificate level, if applicable.

B. On or after the following dates, enter a reservation by logging on to the Early Start Program Menu on the TOPS Portal at [www.osfa.la.gov](http://www.osfa.la.gov), using the TOPS logon ID and password assigned your college.

Fall Semester/Quarter – July 1

Spring Semester – December 1

Winter Quarter – November 1

Spring Quarter – January 2

C. Each semester/quarter, enter the information from this application to the Early Start Program entry screen as instructed.

D. The portal will provide a verification number acknowledging receipt of the application for each course. If funds for the Early Start Program are available, the TOPS portal will confirm that the student will be funded. If funds are not available, the TOPS portal will reflect that the student is on a waiting list, pending availability of funds.

**Print this screen, record the applicable course number and name on it, and file it with the application.**

E. The college must reenter the Early Start Program Menu through the TOPS Portal during the period the portal is open for each semester/quarter to bill for those students who were enrolled through the census day (14th day of classes for semester schools, or the 9th class day for quarter and term schools). The billing portal will be open during the following periods:

Fall Semester/Quarter – September 1 through October 15

Spring Semester – January 30 through March 16

Winter Quarter – December 12 through January 1

Spring Quarter – March 13 through April 24

Payment requests received outside of these timeframes will not be paid unless approved by the Louisiana Board of Regents.

By transmitting this data to LOSFA, the college is certifying:

1. The student meets the eligibility criteria for the college course in which the student is enrolled in the Early Start Program;
2. The student was enrolled through the census day;
3. The student's high school has provided notice that the student is eligible for and has been approved to continue participation in the program;
4. The student's school has provided notice of the course or courses approved for enrollment; and
5. The student is in good standing at the institution.

**LOUISIANA EARLY START\* PROGRAM FRAMEWORK**  
*(Effective for Fall 2008, criteria marked with "\*\*\*" are Optional for Fall/Winter 2008 and Mandatory beginning Spring 2009.)*

**STUDENT/HIGH SCHOOL INFORMATION**

I. General criteria

1. Student must be at least 15 years of age and currently enrolled in the 11<sup>th</sup> or 12<sup>th</sup> grade at a public Louisiana high school.
2. Student must have taken either the PLAN or ACT (or SAT) assessment and those scores are on file at the high school.
3. Student must be in good standing as defined by the high school.
4. Student must have permission from the high school and their parent/guardian to participate.
5. Student must be eligible to enroll at the postsecondary institution and enrolled in a college course for which dual credit (both college and high school credit) is attempted and recorded on both the student's secondary and postsecondary academic record.
6. To continue enrollment in subsequent semesters/terms through this funding opportunity, student must have successfully completed (earned credit in) prior dual credit courses. If the student resigns or withdraws from a course or enrollment is cancelled, the student must receive permission from both the high school and college to continue enrollment in subsequent semesters/terms.

II. Eligibility criteria to enroll in a **College Level, Degree Credit Course**

1. College Level, Degree Credit Course: A course in an academic subject that generates postsecondary institutional credit and (a) appears on the current Board of Regents' Statewide General Education Course Articulation Matrix (for public institutions) or (b) appears on a list of general education courses approved by the Board of Regents (for LAICU institutions).
2. Student must be on track for completing (a) the Regents/TOPS high school core (for students graduating in 2009, 2010 and 2011) or (b) the Louisiana Core 4 Curriculum (for students graduating in 2012 and beyond).
3. Student must have a PLAN or an ACT Composite score of at least 17 (or SAT equivalent). *\*\*Beginning Spring semester or term 2009, student must have a PLAN Composite score of at least 17 or an ACT Composite score of at least 18 (or SAT equivalent).*
4. To enroll in an entry level, college level English course, student must (a) have a PLAN or ACT English sub-score of at least 18 (or SAT equivalent) or (b) meet the postsecondary institution's pre-requisite requirements.
5. To enroll in an entry level, college level mathematics course, and student must (a) have a PLAN or ACT mathematics sub-score of at least 18 (or SAT equivalent) or (b) meet the postsecondary institution's pre-requisite requirements.

III. Eligibility criteria to enroll in an **Enrichment/Developmental Course**

1. Enrichment/Developmental Course: An English or mathematics course that generates postsecondary institutional credit, but not degree credit, and is designed to prepare the student for college-level instruction.
2. Student must be on track for completing (a) the Regents/TOPS high school core (for students graduating in 2009, 2010 and 2011) or (b) the Louisiana Core 4 Curriculum (for students graduating in 2012 and beyond).
3. Student must have a PLAN or ACT Composite score of at least 12 (or SAT equivalent). *\*\*Beginning Spring semester or term 2009, student must have a PLAN Composite score of at least 14 or an ACT Composite score of at least 15 (or SAT equivalent).*

IV. Eligibility criteria to enroll in a **Work Skills Course**

1. Work Skills Course: A course in a skill or occupational training area that contributes to a declared Career Area of Concentration and leads to a recognized industry based certification.
2. Student must be on track (a) for completing the Regents/TOPS high school core (for students graduating in 2009, 2010 and 2011) or (b) for completing the Louisiana Core 4 Curriculum (for students graduating in 2012 and beyond) or (c) to graduate from high school (having earned at least 11 Carnegie units if a Junior, or 16 if a Senior) and have declared a Career Area of Concentration.
3. Student must have a PLAN or ACT Composite score of at least 12 (or SAT equivalent) or a WorkKeys Bronze Certificate. *\*\*Beginning Spring, 2009 semester or term, student must have a PLAN Composite score of at least 14 or an ACT Composite score of at least 15 (or SAT equivalent) or a WorkKeys Bronze Certificate.*

**POSTSECONDARY INSTITUTION INFORMATION**

1. Participating colleges and universities enrolling eligible students in eligible dual credit courses through the Early Start Program will be paid at a rate of \$100 per college credit hour, not to exceed \$300 per course. Non-public high school students are eligible to enroll in dual credit courses, but institutions will not be paid for these students under this program.
2. The Program payment shall cover all costs to the student enrolling in a college course, excluding the costs for textbooks, parking, laboratory fees, etc.
3. Postsecondary institutions shall bill LOSFA for Program payment during the period the billing portal is open for each semester/term for which the student is enrolled. Payment requests received outside of these timeframes will not be paid unless approved by the Louisiana Board of Regents.

*\*formerly known as Dual Enrollment*