



## Dual Enrollment School Authorization Form

Semester:  Spring  Fall / Year: \_\_\_\_\_

Online Dual Enrollment is available to all qualified high school juniors, seniors, and Gap Year/Year 13 students with learning and attention issues.

### Applicant Information:

Student Legal Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Year of high school graduation (anticipated or completed): \_\_\_\_\_

Year of enrollment in college (anticipated): \_\_\_\_\_

Name of high school/school district or program: \_\_\_\_\_

City/State/Zip of high school/school district or program: \_\_\_\_\_

To ensure student success in our programs, Landmark College has developed prerequisites and academic requirements for qualified students. Please check all boxes below, sign and date to verify this student meets these requirements.

- Currently a high school junior, senior or PG student (affiliated with a high school);
- Enrolled in a college track and/or transition-to-college course(s);
- Has learning differences due to a learning disability, ADHD, Autism, and/or executive function challenges and not primarily due to mental health and/or intellectual disabilities;
- Is able to manage the responsibilities of college-level work as outlined under Course Expectations for Students at the end of this form.

Confirm most recent reading level from a standardized assessment (see list below for examples)

Test Name and Date of Completion \_\_\_\_\_

Reading Level \_\_\_\_\_

School Representative Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

For questions regarding Online Dual Enrollment and school partnerships, please contact:

**Carroll Paré**

Assistant Vice President of Intersession & Online Programs

[cpare@landmark.edu](mailto:cpare@landmark.edu)

Direct: (802) 387-6885

For your information only:

## Course Expectations for Students

By applying to the Online Dual Enrollment program and signing the application, students indicate their understanding that this is an **intensive, rigorous academic** course that offers college **credits upon successful completion**.

Student agrees to:

- ▶ **Logon to the course** and course platform - Canvas, as soon as the course is open, and regularly engage in the course every week (**four to five times a week**), **monitor Canvas email**, and **communicate with the instructor and course coach**, as needed.
- ▶ Dedicate at least **9 hours per week** for readings, assignments, postings, and participation in synchronous sessions and online discussions.
- ▶ **Fully participate** in the course from the start and **immediately communicate any navigation or technical difficulties** to the instructor and/or course coach.
- ▶ Create and maintain an online learning environment which **promotes respect and integrity**.
- ▶ Produce **high quality work** that meets or exceeds course standards.
- ▶ **Complete all assignments, quizzes, and activities by the due date**; although break periods may not coincide with scheduled breaks at the student's high school, **student is responsible to immediately communicate** with the instructor or advisor if an assignment is not done.
- ▶ **Meet all Online Course system requirements** (see paragraph below)
- ▶ Acknowledge that this document serves as **an official policy for all students in the Landmark College** high school online dual enrollment program.

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### Online Course System Requirements:

Landmark College Online Dual Enrollment courses are hosted on the Canvas platform. Courses are optimally experienced through a full-featured web browser running on a desktop or laptop computer with Microsoft Windows or Apple Mac OS. All popular browsers are supported, but Landmark College recommends Chrome or Firefox.

[View all Online-Dual Enrollment Program System Requirements here.](#)

### Examples of accepted reading assessments:

- Woodcock-Johnson Achievement Test
- Wechsler Individual Achievement Test
- Kaufman Test of Educational Achievement
- Nelson Denny Reading Test
- Gray Oral Reading Test
- SAT/PSAT/ACT
- STAR
- DIBELS
- AIMSweb Plus
- Smarter Balanced
- your state's assessments
- your district's curriculum-based assessments