

# Dual Credit Transcript Request Form

## FALL 2022 & SPRING 2023

(NEW PAPERWORK IS REQUIRED FOR SUMMER)

**PAPERWORK DEADLINE:** Submit to High School Counselor for approval by the designated date set by your high school. Incomplete paperwork will result in students being prohibited from enrollment

**PLEASE PRINT**

Name: Last		First		Middle	Current Grade Level:
Mailing Address: Number		Street	City	State	Zip Code
Graduation Year:					
Home Telephone	Cell Phone	Birthdate	High School ID No	Social Security No	
Email Address: (PLEASE PRINT CLEARLY)		Name of High School:			

**HCC ID number:**

**IS THIS YOUR FIRST TIME TAKING A DUAL CREDIT CLASS?** \_\_\_\_\_ YES \_\_\_\_\_ NO

**DUAL CREDIT PAPERWORK CHECK LIST**

STUDENTS WILL NOT BE ABLE TO ENROLL IN CLASSES WITHOUT THE FOLLOWING COMPLETED DOCUMENTS

- Dual Credit Transcript Request Form
- Bacterial Meningitis vaccination verification form and valid Meningitis vaccination record (Required for online classes or at an HCC campus)
- Dual Credit Waiver Approval Form
- Office of Student Records Dual Credit Residency Change Form
- Student Commitment Statement
- Complete online New Student Orientation and attach confirmation email
- Official High School TERM Transcript with Qualifying Test Scores (**High School Representative to attach**)
- Student does not meet requirements and needs TSI testing (**High School Representative will inform student**)

Student Signature / Date	Parent Signature / Date
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**High School Personnel:** All items listed above must be uploaded using Smartsheet.