**Steps to Participate in Dual Enrollment**

**Paperwork required for Sprayberry:**

1. Review all the steps on the Dual Enrollment tab at [www.sprayberrycounseling.com](http://www.sprayberrycounseling.com)
2. Click on Step #3 “**Forms, Rules & Instructions**” tab.
* Click on “Dual Enrollment Reminders” and review this information.
* Click on the “Dual Enrollment for Sprayberry” video and watch it.
* Scroll down and click on the “CCSD Local School Agreement.”
	+ 1. When you click the button, the CCSD Local School Agreement will download.
		2. This is a fillable document. Please fill out and save it to your desktop. You MUST sign initial each rule and sign at the bottom of this document.
		3. You will upload this signed document when you complete the “Dual Enrollment Acknowledgment Form,” it will go under #26.
* Next click on the button “Dual Enrollment Acknowledgement Form.”
	+ - This is a fillable document that will automatically be sent to the DE counselor once completed.
		- In this form, you will answer the questions, acknowledge the various rules and reminders, upload your CCSD Local School Agreement, and sign off indicating you understand the DE rules. You DO NOT have to submit testing scores for Chatt Tech.
		- You must be logged into your Cobb County 365 account to complete this task. The form will not submit unless all sections have been completed and you are logged into your CCSD computer/365 account.
* Once submitted, the DE counselor will reach out to you and schedule your DE Student Advisement Meeting.

**Paperwork required for Chatt Tech**:

1. Click on this link to apply to Chatt Tech’s DE program: [Dual Enrollment Admission Steps - Chattahoochee Technical College](https://www.chattahoocheetech.edu/dual-enrollment-admission-steps/)
	* Go to **Step 1:** Click “Start Application”
	* Click “Create New Account HERE”
	* Fill in the necessary information including your personal email address.
	* Confirm you are not a robot and click “submit.”
	* Follow the steps to complete the application.
	* Choose “Dual Enrollment Student”
	* Choose “Marietta Campus”
	* Credentials earned: Choose “Dual Enrollment Student”
	* Specific Area of Study: Choose “Dual Enrollment”
	* Term: Choose the upcoming term
	* Click “Start Application” and follow the steps
	* **Once completed, you will need to wait 24-48 hours for Chatt Tech to send you an email with your 900 #;** this will be your student ID #. Check your email DAILY!!
2. Once you have your 900 #, go to this link: [DE Student Advisement Form- upload your advisement form](https://ctccentral.etrieve.cloud/?isAnonymous=true#form/template/105)
	* This is the form you and your counselor filled out together during the Student Advisement Meeting.
	* Fill out the form and upload it here
	* Be sure to use the 900 student # that you received from CTC. If you have not received the 900#, you cannot complete this step
	* Click the submit button in the lower left.
3. Next, you can complete your Verification of Lawful Presence
	* Fill out this form and be sure to include your 900#.
	* Type of Document: click “Verification of Lawful Presence.”
	* Review the types of documents that will be accepted
	* Upload the document to this page
	* Click the submit button on the lower LEFT side of this page.
4. Click this link: “[Complete the Dual Enrollment Approval Form here](https://ctccentral.etrieve.cloud/?isAnonymous=true#form/35)” and have your parent complete this section.
* Fill in your information
* Graduation Month will be **“May”**
* Graduation year will be the year you will graduate
* High School Counselor: Dr. Tammy White
* High School Counselor email address: tammy.white@cobbk12.org
* Accelerated Career Education Diploma- **click “No”**
* Parent needs to sign under **Parent Acknowledgment**
* Scroll through rules and click small box stating the parent has read and understands the statements listed.
* Look in the lower left corner and press the **“Submit”** button

**REMINDERS**

* Chatt Tech will place you in one of two programs of study.
	+ - **Program of Study #1:** Early College Essentials- which is for students taking mainly core classes at the college.
		- **Program of Study #2**: Specific Technical Program, such as Automotive, Certified Nursing, etc.

Students predominately taking CTAE/Technical Program classes will need to submit the [Dual Enrollment- Course Program Registration Request form](https://ctccentral.etrieve.cloud/?isAnonymous=true#form/70) to register for core classes. You will know if you need to complete this form because you will be blocked from registering. If you have specific questions, please reach out to your Chatt Tech advisor, Susan Coley at 678-216-9195. She prefers for students to text her.

* Once you have completed Chatt Tech’s application, you will need to check your emails regularly to see if you have been accepted and your next steps. Please follow the next steps you are given.