

## Dual Enrollment Student Checklist

### Complete Steps 1-4 by Feb 20, 2024:

1. Make sure to sign up for Parent/Square and download the app \_\_\_\_\_
2. Students must check college admission requirements and register for necessary test.  
(PSAT, SAT/ACT or Accuplacer) \_\_\_\_
3. Create a Gafutures.org account\_\_\_\_\_
4. Complete and submit the BHS Dual Enrollment Contract to Ms. Gutierrez in the  
Counseling Office\_\_\_\_\_

### Complete Steps 5-8 by March 15, 2024

5. Schedule an appointment with Mrs. Kay to select courses for 1<sup>st</sup> and 2<sup>nd</sup> semester 2024-  
2025 School year\_\_\_\_\_
6. Complete college DE application on gafutures.org\_\_\_\_\_
7. Request your transcript on Gafutures.org (If you receive an error screen, please contact  
Ms. Gutierrez in the counseling suite.) \_\_\_\_\_
8. Complete partnership agreement and funding application on Gafutures.org for college of  
choice\_\_\_\_\_

### Complete Steps 9-10 by April 30, 2024

9. Once accepted to college, attend the orientation, or meet with college advisor to register  
for Fall 2024 semester classes \_\_\_\_\_
10. Once you have a college schedule, please make an appointment to verify your final your  
2024 fall schedule, Cindy Fernandez (Juniors), Gregg Campbell (Sophomores) or Tracy  
Kay (Sophomores and Juniors). **This is needed to approve your funding.** \_\_\_\_\_