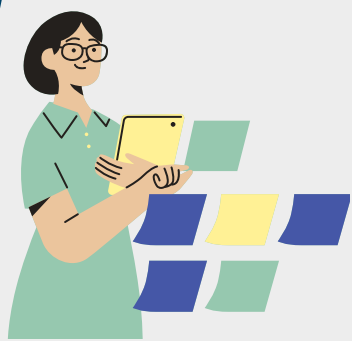


GSFC High School Dual Enrollment (DE) Review Process

When selected for review, here are the steps you will experience and documents you will receive.

1



Engagement Letter

An Engagement letter informing your school was selected and including your review date will go out by February.

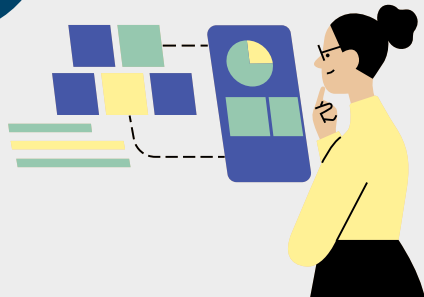
2

Notification Letter & Sample List

A detailed letter requesting your DE school process and specific data for each student in the enclosed sample list.



3



Send Data

Data requested in the notification letter is due by the review date.

4

Deficiency Report and Letter

Illustrates what documentation was satisfactory. Any discrepancies are listed in an included deficiency report for review and explanation.

5



Deficiency Report & Letter - Response

You will have 30 days to respond to any findings in the report and letter.

6

Closure Letter

A final letter officially closing the review.



GEORGIA STUDENT FINANCE COMMISSION

2082 East Exchange Place
Tucker, GA 30084

Resources

Tips for Success

High School Dual Enrollment (DE)

- When you send the students' information ensure you send **BOTH** the high school transcript and **ALL** postsecondary institution transcripts for **EACH** student. Some students attend more than one college or university.
- Include whether or not you weight dual enrollment course grades on the high school transcript and if so include the weighting value(s).
- Files are shared via encryption to protect student information. Please do not email us attachments containing students' personal information.
- Ensure high school information and relevant contact information for the Principal and Dual Enrollment Counselor is correct in the High School Profile Section when it launches on GAfutures.
- If the postsecondary institution provides the transcript directly to the student instead of to the high school, make a copy of the transcript and include it in the student's high school record for each term they are enrolled in dual enrollment.
- High schools must retain documentation supporting dual enrollment students eligibility for compliance review by GSFC for three calendar years from the most recent award year. i.e. if a student is enrolled in dual enrollment classes for 2019 and 2020 records must be retained through 2023.
- Underclass transcript data must be reported to GSFC by September 30th. Not reporting can affect access to the online dual enrollment applications for a new year.