

# Highschool Compliance Primary Contact Checklist

You can use this checklist to gather the required documentation and guide yourself through the high school compliance review process. If you have any questions, feel free to contact the High School Compliance Team at [HighSchoolCompliance@gsfc.org](mailto:HighSchoolCompliance@gsfc.org).

Additional information for the High School Compliance review process may be found here [GSFC High School Dual Enrollment Review Infographic.pdf](#).

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## BEFORE THE REVIEW

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| <input type="checkbox"/> Respond to the Engagement Letter with current contact information for the listed positions.  | <input type="checkbox"/> Gather the required information in the Notification Letter.  |
| <input type="checkbox"/> Add <a href="mailto:HighSchoolCompliance@gsfc.org">HighSchoolCompliance@gsfc.org</a> to your email whitelist/approved emails (see instructions at <a href="#">High School Dual Enrollment Compliance Reviews   Georgia Student Finance Commission</a> ). | <input type="checkbox"/> Write a response to Part A of the notification letter. Include the Student Information System name, how you add credits and/or weights to Dual Enrollment courses on the high school transcript, and specific dates or months to satisfy deadline questions. |
| <input type="checkbox"/> Request sample list password via email at <a href="mailto:HighSchoolCompliance@gsfc.org">HighSchoolCompliance@gsfc.org</a> .   | <input type="checkbox"/> Save the response to part A of the Notification Letter as a PDF. Upload to ShareFile® using the provided secure link.  |

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## REQUIRED DOCUMENTATION ONLY FOR STUDENTS IN THE SAMPLE LIST

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| <input type="checkbox"/> Gather the most recent high school transcript ONLY for the students in the sample list. Do not include information for students not listed on the sample list.   | <input type="checkbox"/> Collate and PDF transcripts in alphabetical order by the last name. Save as one file. ShareFile® does not accept folders.   |
| <input type="checkbox"/> Include the most recent transcript for EACH postsecondary institution the students in the sample list attended under Dual Enrollment. High schools must retain copies of these transcripts for a minimum of three years from the last enrollment date. | <input type="checkbox"/> Numerical grades may be in a PDF or Excel format if clearly identified with each file's school name and term. Emails showing a school email address are acceptable. Screenshots of student portals are not. |
| <input type="checkbox"/> Monitor email for follow-up communications from the GSFC High School Compliance Team.  | <input type="checkbox"/> Grade sheets should clearly show the student names, courses, and final grades for the indicated terms. Upload to ShareFile® using the provided secure link.   |

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## COMPLIANCE REPORT

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| <input type="checkbox"/> Review the compliance report.   | <input type="checkbox"/> Ensure the principal or Head of School signs and dates the compliance report on the last page of the PDF report.                                |
| <input type="checkbox"/> Make any needed changes to student transcripts.   | <input type="checkbox"/> PDF supporting documentation by last name in alphabetical order into one file.  |
| <input type="checkbox"/> Gather any required documents to support the high school's response to the compliance report, such as updated transcripts, numerical grades, missing transcripts, explanations, and required plans of action. | <input type="checkbox"/> Upload the signed report and supporting documents to ShareFile® using the link provided in your compliance report email by the stated deadline. |
| <input type="checkbox"/> Ensure the principal or Head of School checks the "concur" or "not concur" columns for each student and each finding. Unchecked columns equate to an incomplete report response.                              |  |

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## FINAL REPORT OR CLOSURE LETTER

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- Review the final report or closure letter.
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