



WOODHAVEN-BROWNSTOWN SCHOOL DISTRICT

Learning and Leading for Tomorrow

Woodhaven High School

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Brownstown, MI 48134
Phone 734.783.3333 • Fax
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Matthew Czajkowski, Principal
Jay Vesperman, Assistant Principal
Philip Short, Assistant Principal
Robert Picano, Athletic Director

Dual Enrollment Eligibility Form

Applicant Information: To be completed by Student and Parent/Guardian

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () _____

Email Address: _____

U.S. Citizen (circle one): Yes or No

Dual Enrollment Information

Post-Secondary Institution Requested: _____

Course #	Section #	Course Title	Credit Hours	HS	College	Both

Semester:

☐ Fall (Semester 1)

☐ Winter (Semester 2)

Date Course Begins: _____ Date Course ends: _____

School Schedule

Hour to be changed to Dual Enrollment (circle one): 1 2 3 4 5 6
Alternate hour if 1st choice not available (circle one): 1 2 3 4 5 6

Dual Enrollment Readiness Qualifying Assessments and Scores 2021-2022

Assessment	Test Section	Content Area	Minimum Qualifying Score
ACT	Mathematics	Mathematics	22
ACT	Reading	Reading	22
ACT	Science	Science	23
ACT	English	English	18
MME*	ELA	ELA	2100
MME*	Mathematics	Mathematics	2100
MME*	Science	Science	2100
MME*	Social Studies	Social Studies	2100
PSAT 8/9	Critical Reading	Evidence-Based Reading and Writing	460
PSAT 8/9	Mathematics	Mathematics	510
PSAT 10	Critical Reading	Evidence-Based Reading and Writing	460
PSAT 10	Mathematics	Mathematics	510
PSAT/NMSQT 11	Critical Reading	Evidence-Based Reading and Writing	460
PSAT/NMSQT 11	Mathematics	Mathematics	510
SAT	Critical Reading	Evidence-Based Reading and Writing	480
SAT	Mathematics	Mathematics	530

* MME scores are based on the Spring 2018 administration of the M-STEP exams

**There are no state approved scores related to these assessments. Subject area and qualifying scores are specific to an Institution of Higher Education (IHE). It is best to contact the IHE to see what scores they accept as a qualifying score for the desired dual enrollment course.

To Be Completed By High School Counselor

The following chart is used to determine eligibility for Dual Enrollment. Students must meet the minimum required scores on at least one of the following assessments listed below.

Assessment	Test Section/Content Area	Minimum Qualifying Score	Student's Scores

Counselor Signature _____

Dual Enrollment Checklist and Agreement

Dual Enrollment Checklist:

1. Student completes Woodhaven-Brownstown School District Dual Enrollment Eligibility Form
2. Student completes college application for a Dual Enrollment Student for the institution s/he would like to attend
3. Student prints course description of the course they are requesting to take
4. Student brings application and course description to school counselor for approval/signature
5. Counselor takes the signed forms to the principal for approval and emails forms to the finance director
6. Once approved student is contacted
7. Student enrolls at the post-secondary institution as a dual enrollment student and is responsible for all additional paperwork for registration and/or withdrawals.
 - a. If student decides not to take a dual enrollment course but has already registered, it is their responsibility to withdraw before the drop date at the post-secondary institution. Student is responsible for any fees incurred.

Signatures below confirm the following:

- Woodhaven Brownstown School District accepts responsibility for payment of tuition and fees as outlined in Dual Enrollment Legislation and per pupil funding. The student is responsible for any costs beyond per pupil funding allocation.
- Student and parent/guardian has read and agrees to follow the Woodhaven Brownstown School District dual enrollment guidelines/checklist.
- If named student above does not successfully complete the academic class indicated the student/parent/guardian agrees to reimburse the Woodhaven Brownstown School District by the close of the current school year for all payments made to the college.
- In the case of an unauthorized withdrawal from the institution, student's grade will reflect as a failing grade on the Woodhaven transcript.
- Student is responsible for registering and/or withdrawing at the post-secondary institution.
- The final grade issued by the institution will be reported as the final grade on the Woodhaven transcript if high school credit is elected.
- Woodhaven-Brownstown School District to has student's permission to discuss my course progress at the higher education post-secondary institution.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Counselor Signature _____ Date _____

Principal Signature _____ Date _____

Initial once copied and sent to Finance Director _____