

August 13, 2020

Dear Student and Parent/Guardian:

You are receiving this letter and other information because you are scheduled into a course where they could earn dual enrollment credit through Northshore Technical Community College (NTCC). As one of the career technical courses offered at Lakeshore High School, students who are successful in the course can earn a statewide industry-based certification. This certification is a great stepping stone into other Career and Technical Education courses.

This course is taught on the Lakeshore High School campus through a partnership with NTCC. As such, students in this course have the opportunity to be dually enrolled through NTCC. Tuition for dual enrollment is paid through state funds, so there is no cost for the student. Students may take these courses without being dually enrolled at NTCC.

Enclosed, you will find three documents:

- The dual enrollment application. Please fill out the top portion—Student Information—and then sign on the Student and the Parent signature lines at the bottom left.
- The Tops Tech Dual Enrollment form. Please read the information and then print and sign in the appropriate spaces in the middle section.
- The Special Release of Student Information Consent Form. Please read and then complete the information at the bottom of the page.

All three documents must be completed and returned to Lakeshore High School no later than September 1st, in order for the student to be dually enrolled through Northshore Technical Community College. Any student who does not submit the DE application and corresponding paperwork by September 1st will be allowed to take the course but not earn dual enrollment credit.

If you have questions about dual enrollment, please contact me via email at Jennifer.frederick@stpsb.org any time. You can reach me by phone during the week 985-624-5046.

Kindly,

Jennifer Frederick
Lakeshore High School
School-to-Work Coordinator

Dual Enrollment Registration

Please return the signed documents to the school in one of the following ways:

1. Place the signed documents in an envelope addressed to Jennifer Frederick and drop off the signed paperwork and any required tuition/fees to the school during school hours. School hours are 7:00 AM – 2:30 PM. Leave the envelope in the drop box outside the front office.
2. Sign the documents and then scan and email them to Jennifer.frederick@stpsb.org. Any required fees/tuition must be placed in an envelope addressed to Jennifer Frederick and brought to the school. Leave the envelope in the drop box outside the front office. Checks MUST be made payable to LHS.

All documents and any required tuition/fees must be received by the school no later than

Tuesday, September 1, 2020.



TOPS Tech Dual Enrollment

Dear Parent or Guardian,

In the 2018 legislative session, the Louisiana Legislature passed a budget that increased the amount of Supplemental Course Allocation (SCA) funds for each school district. As a result, the St. Tammany Parish Public School System will pay tuition costs for specific academic courses that are either dually enrolled with a St. Tammany Partner College or University or taught via a Community Partner for high school credit only.

In order to qualify for funding for a TOPS Tech aligned Career/Technical Education (CTE) dual enrollment course, a student must meet all the course eligibility guidelines established by the St. Tammany Partner College or University.

St. Tammany Parish Public Schools will fund one course per student. Course offerings vary by high school. The following courses are available for tuition funding contingent upon student eligibility and availability at the student's high school.

Emergency Medical Responder, Emergency Medical Technician, Automotive Technology, Certified Nurse Assistant, Certified Clinical Medical Assistant, Carpentry, Drafting, Drone Engineering, Electrical, Fundamentals of HTML, CSS and Javascript (high school credit only), ProStart, Welding

If a student enrolls in a course and drops the course after the tuition is paid, the student will be obligated to reimburse St. Tammany Parish Public Schools for the full tuition expense. Please consult your school about tuition costs.

If your child is eligible to enroll in a dual enrollment course, please complete the following.

I agree to reimburse St. Tammany Parish Public Schools the cost of tuition if my child drops a dual enrollment course after tuition has been paid.

Print Student Name _____

Print Parent Name _____

Student Signature _____

Parent Signature _____

Course Choices- Please rank your course choices. Course placement is contingent upon the number of courses offered and the number of seats per course available at the student's high school. Some courses are offered as night courses only.

1. _____

2. _____

3. _____



SPECIAL RELEASE OF STUDENT INFORMATION CONSENT FORM

The collection and maintenance of a student's personally identifiable information requires special care to ensure the privacy rights of students and compliance with legal requirements governing these records, including the Family Educational Rights and Privacy Act (FERPA) and LRS 17:3914. The St. Tammany Parish School Board will maintain student records and personally identifiable information as confidential and will use reasonable commercially available steps to maintain as such. St. Tammany Parish School Board will follow all local, state and federal data security laws and policies and only share the data that is required for the purpose stated.

Your student has elected to participate in a dually enrolled college course through Northshore Technical Community College. One of the requirements for this class is that student information will be used and/or released as part of their participation. Since this is a requirement for this class, if you elect not to have your child's information used or released, then your child's schedule will be changed to remove this class. The following information about your student will be used and/or released:

- Student's full name, mailing address, city, state, ZIP, home phone, cell phone, email
- Student gender, date of birth, Social Security number, ethnicity/race (optional)
- Student high school, grade level, GPA, state assigned student ID number, ACT/PLAN score
- IEP/IAP/ADA Accommodations (if applicable)

The information will be shared with the following entities:

- Northshore Technical Community College
- Louisiana Board of Regents
- Louisiana Community and Technical College System
- Louisiana Office of Student Financial Assistance

I HEREBY CONSENT to the release and use by St. Tammany Parish School Board of my child's personally identifiable information to any person or entity providing services to St. Tammany Parish School Board for this class and who requires my child's personally identifiable information in order to perform those services.

Signature of Parent/Legal Guardian

Child's Full Name

Printed Name of Parent/Legal Guardian

Date

School Name

Student Information: First Name: _____ Last Name: _____

Date of Birth: ____/____/____ SSN: LA ____/____/____ Phone Number : _____

LA Secure ID: _____ High School: Last Name High School Class (circle one): 9 10 11 12

Mailing Address: _____ City: _____ State: _____ Zip: _____ Gender: _____ Race: _____

Course Enrollment (to be completed by high school instructor/counselor):

Indicate Term: Fall / Spring / All Year	High School Course:	NTCC Course:	Instructor:

Parent and Student Consent Certification:

- I certify that all information provided on this application is correct.
- If my child is approved for participation in dual enrollment courses, he/she will comply with all the requirements.
- I understand that I am responsible for additional costs not covered by state, district, or school.
- I understand that high school and college grades earned in dual enrollment courses will be on my child's permanent high school and college records.
- I do hereby authorize the college and high school the right to share relative student information as described in Louisiana Act 837, R.S. 17:3913 and 3996(B)(34) with the Louisiana Board of Regents, Louisiana Community & Technical College System, institutional accrediting bodies, Louisiana Office of Student Financial Assistance, and, if applicable, all programmatic, registry and licensure accrediting bodies.
- I understand that the grades my child earns on college courses in which he/she enrolls through the dual enrollment programs will be used by other programs, including TOPS, to determine his/her continuing eligibility for those program.

Student Signature

Date

Parent/Guardian Signature

Date

Principal or Designee's Certification

I certify that the student completing this application has permission to participate in the dual enrollment programs, funding source eligibility, and that the information provided for this student by the high school is correct.

Principle or Designee's Signature

Date

Funding Source(s) – Check all that apply:		
<input type="checkbox"/> TTES	Exam (circle): ACT Pre-ACT	English: _____ Math: _____
<input type="checkbox"/> Bill to School	<input type="checkbox"/> Bill to Student/Parent	

