



ADMINISTRATION

Janet Schell, Principal
Laura Farwell, Operations Coordinator
Amy Greenspan, Guidance Counselor
Matt Santala, Educational Technology Coordinator
Lisa Sullivan, Homeschool Coordinator

2017-2018 Dual Enrollment Check List

- Parents decide if a student is ready for dual enrollment courses
- Parents Email Guidance Counselor to receive the required paperwork
(allow 24-48 hours to receive paperwork)
Mark.Suckley@oxfordschools.org - all PT OVA students
Amy.Greenspan@oxfordschools.org - All FT OVA students
- If first time dual enrollment student, you will need to contact the college you are wanting to attend to determine next steps. This could mean the following-
 - Placement Test
 - Meeting Admissions/Academic Counselor
 - Choose possible courses
- Student needs to completely fill out the college dual enrollment application provided by OVA
 - Fill in possible courses
 - Student and parent signature
 - Send in or hand in to the college along with Principal's Letter provided by OVA
- Student needs to Register for courses with OVA and the college
 - Dual enrollment courses with college
 - All OVA courses in Registration Gateway or google form
 - Virtual courses
 - Partnership courses
 - Dual – college name (Select one for each course)
- These Items MUST be Returned to OVA or your classes will not be paid for.**
 - College/university **proof of registration or schedule** – need to include name of course, credit amount, college name, name of student
 - Signed **Dual Enrollment Agreement** (OVA provided this to you)
 - Permission to Release Educational Record Information** (OVA provided this to you)
 - Copy of **report card/transcript**, upon completion of semester

Send all of the above items to Jacqueline.guye@oxfordschools.org

The ABOVE CHEKLIST has to be completed EACH SEMESTER a student plans to take DE courses.