



Board of Trustees

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Superintendent

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August 22, 2011

Dear Parents:

This letter is to inform you that your student has the option of participating in the 2011-12 Dual Enrollment Program. The Dual Enrollment program is a partnership between the Shasta Union High School District and Shasta College. This program allows your student to earn both college credit and high school credit while taking a course on our high school campus. Below is information as well as an explanation of what you need to do to allow your student to receive college credit.

APPLICATION AND REGISTRATION

Every student participating in the Dual Enrollment program will be required to fill out a Shasta College application (if they have not done so previously through another class or summer camp) and registration form. Part of this requirement is that each student must include their social security number on the application. We will be completing the Shasta College application during class, so it is imperative that each student know or have access to their social security number for the process, because they will need to enter it on a secure website to complete the application. The numbers will not be looked at by any Shasta Union High School District teacher or staff, and it is necessary because all colleges and universities use social security numbers to track students.

GRADES

When the class is complete, final grades will be submitted to Shasta College. Currently, only letter grades of A, B, or C will be submitted. These grades will become a part of your student's permanent official college record. Letter grades of D or F will not be submitted to Shasta College even if your student has completed an application and registration form. All letter grades will count toward the high school course.

COURSE INFORMATION

Your student will be eligible to complete the following courses/units (depending upon which course/courses they are currently enrolled:

<u>High School Course</u>	<u>High School Unit Value</u>	<u>Shasta College Course(s)</u>	<u>Shasta College Unit Value</u>
Computer Applications	10	CIS 1	3
Web Design using Dreamweaver	5	CIS 83	2
Digital Multimedia	5	CIS 75 and CIS 73	1 each

If you have any questions, please do not hesitate to call or email. Please review and sign the Shasta College Dual Enrollment Registration and Approval form that accompanies this letter.

Thank you,

Dennis Cahill
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