



High School Dual Enrollment Program

Home Education Form Guide

Form Title	Description/ Purpose	Submission Frequency
Home Education Articulation Agreement	Outlines the TCC Dual Enrollment Program policies and procedures. An agreement between TCC, the Home Education Official (parent) and student.	Annually (school year)
Campus Bookstore Agreement	Outlines the policies and procedures for home school students in regard to obtaining and returning textbooks from the TCC Campus Bookstore.	Annually (school year)
Permission to Access Home Education Records	Grants TCC Admissions staff (specifically the DE Coordinator) permission to access student home education records if needed.	One-time (upon program entry)
Permission to Release Educational Records	Allows student to grant access to educational records to parents/guardians. Must be completed in the presence of an Admissions and Records staff member. Students may rescind access at any time by submitting a new form.	One-time (upon program entry)
Verification of County Home Education Registration	Confirms official registration in the county Home Education Program. Must be signed by a school district official.	One-time (upon program entry)

Form Title	Description/ Purpose	Submission Frequency
Permission to Register	Lists the courses that the Home Education Official has approved the student to register for.	Each semester by the deadline listed on the DE website.
Course Adjustment Form	Submitted any time a change to the student schedule is made (if prior to the drop/add deadline). Indicates approval of changes by the Home Education Official.	As needed. Must be submitted by the deadline listed on TCC's Academic Calendar.
Course Withdrawal Form	Submitted when a student is requesting to be removed from class and the drop date has passed. A course withdrawal does show as an attempt on the student transcript.	As needed. Must be submitted by the deadline listed on TCC's Academic Calendar.

All forms listed above can be found on the Dual Enrollment Program website: <https://www.tcc.fl.edu/academics/dual-enrollment-program/>

Completed forms may be submitted, Dual Enrollment, via email (Dualenrollment@tcc.fl.edu) or fax (850-201-8474). Please include a cover sheet, as all faxes are sent to our main Admissions line. You may also submit these forms at the front desk in the Office of Admissions and Records, which is located on the second floor of TCC's Student Union.