Guidelines to Completing “Dual Enrollment Intent to Enroll Form” Online
(For Students)

1. Click Dual Enrollment Intent to Enroll Form Online to create the “Intent to Enroll in Dual Enrollment” form.

2. Log in using your LCPS school student id and password:

3. Your Student Information will display:
4. **Verify** that your DE course(s) that you have signed up for next year and **enter** your NOVA Id. Click **Finish** button.
5. **Check** the box that you have reviewed the information on this form. **Click Submit** button.

![Image of Intent to Pursue Dual Enrollment Course(s) for School Year 2020]

- Student Name: Smith, Kate M
- NOVA ID: 1134567
- DOB: 5/5/2003
- Grade in 2019-20: 12
- Counselor: John Roberts
- Student ID: 1111111
- High School: Briar Woods HS
- NOVA Course(s) prefix and number: ENG 111112
- College Credits: 6
- High School Course: English 12 DE
- HS Credits: 1.00

Please check the box below indicating that you have read the above information and agree to abide by all the terms therein.

☐ I, Kate Smith, have reviewed the above information and certify this form with my signature.

6. **Your parent** will receive an email with a link to **certify** by entering parent’s full name and checking the agreement box.