



iHigh Dual Enrollment Information for 2011-2012

In order to participate in the iHigh Dual Enrollment Program, each school site must have a designated Counselor (who is the contact person for scheduling the online classes), as well as at least one designated Mentor (usually a teacher) who is responsible for monitoring student progress, arranging local tutoring, proctoring exams, and maintaining communications with the online instructor.

Changes for 2011-2012:

- Counselors no longer directly schedule their students into the iHigh track. Instead, counselors email the scheduling information to Dual Enrollment Coordinator Maureen Cottrell (mcottrell@sandi.net) by the designated deadlines:
 - Student name (first/last)
 - Student ID #
 - Course number(s)
 - Semester version is assumed unless quarter version is specified
 - Core version is assumed unless AP version is specified
 - ADV courses are not available
- Counselors still use the iHigh Lab code (1855) for attendance.
- School sites provide their own textbooks, headphones, graphing calculators, etc., unless written request for materials is emailed to iHigh.
- School sites will manage their own AP exams, even if the AP course is taken through iHigh.
- **DROP DEADLINE:** Students will not be allowed drop an online course after 4 weeks for quarter classes or 6 weeks for semester classes.

School Site _____

Designated Counselor who will provide iHigh with scheduling information

Name: _____

Phone: _____ Email: _____

Employee ID (for permissions): _____

Designated Mentor to contact for Program Coordination at Your Site (if not counselor above):

Name: _____

Phone: _____ Email: _____

Employee ID (for permissions): _____

Please return this form via email or fax to: Maureen Cottrell, mcottrell@sandi.net
Fax (619) 209-4566

