



Hello, Parents/Guardians,

I hope this letter finds you well. As your child progresses through the 8th grade, it's a pivotal time to start considering the various educational pathways available for their high school years and beyond. We are excited to introduce you to the remarkable opportunities offered through Ivy Tech Community College in the form of dual credit possibilities!

We feel that it's important to provide you with a comprehensive understanding of the process, starting with the crucial first step: completion of the **DualEnroll Application**.

The process of receiving dual credit involves several steps, and submitting the application is the initial milestone. Included below is a breakdown of the process:

1. **Application Completion:** The first step entails completing the dual credit application. This application is available online through the website: <https://ivytech.dualenroll.com/>
2. **Meet Eligibility Criteria:** To qualify for dual credit courses, students generally need to meet certain eligibility criteria, including minimum GPA requirements or the completion of placement assessments. This assesses students on their readiness for college-level coursework.
3. **Registration:** Students are required to initiate the registration for their dual credit courses through their completed DualEnroll account. Both the student and parent are notified if the registration is completed or denied.
4. **Submission Deadlines:** It's crucial to adhere to submission deadlines. Late applications, lack of completion of eligibility requirements, or not completing registration of each dual credit course may hinder the students ability to receive dual credit.

We understand that navigating the dual credit process may seem daunting, but Ivy Tech Community College is committed to assisting you and your child every step of the way!

The Ivy Tech - Madison K-14 team will be assisting your child on March 8, 2024, during the school day, to complete the DualEnroll Application. We feel that providing access to these opportunities is an important part of supporting your child in their pursuit of their future!

Thank you for your support and involvement in this process!

If you have any questions about the application process, please feel free to contact your child's school counselor or Ivy Tech's K-14 team at 812.265.2580.

Thank you,

A handwritten signature in cursive script that reads 'Brittany Dyer'.

Brittany Dyer

Assistant Director of K-14 Initiatives

Ivy Tech Community College - Madison

Dual Credit Frequently Asked Questions

Q.	What is dual credit?
A.	Dual Credit is when a high school student takes Ivy Tech classes at their high school (for free!) and the course allows students to fulfill high school graduation requirements and provides college credits.
Q.	How many times will my child need to complete the application?
A.	Just once!
Q.	What is the cost of the DualEnroll Application?
A.	The application is completely free for your child. There is no risk in completing the application.
Q.	If my child completes the application, does that mean they MUST enroll in dual credit courses?
A.	Of course not. Completing the application will not impact the student if they choose to not enroll in dual credit courses.
Q.	What does my child need in order to complete the application?
A.	<ul style="list-style-type: none">● Student's legal name, gender, birth date, mailing address, school email address, and phone number● Student's citizenship status and social security number● Parent's name, mailing address, email address, and phone number
Q.	Why does Ivy Tech Community College need your student's social security number?
A.	Ivy Tech utilizes a student's social security number to create an account specifically for your child, aiding in the management of identity records. Once your child begins receiving dual credit, they are officially receiving college credit. This means that your child is a college student. Your child's social security number will be kept as confidential record.

Q.	What does dual credit do for my child?
A.	<p>Dual Credit courses offer a substantial amount of benefits, including;</p> <ul style="list-style-type: none"> ● Offering students a head start on the college experience ● A cost savings for the parent and student ● Prepares students for post-secondary courses after high school

Q.	Interested in completing the application at home with your child?
A.	<p>Follow along with the video below that will walk your family through the application in its entirety.</p> <p style="text-align: center;">https://youtu.be/5D_H4YT5AeE?feature=shared</p>

Q.	Do you still have questions?
A.	<p>Check out our website!</p> <p style="text-align: center;">https://www.ivytech.edu/locations/madison/partnerships-special-programs/programs-for-high-schoolers/</p>



Please complete and return with your child on March 8th, to assist in the completion of their DualEnroll Application.

Students: Please provide this to an Ivy Tech or High School representative to properly dispose of the document.

Student Name:	Parent/Guardian Name(s):
Student Phone:	Parent/Guardian Phone:
Student Email:	Parent/Guardian Email:
Student Social Security Number:	