

June, 2017

Dear Parent or Guardian:

Your student has the opportunity to enroll in one or more dual enrollment (DE) classes during the 2017-18 school year at John Handley High School. This provides the option to earn college credit through Lord Fairfax Community College (LFCC) at significant savings. In order to take advantage of this opportunity, your student will need to complete the following steps:

1. Complete an LFCC application which will generate a 7 digit student number or EMPLID#. This number is needed to take the placement test and enroll. If you have a first time DE student the application can be found at apply.vccs.edu. **It is not necessary to reapply if you have done so for previous DE classes.**
2. Students must meet the admission criteria set by LFCC indicated on the included handout. Most students will need at least the English placement test or corresponding SAT score; and some will need the math placement test. Some students have already tested this spring. There will be two opportunities to take this test after school at Handley in August. If after school is not convenient, students may take the test this summer at the LFCC testing center at the Middletown Campus. Go to www.lfcc.edu/testingcenter for hours of operation. You must have a picture i.d. and allow 3 hours before closing to allow enough time to complete the test.
3. A registration form for fall semester DE classes will be provided to your student in each DE class the first few days of school in August. Registration will take place at JHHS on August 23 at 7:30 am in the cafeteria. Second Semester registration will take place in January for courses held only in the second semester. At this time, your student must bring all of the required documents, which may include:
 - +LFCC unofficial transcript if the student previously enrolled in DE classes
 - +SOL verification form if needed, guidance will provide this the morning of registration.
 - +copies of placement tests and/or SAT scores.
 - +payment in the form of cash or check made out to JHHS will be required at registration.

Please see the included handout for what is required for specific courses. Mrs. Dobry, JHHS Career Coach, can assist in getting these documents, except SAT scores. She will be out of the office in June and July, but will check her email over summer break if you have questions. She can be reached at dobryn@wps.k12.va.us.

Please note, failure to complete all needed paperwork and requirements will prevent your student from receiving college credit. If you have questions about this great opportunity, please contact me at zimmerman@wps.k12.va.us

Sincerely,

Amy Zimmerman
Director of Guidance

encl: admission criteria