

Dual Enrollment Prep Checklist

Everything to prepare before contacting the community college admissions office — bring this checklist to your appointment.

TRANSCRIPT DOCUMENTS TO PREPARE

- **Homeschool transcript with school name, address, phone, and email in header**
Must have a school name — the college system cannot process without one
- **Student's full legal name and date of birth on transcript**
Must exactly match government-issued ID
- **All courses listed by grade year with credit value and letter grade**
Year-by-year format preferred; include grading scale table on the transcript
- **Cumulative GPA on 4.0 scale prominently displayed**
Most programs require minimum 2.0–2.5 GPA
- **Parent/administrator signature with title, phone, email, and date**
Certification language: "I certify this is a true and accurate record..."

PLACEMENT & TESTING

- **SAT or ACT scores (if available)**
Many colleges waive Accuplacer for ACT 21+ or SAT 1070+
- **Accuplacer or Wonderlic placement test (if SAT/ACT not sufficient)**
Call ahead: ask whether qualifying SAT/ACT scores waive the placement test
- **AP exam scores (if applicable)**
Strong AP scores corroborate academic readiness

SUPPORTING DOCUMENTS

- **Course descriptions for relevant prerequisite subjects**
If enrolling in English Comp, bring your English course description
- **Proof of age (birth certificate or driver's license)**
Minimum age varies: most programs require 14–16+
- **State homeschool compliance documentation**
TX: nothing required. FL: Notice of Intent copy. PA: Chapter 11 affidavit. OH: superintendent notification. Varies by state.
- **School profile page (optional but useful)**
Explains your grading philosophy and curriculum approach

ITEMS TO ASK ABOUT WHEN YOU CALL

■ "Do you require the transcript to be notarized?"

About 10–15% of programs have this internal policy

■ "What placement test do you use, and can SAT/ACT scores substitute?"

Saves your student an extra test day

■ "What proof of homeschool compliance do you need?"

Varies significantly by state and by college

■ "Is there a minimum GPA requirement?"

Standard: 2.0; honors/STEM programs: 2.5–3.0

■ "Is there a minimum age or grade level for enrollment?"

Get the answer in writing — call back if you get conflicting information

AFTER SUBMISSION

■ Follow up if no response within 2 weeks

Processing times: 1–3 weeks is normal

■ If denied, ask in writing: what specifically is needed to be approved?

Usually a missing document or a placement score is the only barrier

■ Request official grade records after each course completion

Store them permanently — you will need them for 4-year college applications

Full guide at homeschooltranscripthub.com/dual-enrollment/ · Free transcript template available for download