DUAL ENROLLMENT IMPLEMENTATION TEMPLATE

School Name:	School Year:
College Partners:	

Key Team

Role	Name	Primary Responsibilities
Principal/Admin		
Counselor/DE Coordinator		
College Representative		
Teachers		

Program Goals

What do we want students to gain from dual enrollment?

- ☐ College credits
- ☐ College readiness skills
- ☐ Career exploration
- ☐ Cost savings for families
- ☐ Increased college enrollment
- ☐ Increased postsecondary completion
- ☐ Other: _____

Target Cohorts

- ☐ Seniors
- ☐ Juniors
- ☐ Sophomores
- ☐ First-generation
- ☐ High-achieving
- ☐ Career pathways

Communication & Recruitment

- ☐ Advisory & class info sessions
- ☐ Parent nights & workshops
- ☐ Messaging and website

Implementation Schedule & Deadlines

Phase/Window	Action Steps	Lead Person
Fall (Aug–Oct)	Recruitment, application and testing deadlines, class launch	
Winter (Nov–Jan)	Midterm grade audit, spring registration, interventions	
Spring (Feb–May)	Final review, pathway expansion, student story collection	

Key Deadlines

Fall		
Application:	Enrollment:	Class Start:
Spring		
Application:	Enrollment:	Class Start:

Progress Monitoring & Interventions

☐ Weekly ☐ Bi-weekly ☐ Monthly

Student Information to Monitor

☐ Student name
☐ Course
☐ Midterm grade
☐ Final grade
☐ Interventions

☐ Grade monitoring meetings
☐ Tutoring referrals
☐ Academic success plans
☐ Parent communication
☐ Counselor check-in

Success Highlights

Student Testimonial Collection Plan	
Who will collect stories?	
When will stories be collected?	
Where will stories be shared?	

Channels: Website / Social Media / Parent Nights

Existing Practices We Can Adapt

Practice	Implementation Strategy
College-Going Culture	
Academic Advising	
Student Success Coaching	
Parent Engagement	
Cohort Support Model	
Progress Monitoring	

Action Plan

Long-Term Goals	
☐ Expand course offerings	☐ Develop college pathways
☐ Increase student participation	☐ Create associate degree opportunities

Top 3 Priorities

1. _____
2. _____
3. _____