

**Manara Leadership Academy Dual Credit Instructions For Summer 2020 and Fall 2021  
(New Enrollees)**

- 1) Must receive permission/recommendation from Principal, Counselor, and Teachers**
- 2) Must be a current 9th, 10th, or 11th grade student in good academic standing who has demonstrated the capability and work ethic to successfully complete college-level work, including receiving a “B” average or better in all core subjects.**
- 3) Complete Online Application**
- 4) Print and Fill Out Forms**
  - a) Medical Form**
  - b) Enrollment Form**
  - c) FERPA Form**
- 5) Take and Pass TSI (If you have never taken the TSI, you may be exempt from taking the test prior to signing up for classes if you meet the GPA requirements (“B” average or better in all core courses) and receive principal, teacher, counselor recommendation). This exemption is in response to Covid-19 and only applies to summer and fall 2020-21 for students who have never taken the TSI before. If you have already taken the TSI and not passed, you must pass the appropriate TSI subject test before signing up for classes.**
  - a) Make appt with Mr. Freedenberg to take virtual TSI- Limited Test Quantities Apply-while there is no limit to the number of times you can take the TSI, Manara may limit the number of times a student can take the TSI at school to ensure that all eligible students have a chance to take the test.**
  - b) Or take TSI at North Lake Testing Center**
- 6) Request Transcript From Ms. Mehiar/Mr. Freedenberg**
- 7) Provide copy of Meningitis vaccination from within 5 years or Conscientious Objector Form or 100% distance learning form (If possible- North Lake will allow leeway to return forms due to Covid-19).**
- 8) Return All Forms via email to Mr. Freedenberg by April 30<sup>th</sup>**
- 9) Request virtual meeting with Mr. Freedenberg to review/finalize course selections**

**(Returning Enrollees)**

- 1) Print and Fill Out Enrollment, Medical, and FERPA Forms**
- 2) Request Transcript from Ms. Mehiar/Mr. Freedenberg**
- 3) Provide updated Meningitis form (if applicable)**
- 4) Return all forms via e-mail to Mr. Freedenberg by April 30<sup>th</sup>**
- 5) Request virtual meeting with Mr. Freedenberg to review/finalize course selections**