



Dual Credit Home School Student Check List

1. Apply Texas www.applytexas.org

- ApplyTexas takes about **4-5 business days** to process after submitting.
- [Apply Texas Step by Step Guide](#)

2. Official High School Transcript **must be notarized** for homeschool students.

- Email transcript to pac-hsprograms@alamo.edu

3. Login into ACES ([CLICK HERE for ACES Link](#)) and begin with Alamo ENROLL under START HERE tab.

- For assistants with your ACES and Banner ID login – Contact the Home School Liaison
- If you have been locked out of ACES – contact PAC IT Support at 210-486-3777 (select option 1)
- Complete the Test Prep module **prior** to taking the TSI Assessment

4. Test Scores – Take the TSI exam OR request your official SAT/ACT scores (directly from College Board) be sent to Palo Alto College.

PAC Testing (<https://www.alamo.edu/pac/admissions-aid/testing-center/>)

- TSI Assessment - Student must have completed the Test Prep module in AlamoENROLL **prior** to testing. Schedule an Appointment with PAC Testing Center through their website.

5. Palo Alto College Forms

- FERPA – this is needed to give out any general information regarding student account. (**See #8)
- Home School Parent Invoice Registration Form – This form must be filled out and submitted prior to Dual Credit Liaison registering student for course(s): [Parent/Guardian Invoice Registration Form](#)
- Provide proof of residency if requested to correct your student record -[Dual Credit / Early College High School Residency Questions](#)
- FAQ – Questions – [Dual Credit Homeschool Online Payment Guide-FAQs.pdf](#)



6. Bacterial Meningitis: Upload to ACES under “Student Records” ([CLICK HERE for ACES Link](#)) (See #9)**

- Bacterial Meningitis Vaccination Record (ONLY if taking a course on PAC Campus); MCV4 and MPSV4 are the **only** vaccines currently accepted.
- Bacterial Meningitis Online Waiver (ONLY if taking an online course)

7. Email PAC High School Programs Office to let them know you have completed the steps and have TSI tested or submitted your official SAT/ACT scores

- Email to pac-hsprogramms@alamo.edu

8. **What is FERPA and who is an eligible student?

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children’s education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. **When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student (“eligible student”). An “eligible student” means a student who has reached the age of 18 or who is attending a postsecondary institution at any age. Once a student becomes an “eligible student,” the rights afforded his or her parents under FERPA transfer to that student.**

- Online form- [Consent to Release FERPA](#): Under Forms, select Consent to Release FERPA link, Student will login with ACES, select Consent to Release FERPA on the drop down menu under forms (if it isn’t already selected), fill in the form, upload ID identification of BOTH student and parent, sign, save and submit.

9.* Instructions on how to upload Bacterial Meningitis Vaccine:**

- Log in to ACES. Go to the Student tab.
- Under the Student Tab, select Student Records, then click on Bacterial Meningitis. Select the correct option that fits your situation and complete the process as directed. Be sure to hit the “Submit” button after making your selection.