



# STEPS TO TAKING DUAL ENROLLMENT AT COLLEGE OF THE FLORIDA KEYS

Students with a  
GPA of 3.0 or  
higher are  
eligible for FREE  
DE Classes.  
Here's how!



**1** MEET WITH THE COLLEGE  
AND CAREER COUNSELOR  
SPEAK TO MS. HADDAD AND SEE IF DE IS IN LINE WITH  
YOUR POST HIGH SCHOOL PLANS

**2** TAKE THE SAT, ACT OR  
PERT TEST  
IF YOU HAVE NOT YET TAKEN AN SAT OR ACT TEST  
DOWNLOAD THE PERT AUTHORIZATION FORM FROM  
THE CFK WEBSITE AND BRING TO YOUR COUNSELOR  
TO SIGN

**3** COMPLETE THE CFK  
DUAL ENROLLMENT  
ELIGIBILITY FORM  
BRING TO YOUR COUNSELOR TO BE SIGNED

**4** COMPLETE THE DUAL  
ENROLLMENT COURSE  
APPROVAL FORM  
BRING TO YOUR COUNSELOR TO BE SIGNED

**5** REPEAT STEP 4 EACH  
SEMESTER THAT YOU  
PLAN TO TAKE DE  
CLASSES