Sign in to your GAfutures Administrator account

Selecting High School Functions (HSF) allows the following options:

Application Dashboard to access the Single View

Resources for important information posted by GSFC

The **User Info & Messages** section is a form of communication by GSFC. Messages are provided to GAfutures users based the users account type, i.e. home study, high school, PSI and students, whether high school or college student.

FC Georgia Student Finance Commission	C Georgia Student Finance Commission		Wel FEBRUARY H Home					
GAfutures Explore. Plan. Succeed.	*	HOPE & State Aid Programs	€ Federal Aid & Scholarships	College Planning	Career Exploration	Resources	About Us	🔅 My GAfutures
Hidin Sc	hool Fund	tions U:	ser Info & Messages					
Dual Enrollme Application Date	nt shboard	Resource	es					
2 weeks age	o - System M	Maintenance	2 weeks ago					

Select Application Dashboard to view your Dashboard before accessing the Single View.

An application which has a status of Parent Participation Pending or Parent Participation Denied cannot be processed.

The top light blue selection is a filter option.

demic Year 😯	Term 😯		App Statu	0			,	Activity Begin 😧		Activity End 😧		Last Name Begins		Grade Le	vel 🚱
020-2021 🗸	Select		✓ Select				~	mm/dd/ccyy		mm/dd/ccyy		Select	~	Select	
h School/ Home	e Study or	College 😡													
elect											~	Submit		(Clear
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The Dashboard, below the darker blue, list your student application and statuses. Click on the **hyperlinked name** in the far left "last name column" to open the **Single View**.

Review the student's information for accuracy. The student may access their Dashboard to add a college(s).

An application should only be **deleted** if the student does not attend your HS. Select **Back to Dashboard** at any time while in the Single View.

Dual Enrollment

Academic year 🥑	Grade Level 🥑	Student's Email	by Student	by Parent	Albany Tech			
2021	12	sonyag@gsfc.org	05/26/2020	05/26/2020	Young Harris			
arent/Guardian's Email		Parent Ackno	wledgment Received 🕢					
ParentEmail@mail.com	Resend Parent Em	ail 🕢 Electronica	ally Received – Approved 🗸 🗸					
e Parent/Guardian's Email field	lis							
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Term Summer Fall	Select		ubmit Term Summer Fall		Student DE Eligibility	Туре 🖸		
Term Summer Fall Spring	Select		ubmit Term Summer Fall Spring		Student DE Eligibility	Туре 🖸		
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tudent Status (to be comp Term Summer Fall Spring	Select Select Select		ubmit Term Summer Fell Spring	20/0 8	Student DE Eligibility	Type O		
Student Status (to be comp Term Summer Fall Spring 10 th G	Select Select Select rade (19-20 DE student as 9 th Gr	ale) ader) Grader •	ubmit Term Summer Fell Spring SB2 as of Spring	2020 •	Student DE Eligibility Test Scor	Type O re Eligibility O Meet Test Scores		

Begin with the **Student Status** section and select the grade level dropdown next to the term which you want to add courses for, i.e. Fall term 2020. Select **Submit** after entering the grade level.

The **Student DE Eligibility Type** section to the right, will update based on your grade level selection and will indicate the **PSI and course types** the student is eligible to participate in Dual Enrollment.

ed by HS)			20	
Grade Lev	el 🛛	Submit	Term	Student DE Eligibility Type 🕑
elect	*		Summer	
			Fall	10th Grade w/ Test Scores: Any PSI, Any Course
Oth	~		Spring	
elect	~			
• O th Grades) Grades Ø	CD2 as of Opring 2020 Ø		and the second design of the	Test Score Eligibility 🕢
: 9 th Grader) Grader 🕢	SB2 as of Spring 2020 @	ACT SAT		Test Score Eligibility 🕑 Meet Test Scores

Example:

For a 10th grader to enroll at any participating TCSG, USG or private PSI, and take Core or CTAE courses, the student must have qualifying test scores in *GSFC's system. The **Test Score Eligibility** section will indicate test scores on file and confirm eligibility status.

*See 1 pager, how to submit test scores

To begin adding courses, select **Add Course** in the bottom left hand corner, then select the PSI and term for processing. Only the term for which you selected a grade level in the Student Status section will display. Or, based on the student eligibility type the PSI cannot be selected.

Dual Enrollment

HSF Single View – Adding Courses

		Dual Enrol	Iment Cour	se Selection	ı		Х
elect PSI for Dual Enr	rollment					Please Term for Dual Enrolime	nt
Select Institution		L3			~	Select Term	~
Wesleyan Young Harris		Funding Cap:	30 45		Funding Cap:	63 95.	elect Cancel
unding Cap:	30 45						
unding Cap: /ailable Hours:	30 45 30 45	Available Hours:	30 45		Available Hour	s: 63 95	

Upon selecting the term and clicking select, you may begin adding courses. Click on the **magnifying glass** on the far left to open the Course Directory.

Deal Constitution					
Duai Enfoilment Hour	s S Q Most Recent Paid Involce	Duai Enrollment Hours S Q Most I	Recent Paid Invoice HUPE Grant Hours	S Q MOST Rece	ent Paid Invoice
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tudent Course Data	1			1	
Duel High School	Select				
Course Number @	23.02600 An Introduction to Women's Lit	erature HUM 260 WOMEN'S WORLD LITERATUR	RE 3	and a state of the	Course? Submit
Seath C	23.03400 Advanced Composition ENG	101 ENGLISH COMPOSITION: ESSAYS 3			
	23.03400 Advanced Composition ENG	102 Workshop in Research Writing 3			
	23.03400 Advanced Composition ENG	111 ANALYZING LITERATURE 3			
	23.04200 Oral/Written Communication (Speech) COM 202 PUBLIC SPEAKING 3			

Enter, the high school/PSI course number or high school/PSI course title or subject area to narrow down the course options. Highlight the course and click **select**.

Next, you must confirm approval by selecting *Yes* from the drop down under the **Approval** column then select the **S** to **Submit** on the far right.

dent Cours	Available Hours: 30 45						Available Hours: 30 45					Available Hours: 63 95							
	rse Dat	a Add C	ourse			DEI	Hours Available 🔞	: S :30	Q: 45			Grant Hours	Availabl	e 🕜 S:6	3		-		
Dual High S	ual High School High School		High School	PSI							Ar	Approval			Pay	with 🕐			
ourse Numi arch 😧	Course Imber 🕐	High School Course Title ?	High School Most Recent Course PSI Course Credit ourse Title O Activity Number Title O Hours O Campus Type Date/NameO O		7	HS 🕐	PS	0	PSI Reject Reason 😨	DE	HOPE Grant	PSI Most Recent Activity Date/Name	Active Course?	Submi					
					Term	Fall 2020	PSI: Wesleyan Coli	ege	Major for H	OPE Gareer Gri	ant: Biology I	(Grades 9-12)							
Q 26.0	5.01200	Biology I (Grades 9-12)	05/26/2020 homestudytest				Select 😽	.)	25	Select	~	Select 🗸	s •	s ·			s		
					@ Du	al Enroll	ment Term Totals	: Fall :	020 Cred	it Hours: 0	DE Fun	ded Hours 0							

Select Add Course until all courses have been entered and approved for the term.

The status of the application is now updated to **PSI Decision Pending**. Once the PSI completes the college level fields (College equivalent course number, Campus, Pay With) and approves all course(s), the application status will update to **Complete Application** (see 1 pager Understanding Statuses).

Note: The PSI will either approve or reject the course(s) entered. If a course(s) is rejected, as the home study administrator, you must review the PSI suggestion and approve (agreeing with the PSI's suggestion).

