Río Hondo College
Dual Enrollment & Concurrent Enrollment
Parent & Guardian Guide

Dear Parent or Guardian,

Your student has applied to take college courses at Río Hondo College through our Dual Enrollment or Concurrent Enrollment program — a great opportunity to earn college credit while still in school!

Your role is straightforward: you must complete one online form — the Dual Enrollment Parent Authorization Form — before your student can be enrolled. This is a one-time form valid for their entire enrollment at RHC through high school graduation. This guide explains exactly what to do.

About These Programs

Río Hondo College offers two pathways for high school and middle school students to take college courses: Dual Enrollment (CCAP) and Concurrent Enrollment. Both are excellent opportunities. Here are the key differences: Adult students (age 18 and older) who enroll through the Adult Dual Enrollment pathway follow the same process as Concurrent Enrollment and do not require a Parent Authorization Form.

	🏫 **Dual Enrollment (CCAP)**	🎓 **Concurrent Enrollment**
Who it's for	Students at EMUHSD, WUHSD, or ERUSD partner schools	Students at any high school, plus K–8th grade students
Where courses are held	At your student's high school campus — during school, after school, or in a restricted online section	At the RHC campus or in open online sections for all RHC students
Tuition	☑ **FREE**	☑ **FREE**
Textbooks	☑ **FREE for CCAP courses**	Student's responsibility
Parent Auth Form	☑ **Required once (same for all students)**	☑ **Required once (same for all students)**

ℹ️ **Which program is my student in?**
CCAP partner districts: El Monte Union High School District (EMUHSD), Whittier Union High School District (WUHSD), and El Rancho Unified School District (ERUSD). Not sure? Contact the RHC Dual Enrollment office.

What You Need to Do

📋 **Dual Enrollment Parent Authorization Form**

Required for ALL students — regardless of enrollment type

☑ **You complete this form directly on your own — it is not routed through your student.**

☑ **It is a ONE-TIME form, valid for your student's entire enrollment at RHC through high school graduation.**

☑ An Outreach & Dual Enrollment staff member will verify the form is on file before approving your student's petition each term.

☑ **You do NOT sign your student's petition itself. Your role is this one-time form only.**

Form link: **https://dynamicforms.ngwebsolutions.com/Submit/Start/31c6a5ae-982b-4d44-ad1f-1ed97f590494?SSO=N**

Returning Families

☑ Already done? If you completed this form for a previous term at RHC, your form is already on file. Nothing else is needed.

Step-by-Step: How to Complete the Form

Follow these steps to complete the Dual Enrollment Parent Authorization Form. This should take about 5–10 minutes.

Go to the Parent Authorization Form

Step 1

Open the form link provided by your student's school or RHC:
https://dynamicforms.ngwebsolutions.com/Submit/Start/31c6a5ae-982b-4d44-ad1f-1ed97f590494?SSO=N

You do not need to log in with an AccessRio account — this form is accessed directly via the link.

You can complete this form on any device: computer, phone, or tablet.

Complete the Form

Step 2

Enter your student's full legal name and RHC Student ID.

Enter your name (parent or guardian) and your relationship to the student.

Provide your contact information (email and phone).

Read through the authorization information. This form explains the program, your rights, and what your authorization covers.

Student Information

Student First Name: **Student Middle Name:**   **Student Last Name:**

Date of Birth: **Student ID(Optional):**

This field is required.

Student High School:

If you can't find your student's current high school or if they are attending junior high school, please select "Other."

Parent/Guardian Information

Parent/Guardian First Name: **Parent/Guardian Middle Name:**   **Parent/Guardian's Last Name:**

Parent/Guardian Email: **Parent/Guardian Phone:**

Sign and Submit the Form

Step 3

Scroll to the signature section.

Sign electronically by typing or drawing your signature as prompted.

Click Submit to send the form.

You will receive a confirmation on screen and a confirmation email.

Authorization ←

☐ I authorize my student to enroll at Río Hondo College   ☐ I DO NOT authorize my student to enroll at Río Hondo College

Parent Signature

Students are required through Title 5 § 56700 to submit one Parent/Guardian Consent Form allowing enrollment into any Río Hondo College course for the duration of their high school years. This form only needs to be submitted one time and is stored in the student's academic record. I hereby certify that I am the parent/guardian of the above-named student and the information provided on this form is accurate and complete to the best of my knowledge. I agree with the policies stated and I give consent for their participation in any Río Hondo College courses during the years my student is enrolled in high school or until consent is withdrawn. I authorize the college to release information requested by the high school and for the school district to share relevant educational records with Río Hondo College.

(click to sign)

Signature   Date   ←
This field is required.

🏠   My Forms / Portal   ✉   👤

Thank you! Your form has been submitted.

PDF is intended for printing a physical copy only. Please use the HTML version for accessibility purposes.

[📄 View Form Html]   [📄 View Form PDF]

You have no forms that need action right now

Other Forms you might be interested in.

| Forms I am Copied on | Forms Awaiting Other Signatures | My Forms History |

✅ **You're Done!**
That's it! Once your form is submitted, an Outreach & Dual Enrollment staff member will confirm it is on file. Your student will be notified when their petition is approved.

What Happens After You Submit the Form?

1	Your form is submitted and recorded.
2	Your student submits their enrollment petition for the term in Dynamic Forms, signs it electronically, and selects their school principal or designee.
3	The school principal or designated approver reviews the petition and signs it.
4	An Outreach & Dual Enrollment staff member verifies your Parent Authorization Form is on file and approves the petition.
5	For K–8 CREDIT course petitions, the petition then routes to the RHC Dean overseeing the course department for final authorization. For K–8 NON-CREDIT courses, Dean approval is not needed.
6	Once all steps are complete, your student is enrolled. You and your student will receive a final confirmation.

⚠️ **Act Promptly**
Your student cannot be enrolled until the Parent Authorization Form is on file. If your student has a deadline coming up, please complete the form as soon as possible.

Common Questions From Parents

Q: Do I need to sign anything every term?

A: No. The Dual Enrollment Parent Authorization Form is a one-time requirement. Once it is on file, it covers all future terms through your student's high school graduation. You do not need to sign the petition itself — your student and their school principal or designee sign the petition each term.

Q: I don't have an email address. How can I complete the form?

A: Your student can help you create your own email or they can use their own personal email (not their RHC school email) to help you access and complete the form. The authorization still represents your consent as the parent or guardian.

Q: My student is applying for the first time. What do I do first?

A: Complete the Parent Authorization Form as soon as possible so it is on file before your student submits their petition. Share the form link with your student so they can share it with you. Form link: [Add Parent Authorization Form URL here]

Q: Is Río Hondo College tuition free for my student?

A: Yes — tuition is free for all eligible K–12 students in both Dual Enrollment (CCAP) and Concurrent Enrollment programs. If your student is in CCAP courses, textbooks are also free. For concurrent enrollment, students are responsible for obtaining their own textbooks and materials/fees.

Q: What if I have concerns about the course my student wants to take?

A: Contact your student's school counselor or the RHC Dual Enrollment office before the petition is submitted. They can explain the course content and whether it is appropriate for your student.

Q: I completed the form but my student says the petition is still pending.

A: The petition may still be waiting on the school principal or designee's signature, or on staff to verify and approve. Ask your student to log into Dynamic Forms and check the petition status. If it has been more than a week, contact the RHC Outreach and Dual Enrollment office.

Q: What if I want to withdraw my authorization?

A: Resubmit the Parent Authorization Form and check off the "I do not authorize" option to update our records. Your student will not be able to enroll in future terms until authorization is re-established.

Q: My student is in middle school. Is the process different?

A: The Parent Authorization Form process is the same. One important note: middle school students are limited to one college course per term. Each term they must choose either a Middle School Scholars Program course or a concurrent enrollment course — not both. If your student is enrolling through concurrent enrollment (not the Scholars Program), they will also need to upload their school transcripts and a letter of recommendation from their school principal or administrator when submitting the petition.

Your Rights & Student Privacy

As a parent or guardian of a dual enrollment student, you have the following rights:

- You have the right to withdraw your authorization by contacting the RHC Dual Enrollment office.
- Your student's information is protected under FERPA (Family Educational Rights and Privacy Act). RHC will not share your student's academic records without proper authorization.

> **ℹ Privacy Questions**
> For questions about student records or privacy, contact the RHC Office of Admissions and Records.

We're Here to Help

RHC Outreach & Dual Enrollment Office

We are happy to assist you in English or Spanish.

📞 (562) 463-4693

✉ dualenrollment@riohondo.edu

🕐 Monday – Thursday: 8:00 AM – 7:00 PM
Friday: 8:00 AM – 4:30 PM

🌐 Parent Authorization Form:

https://dynamicforms.ngwebsolutions.com/Submit/Start/31c6a5ae-982b-4d44-ad1f-1ed97f590494?SSO=N

You can also speak directly with your student's school counselor for in-person assistance.