



## Application Steps

2022-2023

**Step 1 – Complete the Polk State College application at [www.polk.edu/admission-aid](http://www.polk.edu/admission-aid)  
(Students who have never applied to Polk State or taken dual enrollment courses)**

- Click "[Apply Now](#)" on the main page
- Complete application; (select "dual enrollment" as program type)
- If you have not taken the PERT, move to step 3

**Step 2 – If you have already applied to Polk State College; have a Polk State Student ID and have taken the PERT and passed do the following:**

- Obtain a copy of the PERT score report (students who have taken and passed the PERT)
- Go to step 4 to apply at Lakeland Collegiate High School

**Step 3 – To Take the PERT test in person or online applicants must:**

- Email [Gsimmons@polk.edu](mailto:Gsimmons@polk.edu), including your name and Polk State College ID#.
- Wait for an email from [PERT@polk.edu](mailto:PERT@polk.edu) with instructions needed to test.
- Please allow five business days from the date of the request for processing
- Take the PERT (Must pass 2/3 sections to be considered for collegiate)
- Please obtain a copy of PERT scores, scan them into a document, and upload them in the Polk State Lakeland Collegiate application online.

**Step 4 – Complete the Lakeland Collegiate Online Application at [www.polk.edu/LCHS](http://www.polk.edu/LCHS).  
(All Students)**

- Click "Apply Here" to start the application
- Save and finish later is an option – once you hit "submit," you cannot go back.
- All students need to upload a transcript or academic record (accessible through Parent Portal for PCSB students, self-provided by private/home school students)
- Upload scanned copy of PERT scores into the application – scores will be verified!

\*Not responsible for unintentional omissions or errors in this document

**\*Deadline to submit Application is Friday, March 18, 2022 at 5:00 p.m.**

**\*Submission of application is not on first-come-first-served basis.**

**\*Help completing the application is available at CHS by calling the office at 863-669-2322**

**The applicant must have PERT scores to enroll in Lakeland Collegiate High School.  
Students who wish to take the PERT placement test online will need a computer with internet access, as well as a webcam and microphone, and a quiet place to test independently. Calculators and other resources are not permitted.**