CCP Special Permission Instructions

1. Visit www.vgcc.edu
2. Click "Areas of Study" at the top of the page
3. Select "High School Dual Enrollment"
4. Go to the "CCP Forms" link located under Quick Links
5. Click "CCP Special Permission Form"
6. Click "Start Filling"
7. Enter the name of the student
8. Select High School Type
9. Enter school name
10. Select the reason for the special permission
11. Complete the required information based on the reason
12. Sign the document with your mouse
13. Enter the date
14. Add your email address for email confirmation
15. Enter the email of the liaison (listed above on form)
16. You may preview the PDF and print for your records
17. Press "submit"