# VERMONT DUAL ENROLLMENT AND EARLY COLLEGE PROGRAMS

# SECONDARY SCHOOL PARTICIPATION AGREEMENT

# 2020-2021 SCHOOL YEAR

Under the Flexible Pathways Initiative, the State has encouraged and supported school districts in offering high-quality educational experiences. Two such experiences, Dual Enrollment and Early College, allow school districts to offer post-secondary experiences to students to meet graduation requirements. The Vermont Dual Enrollment Program, [16 V.S.A. § 944](https://legislature.vermont.gov/statutes/section/16/023/00944), provides eligible Vermont high school students access to two college courses, tuition free, through a voucher system that tracks requests, collects information for reporting, and allows for accurate reimbursement to participating partners. Vouchers are awarded on a semester-by-semester basis, pending student eligibility. Developmental/remedial courses do not qualify for Vermont Dual Enrollment vouchers. The Early College Program, [16 V.S.A. § 946](https://legislature.vermont.gov/statutes/section/16/023/00946), allows seniors who enroll to take a full year of college-level courses tuition free. Student readiness for and participation in college coursework must be determined by their principal and/or their designee and documented in the student’s Personalized Learning Plan.

[16 V.S.A. § 942. Definitions](https://legislature.vermont.gov/statutes/section/16/023/00942)

(7) “Dual Enrollment” means enrollment by a secondary student in a course offered by an accredited postsecondary institution and for which, upon successful completion of the course, the student will receive: (A) secondary credit toward graduation from the secondary school in which the student is enrolled; and (B) postsecondary credit from the institution that offered the course if the course is a credit-bearing course at that institution. (8) “Early College” means full-time enrollment, pursuant to subsection 4011(e) of this title, by a 12th grade Vermont student for one academic year in a program offered by a postsecondary institution in which the credits

earned apply to secondary school graduation requirements.

(8) “Early college” means full-time enrollment, pursuant to subsection 4011(e) of this title, by a 12th grade Vermont student for one academic year in a program offered by a postsecondary institution in which the credits earned apply to secondary school graduation requirements.

In order to fulfill this legislative responsibility, the Agency of Education seeks assurance that the following responsibilities will be met:

Secondary School Responsibilities:

* Secondary schools must ensure that participation in the Dual Enrollment and/or Early College Program is documented in a student’s Personalized Learning Plan.
* Secondary schools must establish an equitable process to prepare students and determine readiness for participation in Dual Enrollment and/or Early College. *Note:* [*VT Flexible Pathways Tool: Considerations for Student Participation in a Flexible Pathway*](https://education.vermont.gov/documents/flexible-pathways-vt-flexible-pathways-tool-considerations-for-student-participation-in-a-flexible-pathway) *was created to support a consistent process for students and their advisors to determine how a flexible pathway opportunity fits within a student’s short and long-term goals, how they can prepare for those learning experiences and identify the supports they may need to be successful.*
* Secondary schools must agree to provide eligible students with access to Dual Enrollment Program courses and the Early College Program.
* Secondary schools must ensure that Dual Enrollment and Early College courses align with and meet graduation requirements.
* Secondary schools must accept postsecondary credit awarded through the Dual Enrollment and Early College Programs as meeting secondary school graduation requirements. Secondary schools must identify and provide necessary support for participating students and continue to provide services for students with disabilities as detailed in the Dual Enrollment and Early College Program Manuals available on the AOE website.

*Dual Enrollment Program:*

* Secondary schools must identify a Dual Enrollment voucher coordinator/contact person.
  + High School based voucher coordinators approve ALL Dual Enrollment requests for students including those enrolled in CTE and High School Completion Programs.
  + Career and Technical Education based voucher coordinators approve ONLY Fast Forward vouchers for students enrolled at the CTE center.
* Secondary schools will use the Dual Enrollment System for the purposes of approving/denying student accounts, approving/denying voucher requests and monitoring voucher status.
* Secondary schools must agree to maintain and report data related to students enrolled in Dual Enrollment Program courses.
* Secondary schools must confirm that the student meets eligibility requirements of the Dual Enrollment program before approving a voucher request (e.g., the student has completed grade 10).
* Secondary schools must confirm voucher details before approving a voucher (i.e., college, semester, and course).
* Secondary schools must confirm with the student which Dual Enrollment courses will be changed, if any, during the college drop/add period.
* Secondary schools are responsible for transcription of completed Dual Enrollment courses to satisfy graduation requirements.

*Early College Program:*

* By approving student participation in the Early College Program, principals understand that participation in a full academic year of college replaces the student’s senior year in sum and substance. This includes the waiving of any senior-year mandated courses, projects or requirements that would only be accessible to enrolled students.
* Secondary schools are responsible for: assisting eligible students to plan for Early College (including documentation in students’ PLP); transcription of completed college courses to satisfy graduation requirements; and awarding the high school diploma. The secondary school may not charge additional fees in order to meet these responsibilities.
* Secondary schools must identify an Early College contact person (this does not apply to the CTE center as the students’ tuitioning high school approves participation in Early College). Early College students must disenroll from their high school to participate – this includes high school students attending a technical center. Unenrolled secondary CTE students seeking to participate in Early College and their CTE program must submit an [Early College and CTE Co-enrollment Prior Approval Request](https://education.vermont.gov/documents-memo-decarolis-early-college-cte-concurrent-enrollment) Early College Program and Career Technical Education – Concurrent Enrollment Requests to the AOE for approval.
* Secondary schools understand that if an Early College student drops below full time status due to any unforeseen circumstance, the [Early College Program Request for Exception](https://education.vermont.gov/documents/early-college-request-for-exception-to-full-time-status-form) form must be completed by the secondary and/or post-secondary institution. The completed Request for Exception form must be submitted to and approved by the AOE in order to support the accommodation of continuing in a part-time status.

This year the Participation Agreement process involves two steps.

1. Download and complete the Secondary School Participation Agreement form and **email** the completed form to AOE designee, Rose Wheeler at [rose.wheeler@vermont.gov](mailto:rose.wheeler@vermont.gov) by September 11, 2020.
2. The AOE designee will convert the completed form into a OneSpan document which will then be routed to the current principal and superintendent for signatures to be maintained on file. Signatures indicate understanding of and assurance that the Vermont Dual Enrollment and Early College Program Participation Agreement responsibilities will be met.

**The completed form is due by September 11, 2020 to** [**Rose Wheeler**](mailto:rose.wheeler@vermont.gov)**.**

**Name of Secondary School**:

**Dual Enrollment Voucher Coordinator at High School** (this person will approve/deny account requests and vouchers and have access to the Dual Enrollment System)**:**

Name:

Email:

Phone:

**List any additional Dual Enrollment Voucher Coordinator contacts here** (if you have more than three, use an additional sheet of paper) **that will need access to approving/denying account requests and vouchers**:

Name:

Email:

Phone:

Name:

Email:

Phone:

Name:

Email:

Phone:

**Early College Contact:**

Name:

Email:

Phone:

**Secondary School Principal**

Name:

Email:

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Principal Signature Date

**Superintendent/Headmaster**

Name:

Email:

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Superintendent/Headmaster Signature Date

Please return the completed participation agreement by **September 11, 2020**, to:

Rose Wheeler

Agency of Education

1 National Life Drive, Davis 5,

Montpelier, VT 05620-2501

Fax: 802-828-6430 or email with *e-signature* to: [Rose Wheeler](mailto:rose.wheeler@vermont.gov)