MEMORANDUM

TO: Early College Higher Education Partners
FROM: Jess DeCarolis and Brad James
SUBJECT: Agency of Education
DATE: 09/19/2019

The purpose of this memo is to inform all Higher Education partners who participate in the Vermont Early College Program with a general update on the Annual Snapshot Data for high schools and what that means regarding Early College Enrollment/Invoicing requirements.

On June 20, 2019, the Agency of Education rolled out the Annual Snapshot, which is an online dashboard for accessing a broad collection of information about schools and school performance.   The Annual Snapshot is a way for Vermont communities to better understand how their schools are performing and to identify opportunities for growth and improvement. This necessarily includes the performance of students participating in flexible pathways. The snapshot also helps communities understand how they are supporting the education of students who have been historically underserved.

In an effort to collect information that will populate the Annual Snapshot, the Early College Program Higher Education partners are asked to submit additional information as part of the invoicing requirements using the EC Enrollment and Snapshot Data spreadsheet. The completed spreadsheet must be submitted by upload to the AOE SFTP folder within the established timelines below. All usernames and passwords to access the AOE SFTP folder will be provided by the AOE to the designated college contact. This data exchange process is consistent with our data exchange for Dual Enrollment.

EC Enrollment and Snapshot Data Spreadsheet Instructions

Due dates:
The completed spreadsheet needs to be uploaded to the AOE SFTP folder by November 15, 2019 and April 15, 2020. This data is required so that the AOE data management group can ensure these students are not enrolled in any high school.

Data requirements:
Columns 1, 2, 5, 6, 7, 8, 9, 10, 11, and 12 must be filled out completely.
Column descriptors
1. required - last name
2. required - first name
3. optional - middle initial
4. optional - generation code, e.g., Jr., Sr., II, III, etc.

Contact Information:

If you have questions about this document or would like additional information please contact:

[Insert Staff or Team Name], [Division Name], at [Email] or [Phone]

5. required - date of birth, automatic formatting
6. required - gender - this is a dropdown box that includes "M", "F" and "Non-binary"
7. required - Town of residence - this is a dropdown menu
8. auto-fill - Town code - this is an automatic fill-in based on the town of residence
9. required – high school – this is a dropdown menu
10. auto-fill - Pscode
11. required - assigned Semester for enrolled students (e.g., 1 or 2)

Upload location and instructions:
You must upload the completed EC Enrollment and Snapshot spreadsheet to the AOE Secure Folder. For instructions on how to upload, please see the SFTP File Transfer and Instructions.

Invoicing Information and Deadlines

Invoicing Deadlines:
Per signed agreement, the postsecondary institution will meet the following deadlines for invoicing:

- Fall Semester - November 15, 2019 – by the close of business day
- Spring Semester – November 15, 2020 – by the close of business day

If the due date falls on a weekend, then the spreadsheet needs to be submitted the last business day before that date. Invoices received after the close of business day on the above dates will not be reimbursed from the Agency of Education and any costs incurred will be covered by the post-secondary institution (not the student or parent).

Early College Rate for FY20
The base education amount is established in the annual state budget. Early College is reimbursed at 87% of the based education amount, which is $8,813. This amount is intended to cover tuition for *both semesters*. All participating colleges, with the exception of CCV, will be reimbursed at that rate. The CCV tuition rate cannot exceed, but may be less than, $8,813.

If you have questions about the EC Enrollment and Snapshot Data spreadsheet, please contact Brad James.

Thank you for your continued support in the Early College Program.

VERMONT
AGENCY OF EDUCATION