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Purpose of the Dual Enrollment Program

The Flexible Pathways Initiative was created:

1. To encourage and support the creativity of school districts as they develop and expand high-quality educational experiences that are an integral part of secondary education in the evolving 21st Century classroom;
2. To promote opportunities for Vermont students to achieve postsecondary readiness through high-quality educational experiences that acknowledge individual goals, learning styles, and abilities; and
3. To increase the rates of secondary school completion and postsecondary continuation in Vermont.

The statewide Dual Enrollment Program is a potential component of a student’s flexible pathway toward Secondary school completion. The Dual Enrollment Program includes college courses offered on a campus of an accredited postsecondary institution and college courses offered by an accredited postsecondary institution on the campus of a secondary school (which can include online courses). Dual enrollment offers eligible students the opportunity to experience college-level classes, take coursework not offered at their schools, and explore possible pathways to their post-secondary futures. Students who successfully complete a dual enrollment course also earn both secondary and college credits.

Vermont State Dual Enrollment Program offers college level courses that become part of the student’s transcript, regardless of where the class is taught. Dual enrollment credits earned will be considered and accepted by most in-state colleges as transfer credit and considered when determining a student’s eligibility for financial aid at that college. For students interested in transferring their dual enrollment credits to a college/university located out of State, students will need to verify with that college directly that those credits will transfer (as every college has different requirements).

For more information on Flexible Pathways to Secondary School Completion (16 V.S.A § 941) and the Dual Enrollment Program (16 V.S.A. § 944), the Vermont Statutes Online
Management of the VT Dual Enrollment Program
The Vermont Agency of Education (AOE) has oversight of the dual enrollment program. The Vermont State College (VSC) system is assisting in program management through a contractual arrangement.

Through this contractual arrangement VSC provides the following:
- Managing voucher approval process for participating secondary and postsecondary institutions;
- Coordinating the use of technology (voucher system) to ensure access and coordination of the Program;
- Collecting and reporting data for the Agency of Education to use for the evaluation of outcomes and to ensure quality and continuous improvement;
- Forwarding to the Agency of Education original invoices from the participating institutions;
- Making appropriate staff available to coordinate with AOE staff during the transition to a new vendor.

The AOE will be working with the VSC to fully transition management of the program to the AOE. During this transition, voucher reimbursements will continue to be processed through the VSC. The voucher database, including voucher requests and approval, textbook stipend, eligibility verification, reporting, and other web-based processes will also be supported by the VSC.

Who do I contact for Dual Enrollment Questions?
All questions related to eligibility, processes and participation in the program should be directed to:

Toni Marra, Program Coordinator  
Agency of Education  
toni.marra@vermont.gov  
(802) 479-1302

All technical questions related to the Dual Enrollment System should be emailed to:  
Vtdualenroll@pcgus.com
Dual Enrollment Program Limitations

- Remedial coursework offered by a college is not eligible for dual enrollment funding. These courses do not apply toward college graduation requirements. *High schools should develop programming independent of the dual enrollment program that supports students in need of remedial or developmental coursework to achieve college readiness.* (Note: Courses offered through the Vermont Virtual Learning Collaborative are an available source of programming for this purpose.)
- Students are only eligible for a total of two state-funded vouchers.
- Each voucher covers the cost of tuition for up to a 4-credit course. *A single voucher cannot cover a course that is over four credits.*
- Materials fees and textbook costs are not covered.
- Not an Articulated Agreement.
- Not an Advanced Placement course unless it is designated by the college/university as a college-level, credit-bearing course.
- Courses must be in the college course catalog to count for a reimbursable course.
- Summer semester is considered part of the next secondary school year.
- Dual Enrollment Vouchers will be granted on a trimester basis.
- Unused student vouchers will be voided at the end of each trimester; students will need to re-apply for unused vouchers.
- Foreign exchange students visiting VT high schools are not eligible for dual enrollment courses.
- Dual Enrollment vouchers are to be used prior to the early College experience.
- Any voucher that has been used for a course and the student withdrew after the college’s drop/add period will be considered used.
Participation Agreements for High Schools and College/Universities

How to become a partnering High School or College/University
Partners must read the Memorandum on the Vermont Dual Enrollment Program and sign and return the Secondary School and/or the Postsecondary Institution Participation Agreements to the Agency of Education annually.

The AOE sends participation agreements electronically to the High Schools and College/Universities prior to the end of each academic year. Agreements need to be returned with the required signatures and contacts prior to participating in dual enrollment opportunities.

Once completed participation agreements have been received by the AOE, the secondary and postsecondary schools are added to the voucher system (typically on a weekly basis – each Friday).

Sample participation agreements for both high school and higher education institutions can be found on pages 8-9.
Sample Secondary School Participation Agreement

SECONDARY SCHOOL PARTICIPATION AGREEMENT
VERMONT DUAL ENROLLMENT PROGRAM

Under Act 77, the Flexible Pathways Initiative, the Vermont Dual Enrollment Program includes up to two college courses for eligible Vermont high school students. Vouchers will be awarded on a semester-by-semester basis, pending available funding. Unused vouchers will be voided at the end of each semester. Students must apply for a voucher whether they take a course on a college campus or take a course at their high school for college credit. Developmental/remedial courses do not qualify for Vermont Dual Enrollment vouchers. Student readiness for college coursework must be determined, and participation in the Dual Enrollment Program must be documented in a Personalized Learning Plan.

Sec. 1. 16 V.S.A. chapter 23, subchapter 2 is added to read: Subchapter 2. Flexible Pathways to Secondary School Completion

§ 941. FLEXIBLE PATHWAYS INITIATIVE
(a) There is created within the Agency a Flexible Pathways Initiative:
   (1) to encourage and support the creativity of school districts as they develop and expand high-quality educational experiences that are an integral part of secondary education in the evolving 21st Century classroom;
   (2) to promote opportunities for Vermont students to achieve postsecondary readiness through high-quality educational experiences that acknowledge individual goals, learning styles, and abilities; and
   (3) to increase the rates of secondary school completion and postsecondary continuation in Vermont.

§ 944. DUAL ENROLLMENT PROGRAM
(a) Program creation. There is created a statewide Dual Enrollment Program to be a potential component of a student’s flexible pathway. The Program shall include college courses offered on the campus of an accredited postsecondary institution and college courses offered by an accredited postsecondary institution on the campus of a secondary school. The Program may include online college courses or components.

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 identify a Dual Enrollment coordinator/contact person.
- Secondary schools must be aware of the correct college the student is taking a course at before approving a voucher request.
- Secondary schools must agree to provide eligible students with access to Dual Enrollment Program courses.
- Secondary schools must establish a process to determine college/dual enrollment readiness.
- Secondary schools must assure that participation in the Dual Enrollment Program is documented in a Personalized Learning Plan.
- Secondary schools must agree to maintain and report data related to students enrolled in Dual Enrollment Program courses.
- Secondary schools must accept postsecondary credit awarded through the Dual Enrollment Program 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.
- Secondary schools must provide support for a seamless transition to postsecondary enrollment upon graduation.
- Secondary schools must confirm with the student which dual enrollment courses will be change, if any, during the college drop/add period.

Signatures below indicate understanding of and assurance that these responsibilities will be met.
Sample Postsecondary Participation Agreement

POSTSECONDARY INSTITUTION PARTICIPATION AGREEMENT

The Vermont Agency of Education and Vermont’s postsecondary partners continue collaborating to create a system in which students may enroll in college courses at their high school and/or on a college campus. This program serves to introduce students to college level coursework before they immerse themselves fully in college life, allows college coursework to be applied for progress toward secondary graduation, and enables students to graduate from high school with a jumpstart on college.

Postsecondary Institution Responsibilities:

- Colleges will establish admissions processes and readiness measures for high school students prior to participation in dual enrollment courses. These processes and measures will be made available to high schools for use, and will include the requirement that the dual enrollment course appears in the student’s Personalized Learning Plan.
- Colleges will report registration immediately in order to ensure accurate accounting and verify that revenue is available to cover the voucher request.
- Colleges allowing a student to participate in a dual enrollment course without the approval from the high school (through a voucher request), will be responsible for the course cost (not the high school or the student/parent).
- Colleges will maintain and report the status of students according to the Agency of Education requirements (including registrations, drops and withdrawals, as well as overall success rates/student grades) as a condition of reimbursement for tuition.
- Colleges will accept as full payment the tuition set forth, which is equal to the in-state tuition rate of the Community College of Vermont at the time of enrollment.
- Courses offered through the program (on campus, on-line or at the high school) must offer a college experience. The content and student expectations should not be altered from courses offered to matriculated college students. Courses offered through the program must be included in the college’s course catalog.
- Colleges will report grades for students in dual enrollment courses to both the high school and the managing agency.
- Colleges will use the Dual Enrollment Program tracking system for the purposes of awarding and monitoring vouchers. In addition, all schools will submit course information and grades to the tracking system within established timelines.
- Colleges will provide the essential processing dates (e.g. drop/add, mid-term reports, final grades) to the managing agency by September 1.
- Colleges will meet the following deadlines for invoicing: September 15, November 15 and April 15 by the close of business day. Invoices received after the close of business day will not be reimbursed from the AOE and any costs incurred will be covered by the institution (not the student or parent).
- Colleges will notify the high school in any change of course – i.e., “dropped” courses could be a high school graduation requirement for the student.

The signature of the authorized representative below indicates understanding of and assurance that these responsibilities will be met.
Partnering High Schools - FY 17
Currently 80 participating high schools have DE Participation Agreements

<table>
<thead>
<tr>
<th>Dual Enrollment High School Partners</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Study Program</td>
</tr>
<tr>
<td>Arlington Memorial High School</td>
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<tr>
<td>Avalon Triumvirate Academy</td>
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<tr>
<td>Bellows Falls Union High School</td>
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<tr>
<td>Bellows Free Academy, St Albans</td>
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<tr>
<td>Bellows Free Academy, Fairfax</td>
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<tr>
<td>Black River High School</td>
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<tr>
<td>Blue Mountain Union School District</td>
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<tr>
<td>Brattleboro Union High School</td>
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<tr>
<td>Burlington High School</td>
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<tr>
<td>Burr and Burton Academy</td>
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<tr>
<td>Cabot School</td>
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<tr>
<td>Canaan Schools</td>
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<tr>
<td>Central Vermont High School Initiative</td>
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<tr>
<td>Champlain Valley Union High School</td>
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<tr>
<td>Chelsea Public School</td>
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<tr>
<td>Colchester High School</td>
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<tr>
<td>Community High School of VT</td>
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<tr>
<td>Compass School</td>
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<tr>
<td>Craftsbury Academy</td>
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<tr>
<td>Danville School</td>
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<tr>
<td>East Burke School</td>
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<tr>
<td>Enosburg Falls High School</td>
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<td>Essex High School</td>
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<tr>
<td>Fair Haven Union High School</td>
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<tr>
<td>Green Mountain Union High School</td>
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<td>Hanover High School</td>
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<td>Hartford High School</td>
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<td>Harwood Union High School</td>
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<tr>
<td>Hazen Union High School</td>
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<tr>
<td>Killington Mountain School</td>
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<tr>
<td>Lake Champlain Waldorf School</td>
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<tr>
<td>Lake Region Union High School</td>
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<tr>
<td>Lamoille Union High School</td>
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<tr>
<td>Lyndon Education Alternative Resources Network</td>
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<tr>
<td>Leland and Gray Union High School</td>
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<td>LiHigh School</td>
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<tr>
<td>Long Trail School</td>
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<tr>
<td>Lyndon Institute</td>
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<tr>
<td>Middlebury Union High School</td>
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</tbody>
</table>
Partnering College’s - FY 17

There are currently 19 post-secondary partners with Dual Enrollment participation agreements on file.

<table>
<thead>
<tr>
<th>Dual Enrollment Higher Education Partners</th>
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<tbody>
<tr>
<td>Bennington College</td>
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<tr>
<td>Castleton University</td>
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<tr>
<td>Champlain College</td>
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<td>College of St Joseph</td>
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<tr>
<td>Community College of Vermont</td>
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<td>Goddard College</td>
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<td>Green Mountain College</td>
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<tr>
<td>Johnson State College</td>
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<tr>
<td>Landmark College</td>
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<tr>
<td>Lyndon State College</td>
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<tr>
<td>Marlboro College</td>
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<tr>
<td>New England Culinary Institute</td>
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<tr>
<td>Norwich University</td>
</tr>
<tr>
<td>Saint Michael’s College</td>
</tr>
<tr>
<td>SIT Graduate Institute</td>
</tr>
<tr>
<td>Southern Vermont College</td>
</tr>
<tr>
<td>Sterling College</td>
</tr>
<tr>
<td>University of Vermont</td>
</tr>
<tr>
<td>Vermont Technical College</td>
</tr>
</tbody>
</table>

What happens if a high school or college/university is not on the list of participating schools?

If a high school, college or university is not listed above or on the drop-down list of schools in the voucher system, that institution is currently not eligible to offer dual enrollment. Prior to offering dual enrollment, unlisted schools must follow the procedure outlined on page 7. If schools have not received information on the Dual Enrollment Program, they should contact Toni Marra at the Agency of Education.
Student Eligibility & Readiness for Dual Enrollment

Student Eligibility
A Vermont resident who has completed grade 10 but has not received a high school diploma is eligible to participate in the Program if the student:

- is enrolled in a Vermont public school, including a Vermont career technical center;
- is enrolled in a public school in another state or an approved independent school that is designated as the public secondary school for the student’s district of residence; or
- is enrolled in an approved independent school in Vermont to which the student’s district of residence pays publically funded tuition on behalf of the student;
- is assigned to a public school through the High School Completion Program; or
- is a home study student; and:
  - dual enrollment is a component of the student’s personalized learning plan; and
  - the secondary school and the postsecondary institution have determined that the student is sufficiently prepared to succeed in a dual enrollment course, which can be determined in part by the assessment tool(s) identified by the partnering postsecondary institution.

An eligible student may enroll in up to two dual enrollment courses prior to completion of secondary school for which neither the student nor the student’s parent or guardian shall be required to pay tuition. A student may enroll in courses while secondary school is in session and during the summer. (Note: This includes the summer following 10th grade and the summer following 11th grade, but does not include the summer following graduation.)

Students must get approval for their participation in a dual enrollment course from the Principal or designee at their high school. Students in the High School Completion Program (HSCP) must receive permission from their HSCP Program Manager who will determine eligibility in conjunction with the school designee. It is important that the HSCP Program Manager make sure students have gone through the process of applying for vouchers. Home study students must get approval from the Agency of Education.

NOTE: dual enrollment vouchers must be used prior to participating in the Early College Program.
**Student Readiness**

There is an expectation that a determination of student readiness will be made prior to approval of a dual enrollment course. For example - the secondary school and the postsecondary institution have determined that the student is sufficiently prepared to succeed in a dual enrollment course, which can be determined in part by the assessment tool or tools identified by the participating postsecondary institution. However, schools, parents and program managers may also want to consider non-academic factors, such as behavioral indicators, when determining student readiness. It is also expected that this process and the decision to participate in dual enrollment will be reflected in the student’s Personalized Learning Plan.

**Home Study & the Enrollment Notice**

Home study students must have a current enrollment notice on file at the Agency of Education. Enrollment notices expire on July 1 each year. If a parent/guardian in the home study program intends to re-enroll a child for the following school year, a new notice is required and may be submitted at any time after March 1. Home Study students will only have access to dual enrollment vouchers with this plan on file. The enrollment notice is verified before a dual enrollment voucher is issued.

The high school of residency has no responsibility regarding home study students.
Dual Enrollment Voucher Process

Dual Enrollment Voucher Process for High Schools

- High Schools designate a Dual Enrollment contact, known as a Voucher Coordinator, and submit a signed participation form to the AOE. When contact designation and/or email & phone information change, please email rose.wheeler@vermont.gov with the update.
- High schools notify students and parents of the Dual Enrollment process and procedure for their school.
- The high school voucher coordinator and/or team works with the student to select a course that will support the student’s progress toward graduation from high school.
- The voucher coordinator approves the student for a dual enrollment course (this includes students in the High School Completion Program as well).
- The voucher coordinator will use the VT Dual Enrollment System to indicate whether or not a student has prior approval for a voucher.

NOTE: The high school does not approve home study voucher requests. If a home study student requests a voucher and the student indicated the high school (instead of home study), the high school contact must forward the request to the Agency of Education as an alert and the student must request another voucher indicating they are a home study student instead of at the high school.

Dual Enrollment Voucher Process for Colleges/Universities

- College/University will designate a Dual Enrollment & Budget Office contact and submit a signed participation agreement to the AOE. When contact designation and/or email & phone information change, please email rose.wheeler@vermont.gov with the update.
- College/University contact claims the voucher request for the students for dual enrollment courses using the VT Dual Enrollment Administrative site.
- At the end of the add/drop period for each semester, the college/university enters course data into the Dual Enrollment Administration site for the student unless course data is automated (automated updates currently occur at Lyndon, Castleton, Johnson, Community College of Vermont and UVM).
- College/University completes the necessary paperwork for billing which is sent to Rick Bourassa, Senior Staff Accountant Vermont State Colleges, in the Chancellor’s office for payment.
- At the end of the semester, the college/university enters the grade data into the Dual Enrollment Administration site for each student.
• At the end of the semester, the college/university sends a transcript to the student’s high school. For graduating high school senior Dual Enrollment students, it is imperative that the college/university send transcripts as soon as possible to the participating high school.

**Dual Enrollment Voucher Process for Students at a high school and/or in the High School Completion Program**

• Students must get approval for a dual enrollment course from their high school principal/designee to ensure they will receive high school credit. Approval should be determined as part of a student’s personalized learning planning process. (For a voucher to pay for a college course, it must count as credit towards graduation at the student’s high school). NOTE: Students in the High School Completion Program (HSCP) must receive permission from their HSCP Program Manager who will determine eligibility in conjunction with the school designee.

• Student logs on to vtdualenrollment.org
• Student reads & accepts the eligibility criteria.
• Student fills out the form requesting a specific partner school and semester.
• After receiving confirmation, the student contacts the college/university to meet with an advisor at the college to discuss the course selection, determine readiness for the course and complete the application and registration. *The voucher does not cover the costs of textbooks, lab fees and other material and supplies associated with a course.*

NOTE: At the end of the semester, all unused vouchers for that semester expire. Students will need to request a new voucher for a subsequent semester.

**Dual Enrollment Voucher Process for Home Study Students**

• Home study students need to have a current enrollment notice on file with the AOE prior to a voucher being approved.
• Student logs on to vtdualenrollment.org
• Student reads & accepts the eligibility criteria.
• Student fills out the form requesting that they are a home study student and semester.
• After receiving confirmation from the Agency of Education, the student contacts the college/university to meet with an advisor to discuss the course selection, determine readiness for the course and complete the application and registration. *The voucher does not cover the costs of textbooks, lab fees and other material and supplies associated with a course.*

NOTE: At the end of the semester, all unused vouchers for that semester expire. Students will need to request a new voucher for a subsequent semester.
When does the voucher system open for semester requests?
February 1 – Summer Voucher Requests Open
March 28 - Fall Voucher Requests Open
November 1 – Spring Voucher Requests Open

Voucher System Request Link
Students will need to request dual enrollment vouchers at: vtdualenrollment.org

VT Dual Enrollment Voucher System Information
- Student form is processed. The system checks for duplicate vouchers using last name, email, and semester are requested. If a duplicate is found the student can request a new copy of the voucher.
- The system checks eligibility based on graduation year, VT residency and private/publicly-funded sending school.
- An email is sent to the voucher coordinator and, when applicable, the High School Completion Program (HSCP) contact at the Adult Education & Literacy Center (AEL) center (if applicable) notifying them that the student has applied for a voucher. The voucher coordinator will respond with approval or denial for the voucher. The AEL center contact will receive a copy of the voucher approval/denial.
- Confirmation of the voucher award is emailed to student. Email includes voucher number, semester requested, college/university, the college/university designated contact person, and their email address as well as the school web site address. (See sample below).
- A copy of the voucher confirmation is emailed to the contact person for each high school, AEL Center (if applicable) and college/university requested.
- A daily updated list of interested students is sent to colleges/universities.
What the high School/Home Study designee will see when a voucher is requested

Below is a sample message of what the voucher coordinator sees when a student requests a voucher. The high school/home study voucher coordinator must approve the voucher before the student will receive the voucher number and confirmation.

Sample Student Voucher Request to High School

11-Jan-17
Dear Student Name:

Student Name from Homeschooled/High School has requested a Dual Enrollment voucher for College/University, spring 2017 semester to take PSY-1010-VT01 Introduction to Psychology. Legislative funding requires approval for a dual enrollment course from the student’s high school principal or designee to ensure they will receive high school credit. (For a voucher to pay for a college course, it must count as credit towards graduation at the student’s high school).

By approving Student Name’s request to take a dual enrollment course at College/University, I can also verify that the student is funded by public funds and is not paying tuition to attend this high school as a private school student. Students are required to have a Personal Learning Plan (PLP) in order to be eligible for dual enrollment. By approving the voucher, I can verify the student has completed a PLP that includes the dual enrollment course(s) being requested.

If a home study student requests a voucher and the student indicated the high school (instead of home study), the counselor must forward the request to Toni Marra as an alert and the student must request another voucher indicating they are a home study student instead of the high school.

Regardless of whether you are approving or denying the request, please fill out the request for approval form by using the web link below.
Dual Enrollment Student HS Approval Form

If you have any questions regarding this process please contact Toni Marra at toni.marra@vermont.gov or (802) 479-1302.
What the Adult Education and Literacy HSCP designee will see when a voucher is requested

Below is a sample message of what the AEL High School Completion Program designee will see when a student requests a voucher. Since the high school is responsible for approving the voucher, this email is a flag to the AEL center or HSCP plan manager to be in contact with the high school to support the voucher approval process.

Sample Student Voucher Request Notification to HSCP Designee

11-Jan-17
Dear Student Name:

Student Name from AEL Provider has requested a Dual Enrollment voucher for College/University, spring 2017 semester to take PSY-1010-VT01 Introduction to Psychology. Legislative funding requires approval for a dual enrollment course from the student's high school principal or designee to ensure they will receive high school credit. (For a voucher to pay for a college course, it must count as credit towards graduation at the student’s high school).

By approving Student Name’s request to take a dual enrollment course at College/University, the high school can also verify that the student is funded by public funds and is not paying tuition to attend this high school as a private school student. Students are required to have a Personal Learning Plan (PLP) in order to be eligible for dual enrollment. By approving the voucher, I can verify the student has completed a PLP in conjunction with the HSCP Plan Manager that includes the dual enrollment course(s) being requested.

If you have any questions regarding this process please contact Toni Marra at toni.marra@vermont.gov or (802) 479-1302.

What a student will see after a voucher is approved

Below is a sample message of what the student will see when a voucher request has been approved by the high school/home study voucher coordinator.

NOTE: The high school/home study, and/or HSCP contact will receive a duplicate copy of the email that the student will receive. This includes the voucher number, semester, college requested, college contact, and course information.
Sample Voucher Request Approval

11-Jan-17

Student Name

Thank you for applying for a voucher as part of Vermont's Dual Enrollment Program. Now that your voucher request has been approved, your next step is to contact the college or university where you would like to take your dual enrollment course. Contact information is available below. You will need to meet the academic requirements that each school in the program has established.

Your Vermont Dual Enrollment Voucher number is 62048 and may be used to cover the cost of tuition (materials fees and textbook costs are not covered) for the spring 2017 semester. If you do not use this voucher during the spring 2017 semester you may reapply. Please note that you must bring your voucher number with you when you register for your course. This voucher number is valid for high school students who are Vermont state residents and are juniors or seniors. Students are not eligible to use a voucher the summer after they have graduated from high school. Students who attend an independent school that does not have a tuition arrangement with their hometown are not eligible to use this voucher.

School Requested: Specific College Requested
Dual Enrollment Contact: First Name Last Name
Contact Email:
City:
Course Number/Title: ACCT2121 Financial Accounting

Best wishes as you pursue your postsecondary education.

Sincerely,
Vermont Agency of Education and the Vermont State Colleges

PRIVACY & CONFIDENTIALITY NOTICE: This message is for the designated recipient only and may contain privileged, confidential, or otherwise private information. If you have received it in error, please notify the sender immediately and delete the original. Any other use of an email received in error is prohibited.
How to Disenroll a High School Student from a Dual Enrollment Course

- Prior to starting the disenrollment process, a student should speak with their school/guidance counselor, program manager or advisor re: their decision and its potential impact on their pathway to graduation.
- A student must notify the college/university and follow the college’s/university’s procedure in order to drop a course.
- When a student drops a course within the first three weeks of the college/university semester, the student’s voucher is “refunded” and may be used for another course. If the voucher is refunded, the student must apply for another voucher if they choose to sign up for another course.
- The student may withdraw from a course according to the guidelines established by the college/university. If this occurs after the withdrawal period, a student will receive a W instead of a letter grade on the transcript and the voucher will not be refunded for later use.

Dual Enrollment Textbook Stipends

During the dual enrollment request process, students are asked if they are eligible for free and reduced priced lunch (FRL) and if they will incur any costs associated with taking the dual enrollment course (textbooks, fees, transportation). These questions are used to determine eligibility for an additional stipend provided through the Vermont Student Assistance Corporation (VSAC).

If the student answers yes an email is sent to the high school guidance counselor that asks them to: confirm eligibility for free and reduced lunch; confirm there are costs associated with the course; and approve the stipend request. Once the voucher is approved by the voucher coordinator and the student registers for a course at a participating college/university, their name is sent to VSAC, and a $150 check is sent automatically to an eligible student’s home address.

Aside from the usual voucher application process, the only additional piece for the counselor is to confirm eligibility for FRL and that there are costs associated with the course.

NOTE: Home study students are not eligible for Free and Reduced Lunch, therefore are not eligible for the textbook stipend.
Tuition and Funding

Tuition shall be paid to public postsecondary intuitions in Vermont as follows:
For any course for which the postsecondary institution pays the instructor, the Vermont Agency of Education shall pay tuition to the postsecondary institution in an amount equal to the tuition rate charged by CCV at the time the dual enrollment course is offered; provided that tuition paid to CCV is an amount equal to 90% of the CCV rate.
For any course that is taught by an instructor who is paid as part of employment by a secondary school, the Vermont Agency of Education shall pay tuition to the postsecondary institution in an amount equal to 20% of the tuition rate charged by CCV at the time the dual enrollment course is offered.

Guidance on Funding for Dual Enrollment

As required in Act 77 of 2013, starting FY 16, the State shall pay 100% of the tuition owed to the public post-secondary institution.
For help in preparing the start of the FY 17 budget planning process for secondary schools offering the Dual Enrollment Program, please refer to the guidance below.

Dual Enrollment amounts and various pricing levels include:

<table>
<thead>
<tr>
<th>Type of Course</th>
<th>FY16</th>
<th>FY17</th>
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</thead>
<tbody>
<tr>
<td>When the course is delivered on a college campus and the college pays the instructor, all colleges (except CCV) are reimbursed the CCV rate for dual enrollment courses</td>
<td>Cost per credit ($246) up to a 4-credit course. Most courses are 3 credits ($738)</td>
<td>Cost per credit ($253) up to a 4-credit course. Most courses are 3 credits ($759)</td>
</tr>
<tr>
<td>When the course is delivered on a college campus and CCV pays the instructor, CCV is reimbursed at 90% of their rate for CCV courses</td>
<td>Cost per credit ($221.40) Most courses are 3 credits ($664.20)</td>
<td>Cost per credit ($227.70) Most courses are 3 credits ($683.10)</td>
</tr>
<tr>
<td>When a course is taught by a high school instructor and paid by the high school, participating colleges are reimbursed 20% of the CCV rate for dual enrollment</td>
<td>Cost per credit ($49.20) $147.60 (based on a 3-credit course)</td>
<td>Cost per credit ($50.60) $151.80 (based on a 3-credit course)</td>
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These guidelines provide the current FY17 rates, but please note, the VSC Board determines the CCV tuition rate annually. ** Rates may be different for FY 18. As you can see the rates from FY16 to FY 17 increased around 3%. CCV Rates for FY18 may be published by May but could be sooner than that (early spring). For specific guidance, please refer to the Vermont Education Law book Title 16 Section 944 (f) (1) (A-B) (2) or page 140.
Invoicing

Invoicing Deadlines
Per signed agreement, colleges/universities honoring Vermont Dual Enrollment vouchers and/or providing vouchers for accelerated programs will be reimbursed at the current per credit tuition rate of the Community College of Vermont. Reimbursement is available on a first-come, first-served basis.

After the dates for the drop/add period have passed for the semester of the dual enrollment course, the College/University should then prepare an original invoice so they can receive funds.

Invoicing Deadlines are as follows:
- Summer Semester – **September 15** – by the close of business day
- Fall Semester – **November 15** – by the close of business day
- Spring Semester – **April 15** – by the close of business day

What happens if I miss an invoicing deadline?
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 institution (not the student or parent).

Invoice Instructions
* There are two pages of invoicing documents that need to be completed and returned together:
  1. The VT Dual Enrollment Invoice (see sample document on page 23)
     The *original* invoice document with the following information is required: date, semester, who the invoice is from, total of students, number of credits, rate based on who and where course is taught, and the total dollar invoice amount. Invoices must be submitted with the completed backup documentation.
  2. The Invoice Backup Documentation – (see sample document on page 24). The Invoice Backup Documentation must have complete information for all students and is required for reimbursement. The following information is needed: voucher number, name of the student(s), high school graduation date, the high school/technical center, as well as the name of the college course, course catalog number, number of credits, and if the faculty teaching the course is paid for by the college or the high school.

Where and how do I send documents?
The original invoice and original invoice backup documentation can be mailed (VSC Dual Enrollment Program, P.O Box 7, Montpelier, VT 05601-0007), or sent via email to Rick Bourassa (Richard.bourassa@vsc.edu).
## VT Dual Enrollment Invoice

**From:** Name  
College Name  
Street Address  
City, ST Zip Code  
Phone

**Send To:** Rick Bourassa  
VSC Dual Enrollment Program  
P.O. Box 7  
Montpelier, VT 05601-0007

<table>
<thead>
<tr>
<th>Total # of Students</th>
<th>Type of Course</th>
<th>Total</th>
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<tbody>
<tr>
<td>When the course is delivered on a college campus and the college pays the instructor</td>
<td>When the course is delivered on a college campus and CCV pays the instructor</td>
<td>When a course is taught by a high school instructor and paid by the high school</td>
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<tr>
<td>Number of Credits</td>
<td>Rate</td>
<td>Total</td>
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<td>0</td>
<td>$253.00</td>
<td>$0.00</td>
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<td>0</td>
<td>$227.70</td>
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Please attach completed Invoice Backup Documentation (page 3) to this invoice. The forms can be mailed (VSC Dual Enrollment Program, P.O. Box 7, Montpelier, VT 05601-0007), faxed (802-224-3035) or sent via email to Rick Bourassa (richard.bourassa@vsc.edu).
# Sample Backup Documentation

- **Voucher #**
- **Name of Student**
- **HS Graduation Date**
- **High School/Tech Center**
- **Name of College Course**
- **Course #**
- **#Credits**
- **Faculty Paid by College or High School**

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<tr>
<th>Voucher #</th>
<th>Name of Student</th>
<th>HS Graduation Date</th>
<th>High School/Tech Center</th>
<th>Name of College Course</th>
<th>Course #</th>
<th>#Credits</th>
<th>Faculty Paid by College or High School</th>
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</tbody>
</table>

**TOTAL NUMBER OF STUDENTS:**

**TOTAL NUMBER OF CREDITS:**

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DE Invoices & Invoice Backup Documentation (July 1, 2016)
Personalized Learning Plans (PLPs)

For a student to be eligible to access dual enrollment courses, dual enrollment must be a component of the student’s personalized learning plan.

A Personalized Learning Plan, or PLP, is defined in V.S.A §942 as “documentation of an evolving plan developed on behalf of a student in an ongoing process involving a secondary student, a representative of the school, and, if the student is a minor, the student’s parents or legal guardian and updated at least annually…The plan shall define the scope and rigor of academic and experiential opportunities necessary for a secondary student to complete secondary school successfully, attain postsecondary readiness, and be prepared to engage actively in civic life.”

The process of developing and updating a personalized learning plan reflects the discussions and collaborations of a student and involved adults. As a potential component of a student’s flexible pathway, dual enrollment should be considered within the personalized learning planning process.

PLP resources and tools to assist schools with the Flexible Pathways Initiative (Act 77) are available on the Agency of Education’s website.

What is the responsibility of high schools regarding home study students PLPs?
The high school has no responsibility. The parent or guardian of the home study student is responsible for providing guidance and approval for both the Dual Enrollment and Early College Programs. Additionally, the home study student and the student’s parent or guardian shall be solely responsible for developing a PLP.

Special Services

Accommodations

It is important to understand the differences between high school and college level course work, and the accommodations that are available at the postsecondary level. College credit earned though a dual enrollment option becomes part of the student’s college transcript, and is transferable to other colleges. Students with disabilities who meet the prerequisites of a course may be provided reasonable accommodations through a 504 Plan or ADA Plan that allows equal access. However, colleges will not provide modifications to change course content or performance expectations that would substantially alter the essential elements of the course. Students need to understand that not all accommodations available at a high school will be allowed in college level courses.
Dual Enrollment Implications for Special Education
Please see stages below for postsecondary process. You can also view the document on the Agency of Education website.

PRE-APPLICATION STAGE
1. PSI develops prerequisites and academic requirements which can be used by sending school counselors, and special educators. (Post-Secondary Institution (PSI) process.)

2. PSI develops a description of what accommodations and services are offered by the student support office at the college. (Post-Secondary Institution (PSI) process.)

3. Sending school IEP team members review PSI course requirements as well as what is offered through the student support office.

4. IEP team meets BEFORE student applies to PSI course to determine if the course presents a good learning opportunity for the student. The case manager or school counselor may wish to talk with admissions and/or the student support office.

Dual enrollment courses (college) are only covered by 504/ADA. Participation in a dual enrollment course is considered to be a choice on the part of the student. Therefore, the Individuals with Disabilities Education Act (IDEA) requirements concerning a free appropriate public education (FAPE) do not apply.

5. IEP team decides whether or not the course offered at the PSI center is an appropriate educational setting for the student based on information provided from the PSI. If the IEP team supports it then the team may recommend that the student apply.

APPLICATION AND ACCEPTANCE STAGE
6. Approval into the dual enrollment program comes from the school principal or designee.

Considerations: Does the student meet established academic requirements? Does this course present a good learning opportunity for the student? Have available accommodations via the college’s student support office been considered in this decision? Does the IEP team support the student in applying? Will this help the student meet the graduation requirements?
7. Student applies to take the PSI course on their own.

8. If accepted into the dual enrollment program, the student is issued a voucher number that they can then apply for the course they were approved for.

9. The PSI or local high school may not deny admission based solely on disability. Admission may only be denied for other, objective reasons (see 1 above) such as not meeting the academic requirements or prerequisites.

10. If the student accepted into the dual enrollment program, the services outlined in the IEP must still be delivered at the home high school. Please remember that special education services do not apply to postsecondary.

QUESTIONS AND CONSIDERATIONS FOR IEP TEAMS

- The Vermont State Dual Enrollment Program is not a college remedial course.
- The Vermont State Dual Enrollment Program is a college level course that becomes part of the student’s transcript.

If you have questions about accommodations at a specific college/university please contact the school directly. The following link can guide you to the appropriate student support personnel.
Other Related Items:

Career Technical Education (CTE): Fast Forward Dual Enrollment Program
The AOE, CCV and VTC have partnered with technical centers to offer dual enrollment opportunities for students in approved technical center programs for many years. The AOE has provided funding to cover one free college course to juniors and one free college course to seniors in technical center Fast Forward programs with Perkins funding (separate from Act 77 funding). CTE completers will have access to two Fast Forward courses free of charge. For any additional Fast Forward courses, students will be charged a $100 fee to cover the cost of the course. This better serves CTE students in one-year/full-day programs. Technical Center students may only use their Fast Forward tickets for Fast Forward courses. These tickets cover the administrative fees associated with Fast Forward courses and are funded through Perkins. Flexible Pathways (Act 77) dual enrollment vouchers should only be used for non-Fast Forward courses and cover the cost of tuition for courses.

Postsecondary Perkins Eligible Recipients
CTE students can also access specific courses that can only be used at CCV and Vermont Technical College. These are courses that are on-site at the tech centers with the CTE instructor as the approved adjunct instructor. Fast Forward tickets can be used for this purpose (also known as concurrent enrollment).
FAQs

Is there an application process that a student needs to go through to participate in dual enrollment?
A student interested in taking a college course through the dual enrollment program needs to follow their high school’s established process, which begins with receiving the principal/designee’s approval for the college course. Schools will also need to include dual enrollment courses as part of the PLP process. For a student with an IEP or 504 Plan, the IEP/504 team or case manager may review the appropriateness of the dual enrollment course and make a recommendation, as part of the PLP process, to the principal or designee. When the student completes the high school approval process, he/she will apply for a voucher at vtdualenrollment.org.

Does the college course need to appear on the student’s high school transcript?
Since the course must apply as progress towards high school graduation it should be included on the high school transcript. As an example, this may be a generic designation such as College English, College Math, College Science, College Elective, etc., with the specifics of the class detailed in the student’s file with a copy of the college transcript.

Are the rules different for transcripts if the class is held at the high school?
No. If the class is for college credit, the same transcript rules apply regardless of the location of the class.

Do all schools participate in dual enrollment and/or can any student in Vermont who meets the eligibility requirement participate in dual enrollment?
All Vermont public schools and approved independent schools to which a student’s district of residence pays publicly funded tuition on behalf of the student can participate in dual enrollment. Act 77 mandates that a Vermont resident who has completed grade 10, but has not received a high school diploma, is eligible to participate in the dual enrollment program.

What is the responsibility of high schools regarding home study students?
The parent or guardian of the home study student is responsible for providing guidance and seeking approval for both Dual Enrollment and the Early College Program. Additionally, the home study student and the student’s parent or guardian shall be solely responsible for developing a PLP.
How does the secondary school and institution of higher education determine that the student is ready for a college course?
Both secondary schools and institutions of higher education are responsible for determining readiness. Procedures and assessment tools may be identified to determine when a student is sufficiently prepared to access a dual enrollment course. Administrative approval from the high school principal or their designee is required at the high school level before a student can apply for a voucher and register for a class.

If the student does not complete the dual enrollment course with a passing grade, what are the consequences?
The student will be responsible for the grade received and it will appear on the official college transcript; and the forfeited credit for the course could mean that the student is lacking credit for high school graduation. It is vital that students pay close attention to withdrawal and add/drop deadlines at the college they are attending. The high school should also be vigilant in determining readiness of the student, prior to the course.

Can a student participate in dual enrollment by auditing a class?
No. State-funded vouchers may not be used for auditing a college course. Dual enrollment applies only to classes that are taken for college credit.

Do the accommodations listed in the student’s IEP or 504 automatically apply to college classes?
No. The IEP team or the 504 team should review the rigor of the course, the services offered in the Student Support office at the postsecondary institution, and make a determination as to whether this is an appropriate fit. Please refer to the Dual Enrollment Implications for Special Education stages on pages 26-27.

Does the IEP or 504 Team make decisions about accommodations provided in college classes? No. Although the IEP or 504 Team plays a key role in providing recommendations and documentation for requested accommodations, decisions about the accommodations provided in college classes will be determined by the college.

What is the process for obtaining accommodations in dual enrollment courses?
The student must:
- Apply to the office of disability services at the college to self-identify a disability;
- Request accommodations; and,
- Provide the necessary documentation. Students with IEPs or on 504 Plans should work with their special educators and/or case managers to organize documentation to present to the college.
The college is responsible for providing any approved accommodations for the college class. However, there may be good reason for the college and the school district to collaborate on some services. For examples, a student using assistive technology for high school work may use the same software and equipment for the dual enrollment class. To avoid confusion, roles and responsibilities related to specific accommodations should be clearly defined between the schools, the student and the parents/guardians.

**Is a student with disabilities held to the same grade requirements as other students?**
Yes. Students with disabilities are held to the same standards of academic and behavioral performance. Access to accommodations does not guarantee success.

**How will student voucher totals be tracked?**
The VSC Dual Enrollment website tracks vouchers applied for by all students. However, the high school should still be responsible for tracking how many vouchers have been used by each student.

**For college courses offered on a high school campus by a college professor, what responsibility does the school have regarding background checks?**
The decision is based on the level of supervision the instructor has with students. At a minimum, a school would want to do a Vermont Criminal Conviction Record Internet Service check, review the VT Child Protection Registry and the Vermont Vulnerable Adult Protections Registry.

Please review 16 V.S.A. Chapter 5 Subchapter 4 Section 251-260 for additional information when making this decision.

**Are colleges/universities exempt from public school requirements regarding HQT and licensure when a student is on a college campus?**
Licensure and HQT relate to teachers in an elementary and secondary education setting, and are therefore not applicable on a college campus.

**Are colleges/universities exempt for public school requirements for bullying and harassment when a student is on a college campus?**
Best practice would be for the secondary school to have a conversation with the Higher Education Institution regarding their policy and practices and then provide that information to students. At a minimum, high schools should have a contact person designated to receive feedback and student questions regarding issues that occur on the college campus.
At what point does a home-schooled student become ineligible for a dual enrollment voucher? Home study students are no longer eligible when their home study plan with the state expires and is not renewed. Most plans are good for one year – unless they are renewed. Plans are valid from July 1 – July 1 so any plans in place now will end on July 1. Plans to enroll for the following year are not accepted until after March 1st.

Home Study Students must have an enrollment notice on file at the Agency of Education to access dual enrollment vouchers. This notice is verified prior to the voucher being approved.

Dual Enrollment Courses: pass/fail or actual grade? 1 credit or ½ credit? Passing Grade? Although Act 77 legislation does not address this issue, the Agency encourages schools to think about treating dual enrollment courses similar to their AP and honors classes in GPA calculations.

Who is Next Generation for?
For information you may want to refer to the Next Generation Commission

How easy is it for students to amend their PLPs as their interest changes?
Act 77 requires at a minimum a yearly review. The PLP work group recommended that the review process be continuous and updates to the PLP be made based on student need and not just performed annually. See the Vermont Agency of Education’s Personalized Learning webpage.

Is Dual Enrollment truly for every junior & senior? What are the criteria and conditions?
Eligibility:
• High School juniors and seniors who are: residents of Vermont, and who attend a publicly-funded school including a Vermont Career Technical Center
• Students who attend an approved independent high school and are publicly-funded by their hometowns
• State of Vermont home study students
• Students who are assigned to a public school through the High School Completion Program (HSCP)
Is a student that is no longer enrolled in a high school eligible for a Dual Enrollment voucher? If the student meets the eligibility requirements, meaning they haven’t graduated, and they are:

- currently a junior or senior who is enrolled in a publicly funded school including a Vermont Career Technical Center; or
- in an approved independent high school and are publicly funded by their hometowns or a home study student; or
- a student who is assigned to a public school through the High School Completion Program (HSCP)

What is the cost of a DE course?
Dual Enrollment courses are tuition-free for participating students. For secondary and post-secondary schools looking for specific rates, please see the chart located on page 21.

How long is the drop period for Dual Enrollment students?
The drop period for all students participating in DE is about three weeks which is the same as each college’s current policy. For specific dates, you would have to view the college’s drop, add, withdraw schedule.

Does college faculty know that dual enrollment students are high school students?
No. College faculty do not know they are high school students unless the student discloses that information.

If a student changes where they want to take a college course, do they need to reapply for another voucher?
Yes, the student needs to reapply for another voucher.