# FY22 Prior Approval Request FormHigh School Completion Program Reimbursable Services

**Please complete this form by typing your responses in the indicated fields, then send the completed form and signed student PLP/GEP/GP to** **AOE.AdultEducation@vermont.gov****.** **Please be sure to redact the student’s name and any other identifying information from the PLP or you may request a secure email message from Miranda Scott (****Miranda.Scott@vermont.gov****) in order to submit the documents.**

# PLEASE NOTE:

1. Special Group Enrollment (SGE) only indicates the provider’s ability to be reimbursed for services and **does not** indicate that the student is being served in sum through the HSCP or has met all eligibility requirements;
2. All prior approval requests must be submitted **prior** to providing services requested for reimbursement; and
3. **SGEs do not signal permission to graduate students**. Any request to graduate students with skills below NRS 5 must be submitted on the separate AOE HSCP Request to Graduate form and submitted within the timeframe indicated.

# Type of prior approval sought (check all that apply):

[ ]  Item #9 – post-secondary course that is not eligible for Dual Enrollment voucher system. i.e., certificate program, non-credit-bearing course, more than 4 credits. This item is not available to students with skills below NRS 5.

[ ]  Item #10 – training program at Adult Career Technical Education program with cost above $700 – must result in industry valued and occupationally relevant certificate or credential.

[ ]  Item #20 – participation in a private physical education (PE) program.

[ ]  Participation in the Dual Enrollment program for student with NRS 4 Educational Functioning Level.

# The following section is to be completed for ALL prior approval requests:

DataWorks ID#:

Student is (check one):

**[ ]** Enrolled in high school

**[ ]** Unenrolled from high school

Partnering high school:

Number of credits earned:

Number of credits or content area focus needed for proficiency, specify credit/proficiency and content area (i.e., 1 English):

Proposed activities to be paid for by the HSCP and how they address CCRS and the high school diploma graduation requirements:

Proposed Approved Provider/s with whom you would sub-contract to provide the requested reimbursable services (if applicable):

# Questions regarding a request for a student with skills below NRS 5:

What is the plan to address the Below NRS 5 skill area(s)?

Date the student is expected to have attained NRS 5 skills:

# Questions regarding Item #9

* How does the course fall outside the parameters of the Vermont Dual Enrollment Program?
* What is the course and how does this tie to high school graduation requirements?

# Questions regarding Item #10

* What is the name of the training program/course?
* What is the industry valued certificate or credential that the student will obtain?
* Are WET funds or other sources of funding available to pay for all or part of the program/course? If so, provide details.

# Questions regarding Item #20

* How are the state-adopted PE standards ([SHAPE America PE Standards](https://www.shapeamerica.org/standards/pe/upload/Grade-Level-Outcomes-for-K-12-Physical-Education.pdf)) being addressed by this course?
* What is the program of study for this PE course?
* How will the student demonstrate proficiency in PE?
* Is the student meeting a graduation requirement by completing this PE course as documented in the GEP? (Example: PE requirement for graduation has not already been met)
* Can student participate in the high school’s PE program? If not, what are the obstacles to this student accessing PE at the school?

# Considerations regarding Dual Enrollment voucher for student with NRS 4 EFL:

* The student must demonstrate the academic readiness to use a dual enrollment voucher through one of the following:
	+ Does the student have an NRS 5 in the content area for which the voucher will be used? (i.e., if Reading skills are assessed at NRS 5, the student may seek a voucher for classes in English, Social Studies, history)
	+ Has the student scored a minimum of College Ready on the GED in the content area for which the voucher will be used? (i.e., if the student would like to use a voucher for a science class, the student has achieved a College Ready score on the GED in Science)
	+ Has the student consistently demonstrated previous proficiency in the content area of interest for dual enrollment on their high school transcript? If so, provide documentation.
* Note: it is the responsibility of the AEL provider to set up the student for success in their educational activities, including postsecondary activities.
	+ How has the HSCP plan manager and the high school adequately prepared the student for the significant commitment involved in taking a college course and made clear that the grade obtained will be a part of their permanent transcript and impact their GPA?
	+ Has the student carefully considered other opportunities, such as CCV’s Introduction to College and Careers course?
	+ How will the HSCP plan manager monitor the student’s progress in the course at appropriate intervals, evaluate student progress before the add/drop period ends, and provide academic services as necessary to ensure student success?

Date:

Name of staff making request:

Contact Email:

Phone number:

AEL Provider:

**[ ]** Central Vermont Adult Basic Education

**[ ]** Northeast Kingdom Learning Services

**[ ]** The Tutorial Center

**[ ]** Vermont Adult Learning

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