
MEMORANDUM

TO: Superintendents, Principals, High School Dual Enrollment Voucher Coordinator
FROM: Ryan Parkman, Personalized Learning Team Program Manager
Cc: Jess DeCarolis, Student Pathways Director
SUBJECT: Vermont Dual Enrollment & Early College Programs
DATE: August 19, 2022

VERMONT DUAL ENROLLMENT & EARLY COLLEGE PROGRAMS

Under the Flexible Pathways Initiative, the Vermont Dual Enrollment Program, [16 V.S.A. § 944](#), 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. Unused vouchers are voided at the end of each semester. Students must request a voucher whether they take a course on a college campus, online, or take a course at their high school for college credit. Students can use vouchers to enroll in college classes that begin after they have completed grade 10 and end before they have graduated from high school. Developmental and remedial courses do not qualify for Vermont Dual Enrollment vouchers.

Vermont high school seniors that are eligible to enroll in the **Early College Program**, [16 V.S.A. § 946](#), complete their final year of high school at a participating college or university, tuition free. This program enables students to complete one year of college, while also meeting the requirements for high school graduation.

Student readiness for college coursework must be determined by the principal or their designee, and participation in the Dual Enrollment and/or the Early College Program must be documented in a student's Personalized Learning Plan.

Eligibility criteria for student participation in the Dual Enrollment Program has changed. This change is reflected in Dual Enrollment Program policy with the expectation that secondary school and higher education partners adhere to using the updated criteria in determining student eligibility. The updated policy language below provides further clarification of eligibility requirements. This language is an expansion on and not an exact replication of statutory language under 16 V.S.A. § 944(1)(A)(i)(III).

Contact Information:

If you have questions about this document or would like additional information, please contact:
Ryan Parkman at AOE.DualEnrollment@vermont.gov

Secondary schools must confirm that the student meets the eligibility requirements of the Dual Enrollment Program before approving a voucher request. A student is eligible for the Dual Enrollment Program if:

1. they are a Vermont resident;
2. have completed grade 10 (rising Junior, rising Senior);
3. have not received a high school diploma; and
4. is enrolled in:
 - a. a Vermont public school, including a Vermont Career Technical Education (CTE) Center; or
 - b. a public school in another state that is designated as the public secondary school for the student's district of residence*, or an approved independent school that is designated as the public secondary school for the student's district of residence; or
 - c. *an approved independent school in Vermont, and the student is resident of a [non-operating district](#) (a district that does not operate a high school.); or*
 - d. a High School Completion Program that is assigned to a public school; or
 - e. a Home Study Program and participation in Dual Enrollment is consistent with Home Study policy (To be enrolled in a home study program, at least sixty percent of the core academics (3 out of 5) must be conducted at home.);
5. Dual Enrollment is an element included in the student's personalized learning plan; and
6. 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.

*As a result of school mergers under [Act 46](#), supervisory districts and unions who previously could designate out of state schools under [16 V.S.A. § 827](#) as the public high school for its resident students are no longer able to do so. SUs/SDs who pay tuition for their students to attend out of state schools should make their students aware that they are ineligible to participate in Dual Enrollment and Early College under the Flexible Pathways Initiative. The AOE has no regulatory authority over schools out of state, and therefore cannot hold such schools to any assurances to follow statutory and policy requirements as it relates to Dual Enrollment and Early College and as articulated in the secondary school participation agreement.

The Participation Agreement process involves two steps.

1. Complete and submit the [Vermont Secondary School Dual Enrollment and Early College Participation Agreement Microsoft Form](#) by **September 15, 2022**.
2. Upon submitting this completed form an AOE representative will convert the completed form into a **DocuSign** document which will then be routed to both the Principal and Superintendent for signatures to be maintained on file.

NOTE: **DocuSign**, is the AOE's official e-signature tool. Signatures indicate understanding of and assurance that the Vermont Dual Enrollment and Early College Program Participation Agreement responsibilities will be met.

The completed Microsoft Form is due by September 15, 2022

[Vermont Secondary School Dual Enrollment and Early College Participation Agreement Microsoft Form](#)

We look forward to our continued work with you to fulfill the expectations of the Flexible Pathways Initiative and the implementation of the Vermont Dual Enrollment and Early College Programs. If you have any questions concerning the Flexible Pathways Initiative and the Vermont Dual Enrollment and Early College Programs, please contact AOE.DualEnrollment@vermont.gov.

Resources:

[Dual Enrollment Voucher System](#)

[Dual Enrollment webpage](#)

[Voucher Coordinator Guide](#)

[Dual Enrollment Timeline FY23](#)