

# MEMORANDUM

TO: Superintendents, CTE Directors, Principals  
FROM: Jess DeCarolis, Division Director, Student Pathways  
SUBJECT: Early College Program and Career Technical Education – Concurrent Enrollment Requests  
DATE: April 1, 2022

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## Background

In spring 2019, the Agency of Education (AOE) received a request to consider allowing eligible students enrolled in Career Technical Education (CTE) programs to enroll in Early College Programs (ECP) while simultaneously remaining enrolled in their CTE program. The Agency is continuing this practice of allowing eligible students enrolled in CTE programs to enroll in early college for the 2022-2023 school year.

Participation in the Early College Program (ECP) requires students to unenroll from their high school/home study program, and to apply and enroll in ECP full-time ([Title 16 V.S.A. §946](#)). The statute ([Title 16 V.S.A. §1551a\(a\)](#)) allows students who are not enrolled in high school to enroll in a CTE center. While the intent of the Early College legislation ([Title 16 V.S.A. §946](#)) is that this program should stand in lieu of a Vermont student's senior year, the statute does not speak to the specific nature of co-enrollment of a student at a CTE center and an early college program.

## Policy

To inform a future policy that is equitable and sustainable, the AOE will allow students enrolled in the second half of a part-time CTE program to apply to participate in the Early College Program and use the 2022-2023 academic year to continue to evaluate educational, programmatic, and legal ramifications.

To that end, student eligibility for concurrent enrollment in part-time CTE programs<sup>1</sup> and the Early College Program will be considered by the Secretary of Education on a case-by-case basis.

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<sup>1</sup> This policy is limited to part-time CTE programs because it would be unreasonable to expect that a student could manage the responsibilities of a full college course load along with the responsibilities of a full day commitment in their CTE program.

## Contact Information:

If you have questions about this document or would like additional information, please contact: Ryan Parkman, Student Pathways Division, at [ryan.parkman@vermont.gov](mailto:ryan.parkman@vermont.gov).

## Prior Approval Process

1. Review the ECP Requirements, Policy, and Processes located on the AOE [Early College](#) webpage.
2. Approving high schools must complete and return an [Early College Prior Approval Form](#) to [AOE.EarlyCollege@vermont.gov](mailto:AOE.EarlyCollege@vermont.gov). All signatures from the partner high school and CTE center must be included before the request will be forwarded to the Secretary for review.

To aid in this process the AOE will be using the following criteria when reviewing the Prior Approval Request Form. The AOE's determination will be based on the information provided for each criterion:

- All ECP requirements were followed;
- Sufficient evidence was provided that the student could not have their graduation requirements met through their CTE program and partner high school without participation in Early College;
- The student demonstrated readiness to be successful in a full year of college plus a part-time CTE program simultaneously.

## Student Eligibility Requirements for CTE and ECP Concurrent Enrollment

CTE students are eligible to access the ECP if they:

- Are a resident of Vermont;
- Do not have a high school diploma;
- Are a 12th grade student (have completed their Junior year);
- Have permission from their high school principal/home study program;
- Have successfully completed the first half of their program (in part-time CTE programs this occurs junior year) and are enrolled in the second half (in part-time CTE programs this occurs senior year);
- Have Early College written into their Personalized Learning Plan (PLP). The courses in the Early College program should complement and be an extension of the student's CTE program, furthering them on a career path. (*Note, for home study, the student must submit both the Enrollment Form (Form A) and Minimum Course of Study (regardless of the exemption status) prior to engaging in Early College.*)
- The student should have successfully completed at least one dual enrollment or fast forward course in their junior year.

- *Note: At the end of the school year, the student must re-enroll at their high school in order to receive their diploma. VAST students have the option, if they so choose, to earn a diploma from their sending school.*<sup>23</sup>

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<sup>2</sup> The Vermont Academy of Science Technology (VAST) is an independent high school that issues high school diplomas. VAST students have the option, if they so choose, to earn a diploma from their sending school. In this case, they would need to re-enroll in their sending school prior to receiving their diploma.

<sup>3</sup> For any 12th grade student enrolled in VAST and/or in any eligible Vermont Early College program, the credits and grades earned shall, upon the request of the student or the student's parent or guardian, be applied toward graduation requirements at the Vermont secondary school that the student attended prior to enrolling in the Early College program.