
SECONDARY DUAL ENROLLMENT AND EARLY COLLEGE PARTICIPATION AGREEMENT FY22

Dual Enrollment & Early College Overview

Under the Flexible Pathways Initiative, the State has encouraged and supported school districts in offering high quality educational experiences. Two such experiences, Dual Enrollment and Early College, allow school districts to offer post-secondary experiences to students to meet graduation requirements. 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. Developmental/remedial courses do not qualify for Vermont Dual Enrollment vouchers. The Early College Program, [16 V.S.A. § 946](#), allows seniors who enroll to take a full year of college-level courses tuition free. Student readiness for and participation in college coursework must be determined by their principal and/or their designee and documented in the student's Personalized Learning Plan.

Definitions

"Dual Enrollment" means enrollment by a secondary student in a course offered by an accredited postsecondary institution and for which, upon successful completion of the course, the student will receive: (A) secondary credit toward graduation from the secondary school in which the student is enrolled; and (B) postsecondary credit from the institution that offered the course if the course is a credit-bearing course at that institution.

"Early College" means full-time enrollment by a 12th grade Vermont student for one academic year in a program offered by a postsecondary institution in which the credits earned apply to secondary school graduation requirements.

General Program Responsibilities for Secondary School Partners

- Secondary schools must ensure that participation in the Dual Enrollment and/or Early College Program is documented in a student's Personalized Learning Plan.

Contact Information:

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

- Secondary schools must establish an equitable process to prepare students and determine readiness for participation in Dual Enrollment and/or Early College. Note: [VT Flexible Pathways Tool: Considerations for Student Participation in a Flexible Pathway](#) was created to support a consistent process for students and their advisors to determine how a flexible pathway opportunity fits within a student's short and long-term goals, how they can prepare for those learning experiences and identify the supports they may need to be successful.
- Secondary schools must agree to provide eligible students with access to Dual Enrollment Program courses and the Early College Program.
- Secondary schools must ensure that Dual Enrollment and Early College courses align with and meet graduation requirements.
- Secondary schools must accept postsecondary credit awarded through the Dual Enrollment and Early College Programs 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 as detailed in the Dual Enrollment and Early College Program Manuals available on the AOE website.

Dual Enrollment Program Responsibilities

- Secondary schools will use the Dual Enrollment System for the purposes of approving/denying student accounts, approving/denying voucher requests and monitoring voucher status.
- Secondary schools must agree to maintain and report data related to students enrolled in Dual Enrollment Program courses.
- Secondary schools must confirm voucher details before approving a voucher (i.e., college, semester, and course).
- Secondary schools must confirm with the student which Dual Enrollment courses will be changed, if any, during the college drop/add period. Changes to Approved vouchers can only be made by the college.
- Secondary schools are responsible for transcription of completed Dual Enrollment courses to satisfy graduation requirements.
- Secondary schools must confirm that the student meets the eligibility requirements of the Dual Enrollment Program before approving a voucher request.

Student Eligibility

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.) NOTE: this updated Dual Enrollment Program Policy criteria is to be used as a measure to determine student eligibility); 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, 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.

Fast Forward Participation for High Schools

The Fast Forward program provides opportunities for CTE students to access college courses as part of their CTE Program. Check with your regional CTE center for available options.

- High School coordinators are responsible for approving account requests for students who attend CTE centers who will participate in Fast Forward dual enrollment courses at the CTE center. The high school does not need to

determine student eligibility for Fast Forward or approve Fast Forward course requests. The high school only needs to approve the creation of the account.

- Career Technical Education centers designate Fast Forward Coordinators who are responsible for approving Fast Forward voucher requests for students who are enrolled in CTE programs.
- It is important to note that eligibility criteria for CTE students interested in taking a Fast Forward course may be different than the criteria required for DE Program participation. Although the Fast Forward Program and the Dual Enrollment Program are separate, they both rely on the Dual Enrollment Voucher System for data tracking purposes.

Early College Program Responsibilities

This section outlines the high school's responsibilities as partner in the Vermont Early College Program. By approving student participation in the Early College Program, principals understand that participation in a full academic year of college replaces the student's senior year in sum and substance. This includes the waiving of any senior-year mandated courses, projects or requirements that would only be accessible to enrolled students.

The secondary school is expected to fulfill the following:

- Assisting eligible students to plan for Early College (including documentation in students' PLP)
- Ensuring students complete the respective college's FERPA waiver;
- Issuing the high school transcript inclusive of college courses
- Awarding the high school diploma.
- The secondary school may not charge additional fees in order to meet these responsibilities.
- Secondary schools understand that if an Early College student drops below full time status due to any unforeseen circumstance, the Early College Program Request for Exception form must be completed by the secondary and/or post-secondary institution. The completed Request for Exception form must be submitted to and approved by the AOE in order to support the accommodation of continuing in a part-time status.
- Early College students must disenroll from their high school to participate – this includes high school students attending a technical center. Unenrolled secondary CTE students seeking to participate in Early College and their CTE program must submit an Early College and CTE Co-enrollment Prior Approval Request to the AOE for approval.

This year the Participation Agreement process involves two steps.

7. Download and complete the Secondary School Participation Agreement form and **email** the completed form to AOE designee, Rose Wheeler at rose.wheeler@vermont.gov by September 15, 2021.
8. The AOE designee will convert the completed form into a OneSpan document which will then be routed to the current principal and superintendent for signatures to be maintained on file. Signatures indicate understanding of and assurance that the Vermont Dual Enrollment and Early College Program Participation Agreement responsibilities will be met.

Name of Secondary School: _____

Dual Enrollment Voucher Coordinator(s) at High School

This person will approve/deny account requests and vouchers and have access to the Dual Enrollment System.

Voucher Coordinator 1

Name: _____

Email: _____

Phone: _____

List any additional Dual Enrollment Voucher Coordinator contacts here (if you have more than three, use an additional sheet of paper) **that will need access to approving/denying account requests and vouchers:**

Name: _____

Email: _____

Phone: _____

Name: _____

Email: _____

Phone: _____

Name: _____

Email: _____

Phone: _____

Early College Program Contact:

Name: _____

Email: _____

Phone: _____

Principal & Superintendent / Headmaster

Please enter the name and email addresses for the Secondary School Principal and the Superintendent/Headmaster.

Secondary School Principal

Name: _____

Email: _____

Superintendent/Headmaster

Name: _____

Email: _____

Please return the completed participation agreement by **September 15, 2021**, to:

Rose Wheeler at Rose.Wheeler@vermont.gov

Rose Wheeler

Agency of Education
1 National Life Drive, Davis 5,
Montpelier, VT 05620-2501

Fax: 802-828-6430 or email to: [Rose Wheeler](mailto:Rose.Wheeler@vermont.gov)