VTDE: Secondary School Coordinator Guide to Student Accounts & Voucher Approval

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Part 1: Approving/Denying Student Accounts

1. Navigate to the Dual Enrollment website (https://dualenrollment.vermont.gov/vtde) and enter your login credentials.
2. Select the **DUAL ENROLLMENT** tab in the main navigation bar.
3. Click **STUDENT ACCOUNT APPROVAL.**

NOTE: When a student requests an account, you will receive e-mail notification indicating this. E-mail notifications will also occur when a Home Study student or an Adult Diploma Program (ADP) student requests an account.

4. In the *Review Request* panel, click the pencil icon. The information entered by the student during their Account Request will populate.
   a. Review the Student Account Request Questions.

   b. Click the checkbox indicating the information has been reviewed.
   c. Click the **REVIEWED** button to confirm.
5. In the *Pending Accounts* panel, select the checkbox under the *Approve* or *Deny* column indicating approval of the account.

NOTE: *Prior to approving an account, ensure accurate information is presented (i.e. correct birthday, correct school) and that the student doesn't already have an account.*

6. Select the Email radio button under the *Contact Method* column next to the student's name. The student's e-mail address will populate for review.

| Approve	Deny	Student Name ↑↓	School ↑↓	Date of Birth ↑↓	Contact Method
☐	☐	Poorni4 Test	Arlington Memorial High School	01/09/2004	⬤ Email
☐	☐	Jordyn Sparx	Arlington Memorial High School	07/01/2008	⬤ Email

Showing 1 to 2 of 2 entries

7. Click **SUBMIT.**
8. The student will receive indication of your acceptance or denial for account creation via e-mail. Secondary School Coordinators will receive a copy of this email as well.
   a. The student will receive the required credentials including a PIN to login if their account is approved.
9. Previously approved or denied accounts will appear in the *Previously Approved Accounts* panel. If a student with an approved account needs the PIN to be resent, it can be done by clicking the icon under the *Resend Pin* column.

NOTE: *If any denial is deemed an error, the student must resubmit another account request to proceed with the approval process again.*

Part 2: Processing Voucher/Ticket Requests

1. Navigate to the **DUAL ENROLLMENT** tab on the main navigation bar.
2. Select **PROCESS VOUCHER REQUESTS** from the options that display.
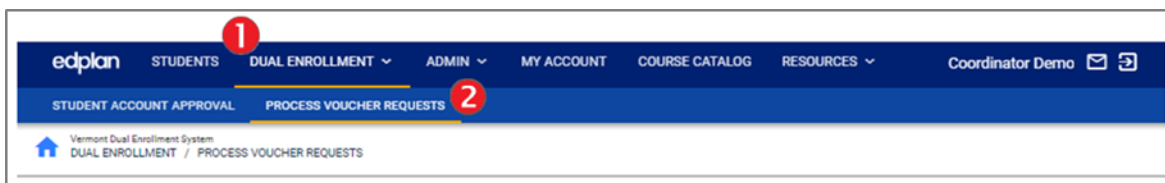
NOTE: *You will also receive an e-mail notification when a voucher is requested.*

3. The first panel will show *Vouchers To Review*. Click the pencil icon under the *Review* column to view the request details that were submitted by the student.

NOTE: *If a student has already submitted and been approved for two Dual Enrollment vouchers, they will be unable to submit additional voucher requests. If a student has requested and been approved for five Early College vouchers, they will be unable to submit additional voucher requests.*

4. In the pop-up window, review the student's application details. For each textbox, type in the details to provide the answers and/or justifications for each.

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Personalized Learning Plan Approval Questions

What specific learning expectations and/or performance indicators have been identified for this experience to meet required standards/graduation proficiencies?

Please list and describe **a**

(Required)

How has the student been determined to be academically ready to be successful in this Flexible Pathway experience?

Please provide indicators of academic readiness, such as scores from WorkKeys, ACT, SAT, successful completion of DE course or other college level course, etc... **b**

(Required)

How has the student been determined to be socially and emotionally ready to be successful in this Flexible Pathway experience?

Please describe **c**

(Required)

a. Click the checkbox indicating that you have reviewed the Student and Coordinator Personalized Learning Plan Questions.
b. Select the Approval Decision using the dropdown menu choices.
   i. If Yes is selected, the student's responses to if they require Free and Reduced Lunch and if the student will incur out-of-pocket expenses will populate. Make updates if necessary.
   ii. If No is selected, indicate the denial reason from the choices.

Approval Decision   No

Denial Reason

Duplicate course request
Student decided not to take the course
Student selected wrong course/section/semester/voucher type
Student selected wrong college
Student selected wrong high school coordinator
Student not enrolled at this secondary school
Student does not have necessary pre-requisites
Student is not sufficiently prepared
Student has not completed grade 10
Student will have graduated prior to course completion
Course not eligible for Dual Enrollment (remedial, etc.)
Past enrollment date for the course selected

c. Indicate if the student is an ELL Student.
d. Select if the student is a Special Education student.
e. Click **APPROVE** to confirm the entries. Click **CLOSE** to return to the Voucher Request window without confirming the entries.

5. The Approved or Denied voucher request will be visible in the *Completed Voucher Reviews* panel. Click the icon under the *Details* column to view the details regarding the voucher.

NOTE: *The student will receive an e-mail notification indicating your acceptance or denial of their voucher request. You will receive a copy via e-mail as well.*

## Part 3: Viewing Approved Vouchers for Students

1. Click the **STUDENTS** tab on the main navigation bar.

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2. Enter the search criteria for the student and click **VIEW STUDENTS.**
    a. To print the results, click **PRINT RESULTS.** The results will populate in a PDF.
    b. To export the results to an excel sheet, click **EXPORT RESULTS.**
    c. To start a new search, click **SEARCH AGAIN** to be returned to the *Student Criteria* panel for entering criteria.
3. Select the student's Name.
4. The Student Profile will populate with the previously entered demographic information.
    a. Click **EDIT PROFILE** to update any student information.
5. If the student has forgotten their password, select **CHANGE PASSWORD** to enter a new password for the student.

NOTE*: The student will not be notified of their password change. Be sure to make note of the update and provide the new password to the student.*

6. Navigate to the sub-navigation bar and select **VOUCHER REQUEST.**
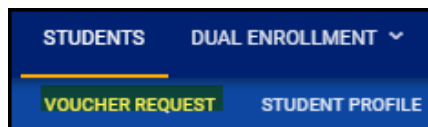
7. The previously submitted (approved or denied) vouchers will appear in the *Your Vouchers* panel.
8. Click the Home icon to return to the Dashboard.

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