
Issue Date: January 9, 2025

Adult Diploma Program Memorandum of Understanding with Participating High School Draft

Parties

The parties involved in this MOU are the Vermont Agency of Education (VTAOE) and the school district operating an Adult Diploma Program (ADP) participating high school (PHS).

Purpose

The purpose of this document is to provide a formal agreement that ensures each party listed will honor the policies put forth in the ADP Policy Manual. Per [16 V.S.A. § 945](#) the ADP is a program administered by the VTAOE as part of the Adult Education and Literacy program. Eligible students are granted a diploma by a participating high school.

Agreements

The parties agree that:

- Assessment and other proficiency defining tools approved by the Agency of Education as outlined in the most recent ADP Policy Manual are sufficient evidence that a student has met proficiency in the assessed content areas.
- In the event that a student does not show evidence of proficiency as outlined in the ADP Policy Manual, the VTAOE will be contacted for consultation with the school and the AEL provider. ADP students with a signed ADP Graduation Agreement who demonstrate evidence of proficiency according to the ADP Policy Manual will be granted a diploma from the participating high school that is no different from any other diploma that the high school issues to students.
- Transcripts of ADP student graduates will be maintained on-site permanently.
- The ADP Pilot is for the purpose of launching the ADP and is subject to policy changes in future iterations.
- School personnel may provide feedback and participate in the further development of the ADP.

Duration of Agreement

The duration of this MOU will be in effect until replaced by an updated MOU or one party provides 30 days of written notice to the other party to terminate.



Roles and Responsibilities

Party One: Vermont Agency of Education (VTAOE)

The VTAOE will serve as the ADP administrator. The VTAOE will be responsible for monitoring and evaluating the implementation of the ADP and ensure that all parties are adhering to the policies and procedures outlined in the ADP Policy Manual.

VTAOE agrees to:

- Formally invite high schools to participate by entering into and signing an MOU.
- Provide training to stakeholders on program policies and procedures.
- Develop a transcript template for ADP graduates.
- Monitor ADP data entered in the AEL statewide database to ensure ADP policies are being followed.
- Communicate with stakeholders to receive program feedback.
- Facilitate changes to the ADP program.

Party Two: School district operating a Participating High School (PHS)

The school district agrees that the Participating High School will:

- Review the ADP Graduation Agreement and other documentation submitted by AEL providers for each student candidate for graduation.
- Accept the fees for service outlined in the ADP Policy Manual.
- Verify that all the required documentation is present and only AOE approved methods, as stated in the ADP Policy Manual, were used to meet the ADP Proficiency Based Graduation Requirements (PBGRs).
- Enroll the student in school for a day to issue a valid diploma.
- Issue diploma to the student.
- Permit students to participate in the graduation ceremony held for all graduates of the participating high school.
- Create the ADP students' transcripts with the AEL provider.
- Maintain all transcripts per [State Board Rule 2113](#).

Payment of Fees

The school district agrees to the fee schedule as stated in the Adult Diploma Program Policy Manual.

Signatures

VTAOE Secretary

Date

VTAOE State Director of AEL

Date

High School Principal

Date

District Superintendent

Date