

## Secondary Dual Enrollment and Early College Participation Agreement Form FY23 Preview

### 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 school graduation requirements.

1. Please select your SU/SD from the list below.

- WOODSIDE JUVENILE REHAB CENTER
- MT ABRAHAM UNIFIED SCHOOL DISTRICT
- ADDISON NORTHWEST SD
- ADDISON CENTRAL SU
- SLATE VALLEY UNIFIED UNION SCHOOL DISTRICT
- SOUTHWEST VERMONT SU

### 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)

- BENNINGTON RUTLAND SU
- COLCHESTER SD
- CALEDONIA CENTRAL SU
- MILTON SD
- ST JOHNSBURY SD
- MT MANSFIELD UNIFIED UNION SD
- CHAMPLAIN VALLEY SUPERVISORY DISTRICT
- BURLINGTON SD
- SOUTH BURLINGTON SD
- WINOOSKI SD
- ESSEX NORTH SU
- FRANKLIN NORTHEAST SU
- MISSISQUOI VALLEY SCHOOL DISTRICT
- FRANKLIN WEST SU
- MAPLE RUN SD
- GRAND ISLE SU
- LAMOILLE NORTH SU
- LAMOILLE SOUTH SU
- ORANGE EAST SU
- ORANGE SOUTHWEST SU
- WHITE RIVER VALLEY SU
- NORTH COUNTRY SU
- WASHINGTON CENTRAL SU
- MILL RIVER UNIFIED UNION SUPERVISORY DISTRICT
- ORLEANS CENTRAL SU
- ORLEANS SOUTHWEST SU
- RUTLAND NORTHEAST SU
- RUTLAND CITY SU
- HARWOOD UNIFIED UNION SD
- WINDHAM CENTRAL SU
- WINDHAM NORTHEAST SU
- WINDHAM SOUTHEAST SU
- WINDHAM SOUTHWEST SU
- WINDSOR CENTRAL SU
- WINDSOR SOUTHEAST SU
- HARTFORD SD
- SAU 70
- SPRINGFIELD SD
- BATTENKILL VALLEY SU
- BARRE SU
- TWO RIVERS SU
- RIVENDELL INTERSTATE SD

- ESSEX-WESTFORD SUPERVISORY DISTRICT
- GREATER RUTLAND COUNTY SU
- KINGDOM EAST SUPERVISORY DISTRICT
- CENTRAL VERMONT SU
- MONTPELIER-ROXBURY SU
- APPROVED INDEPENDENT SCHOOL

2. Please select your school from the list below.\*

- ARLINGTON MEMORIAL HIGH SCHOOL
- BELLCATE SCHOOL
- BELLOWS FALLS UHS #27
- BELLOWS FREE ACADEMY (ST ALBANS)
- BELLOWS FREE ACADEMY MIDDLE/HS (FAIRFAX)
- BLUE MOUNTAIN US #21
- BRATTLEBORO UHS #6
- BURKE MOUNTAIN ACADEMY
- BURLINGTON SENIOR HIGH SCHOOL
- CABOT SCHOOL
- CANAAN SCHOOLS
- CENTERPOINT
- CHAMPLAIN VALLEY UHS #15
- CHOICE ACADEMY
- COLCHESTER HIGH SCHOOL
- COMMUNITY HIGH SCHOOL OF VT
- CRAFTSBURY SCHOOLS
- DANVILLE SCHOOL
- EAST BURKE SCHOOL
- EAST MEADOW SCHOOL
- EAST VALLEY ACADEMY/CHALLENGER
- ENOSBURG FALLS MIDDLE-HIGH SCHOOL
- ESSEX COMMUNITY ED CENTER
- FAIR HAVEN UHS #16
- FAY HONEY KNOPP MEMORIAL SCH
- FOUNDATIONS
- GRACE CHRISTIAN SCHOOL (BENN)
- GREEN MOUNTAIN UHS #35
- GREEN MT VALLEY SCHOOL
- GREENWOOD SCHOOL
- HANOVER HIGH SCHOOL
- HARTFORD HIGH SCHOOL
- HARWOOD UNION MIDDLE/HS #19
- HAZEN UHS #26

- INSPIRE FOR AUTISM INC
- JEAN GARVIN SCHOOL
- KILLINGTON MOUNTAIN SCHOOL
- KINDLE FARM
- LAKE CHAMPLAIN WALDORF
- LAKE REGION UHS #24
- LAMOILLE UHS #18
- LARAWAY SCHOOL
- LELAND AND GRAY UHS #34
- LONG TRAIL SCHOOL
- MANCHESTER VILLAGE SCHOOL
- MAPLEHILL COMMUNITY SCHOOL
- MEADOWS EDUCATIONAL CENTER
- MID VERMONT CHRISTIAN SCH
- MIDDLEBURY UNION HIGH SCHOOL
- MILL RIVER UHS
- MILTON HIGH SCHOOL
- MISSISQUOI VALLEY UHS #7
- MONTPELIER HIGH SCHOOL
- MOSAIC LEARNING CENTER
- MT ABRAHAM UHS #28
- MT ANTHONY SR UHS #14
- MT MANSFIELD ACADEMY
- MT MANSFIELD USD
- MT SCHOOL OF MILTON ACADEMY
- MT SNOW ACADEMY ALPINE TRAINING CTR
- MT ST JOSEPH ACADEMY
- NEW SCHOOL OF MONTPELIER
- NORTH COUNTRY UHS #22B
- NORTHFIELD MIDDLE/HIGH SCHOOL
- OKEMO MOUNTAIN SCHOOL
- OTTER VALLEY UHS #8
- OXBOW UHS #30
- PACEM SCHOOL
- PEOPLES ACADEMY
- POULTNEY HIGH SCHOOL
- PRIORITY PLACEMENTS INC
- PROCTOR JR/SR HIGH SCHOOL
- PUTNEY SCHOOL
- RANDOLPH UHS #2
- RICE MEMORIAL HIGH SCHOOL
- RICHFORD JR/SR HIGH SCHOOL

- RIVENDELL ACADEMY
- ROCK POINT SCHOOL
- RUTLAND AREA CHRISTIAN SCHOOL
- RUTLAND HIGH SCHOOL
- SHARON ACADEMY THE
- SHELDON ACADEMY AKA VAC
- SO BURLINGTON HIGH SCHOOL
- SOAR LEARNING CENTER
- SPAULDING UHS #41
- SPRINGFIELD HIGH SCHOOL
- ST MICHAELS CATHOLIC SCHOOL
- STONE PATH ACADEMY
- STOWE HIGH SCHOOL
- STRATTON MOUNTAIN SCHOOL
- THE ARLINGTON SCHOOL
- THE COMPASS SCHOOL
- THE LIHIGH SCHOOL
- THE MILL SCHOOL
- TURNING POINTS SCHOOL
- TWIN VALLEY MIDDLE HIGH SCHOOL
- TWINFIELD US #33
- TWO ROADS ACADEMY
- U32 UHS #32
- VERGENNES UHS #5
- VERMONT ACADEMY
- VERMONT COMMONS SCHOOL
- VERMONT SCHOOL FOR GIRLS
- VT ACAD OF SCIENCE/TECH
- WEST RUTLAND SCHOOL
- WHITE RIVER VALLEY HIGH SCHOOL
- WILLIAMSTOWN MIDDLE/HIGH SCHOOL
- WINDSOR SCHOOL
- WINOOSKI HIGH SCHOOL
- WOODSTOCK MIDDLE SR UHS #4
- Other

### **General Program Responsibilities**

The following section pertains to general responsibilities high schools are expected to fulfill when providing these post secondary options for high school students.

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

*The 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.*

- Agree
  - Do Not Agree
4. 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. \*
- Agree
  - Do Not Agree
5. Secondary schools must agree to provide eligible students with access to Dual Enrollment Program courses and the Early College Program. \*
- Agree
  - Do Not Agree
6. Secondary schools must ensure that Dual Enrollment and Early College courses align with and meet graduation requirements. \*
- Agree
  - Do Not Agree
7. 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.\*
- Agree
  - Do Not Agree

## **Dual Enrollment Program Responsibilities**

*This section outlines the high school's responsibilities as partner in the Vermont Dual Enrollment Program.*

8. Secondary schools will use the Dual Enrollment System for the purposes of approving/denying student accounts, approving/denying voucher requests and monitoring voucher status. \*
  - Agree
  - Do Not Agree
9. Secondary schools must agree to maintain and report data related to students enrolled in Dual Enrollment Program courses. \*
  - Agree
  - Do Not Agree
10. Secondary schools must confirm voucher details before approving a voucher (i.e., college, semester, and course). \*
  - Agree
  - Do Not Agree
11. 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. \*
  - Agree
  - Do Not Agree
12. Secondary schools are responsible for transcription of completed Dual Enrollment courses to satisfy graduation requirements. \*
  - Agree
  - Do Not Agree
13. Secondary schools must confirm that the student meets the eligibility requirements of the Dual Enrollment Program before approving a voucher request.\*
  - Agree
  - Do Not Agree
14. Please provide the name of your Dual Enrollment Program Voucher Coordinator.\*  
(Last, First)
15. Please provide the email address for your Dual Enrollment Voucher Coordinator.\*

## **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.

16. Assisting eligible students to plan for Early College (including documentation in students' PLP). \*

- Agree
- Do Not Agree

17. Ensuring students complete the respective college's FERPA waiver.\*

- Agree
- Do Not Agree

18. Issuing the high school transcript inclusive of college courses.\*

- Agree
- Do Not Agree

19. Awarding the high school diploma. \*

- Agree
- Do Not Agree

20. The secondary school may not charge additional fees in order to meet these responsibilities. \*

- Agree
- Do Not Agree

21. 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. \*

- Agree
- Do Not Agree

22. 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 Form to the AOE for approval. \*

- Agree
- Do Not Agree



23. Please provide the name of your Early College Program contact person. \*

(Last, First)

24. Please provide the email address for your Early College Program contact person.\*

### **Principal & Superintendent/Headmaster Agreement**

Please enter the information requested below for the Secondary School Principal and the Superintendent/Headmaster. Upon submitting this completed form, both the Principal and Superintendent will be sent a link to sign a document using DocuSign, our 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.

25. Please provide the name of your secondary school principal.

(Last, First)

26. Please provide the email address for your secondary school principal.

27. Please provide the name of your superintendent/headmaster.

(Last, First)

28. Please provide the email address for your superintendent/headmaster.

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