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## MEMORANDUM

TO: Superintendents, Principals, High School Dual Enrollment Voucher Coordinators  
FROM: Toni Marra, Program Coordinator  
SUBJECT: 2019-2020 Updates to the Dual Enrollment & Early College Programs  
DATE: August 21, 2019

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### **Vermont Dual Enrollment and Early College Programs**

The Vermont Agency of Education and Vermont's higher education partners continue their collaborative effort to create a system in which students may enroll in college courses offered on a college campus, at their high school, and/or online. This program serves to introduce students to college-level coursework before they immerse themselves fully in college life; allows college coursework to be applied for progress toward secondary school completion; and can provide high school graduates with a jumpstart on college credits.

Under the Flexible Pathways Initiative 16 V.S.A. § 941, the **Vermont Dual Enrollment Program** 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. Unused vouchers are voided at the end of each semester. Students must request a voucher whether they take a course on a college campus, online, or take a course at their high school for college credit. Students can use vouchers to enroll in college classes that begin after they have completed grade 10 and end before they have graduated from high school. Developmental and remedial courses do not qualify for Vermont Dual Enrollment vouchers.

Vermont high school seniors who enroll in the **Early College Program** complete their final year of high school at a participating college or university, tuition free. This program enables students to complete one year of college, while also meeting the requirements for high school graduation.

**Please review the Early College Program portion of the agreement carefully**, as it has changed from previous years, with updated content regarding co-enrollment with a CTE program and procedure for Early College students that may drop below full-time status due to unforeseen circumstances.

Student readiness for college coursework must be determined by the principal or their designee, and participation in the Dual Enrollment and/or the Early College Program must be documented in a student's Personalized Learning Plan.

### **Secondary School Responsibilities:**

- Secondary schools must ensure that participation in the Dual Enrollment or Early College Program is documented in a student's Personalized Learning Plan.
- 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* will be available Fall 2019.
- 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.

### **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.
- Secondary schools are responsible for: assisting eligible students to plan for Early College (including documentation in students' PLP); transcription of completed college courses to satisfy graduation requirements; and awarding the high school diploma. The secondary school may not charge additional fees in order to meet these responsibilities.
- Secondary schools must identify an Early College contact person (this does not apply to the CTE center as the student's tuitioning high school approves participation in Early College). 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.
- 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.

**Dual Enrollment Program:**

- Secondary schools must identify a Dual Enrollment voucher coordinator/contact person.
- 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 that the student meets eligibility requirements of the Dual Enrollment program before approving a voucher request (e.g., – the student has completed grade 10).
- 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.
- Secondary schools are responsible for transcription of completed Dual Enrollment courses to satisfy graduation requirements.

Attached please find the High School Participation Agreement for the 2019-2020 school year. **The completed form is due by September 6, 2019 to [Rose Wheeler](#)**

We look forward to our continued work with you to fulfill the expectations of the Flexible Pathways Initiative and the implementation of the Vermont Dual Enrollment and Early College Programs. If you have any questions concerning the Flexible Pathways Initiative and the Vermont Dual Enrollment and Early College Programs, please contact [Toni Marra](#), Dual Enrollment and Early College Program Coordinator, or (802) 479-1302.

**Resources:**

- Dual enrollment voucher application for students: [Dual Enrollment System](#)
- [Student User Guide](#)
- [Voucher/Ticket Coordinator Guide](#)
- [Dual Enrollment Program Timeline FY20](#)