
MEMORANDUM

TO: Superintendents, CTE Directors, Principals
FROM: Jess DeCarolis, Division Director, Student Pathways
SUBJECT: Early College Program and CTE Co-Enrollment Prior Approval
DATE: August 24, 2023

Purpose

In 2019, the Agency of Education (AOE) received a request to consider allowing eligible students to enroll in Early College Programs (ECP) while simultaneously remaining enrolled in their CTE program. The AOE developed a process by which students seeking to participate simultaneously in CTE and Early College could submit a request for approval to be co-enrolled.

The AOE has collected five years of student data and upon evaluation of these data and revisiting appropriate legislation and rules governing both CTE and Early College, the AOE will be discontinuing co-enrollment of high school students in Early College and secondary CTE effective FY25 (2024-2025). This decision will ensure the state is in compliance with [16 V.S.A. § 941](#) and [16 V.S.A. § 946](#) and will further ensure that the State is not engaging in policy inconsistent with law and rule, as well as engaging in practices inherently inequitable to all students.

Final Year of CTE and ECP Co-Enrollment

Participation in ECP requires students to unenroll from their high school/Home Study program, and to apply and enroll in ECP full-time. While students who are not enrolled in high school may enroll in a CTE program, the intent of ECP is that it stands in lieu of a Vermont student's senior year. Any student enrolled in a secondary CTE Program will be billed back to their sending district. If they are not enrolled in that district, the sending school still pays tuition for a student, even though they no longer receive state reimbursement. No other ECP student is allowed to continue as even a part-time secondary student.

To that end, student eligibility for co-enrollment in part-time CTE programs and an ECP will only be considered by the Secretary of Education on a case-by-case basis for the 2023-2024 school year. This is limited to part-time CTE programs as it would be unreasonable to expect a student to manage the responsibilities of a full college course load along with the responsibilities of a full-day commitment in their CTE program. This year will mark the end of CTE-EC co-enrollment.



Prior Approval Process

- 1) Review the ECP requirements, policy, and processes located on the AOE [Early College](#) webpage.
- 2) Approving high schools must complete and return an [Early College Program and CTE Co-Enrollment Prior Approval Form](#). All signatures from the partner high school and CTE center must be included before the request will be forwarded to the Secretary for review.

To aid in this process the AOE will be using the following criteria when reviewing the Prior Approval Request form. The AOE's determination will be based on the information provided for each criterion:

- All ECP requirements were followed.
- Sufficient evidence was provided that the student could not have their partner high school's graduation requirements met through Early College without participation in their CTE program.
- The student has demonstrated readiness to be successful in a full year of college and a part-time CTE program simultaneously.

Student Eligibility Requirements for CTE and ECP Co-Enrollment:

CTE students are eligible to access the ECP if they:

- Are residents of Vermont.
- Do not have a high school diploma.
- Are a 12th grade student (have completed their Junior year).
- Have permission from their high school principal/Home Study program.
- Have successfully completed the first half of their program (in part-time CTE programs this occurs junior year) and are enrolled in the second half (in part-time CTE programs this occurs senior year);
- Have Early College written into their Personalized Learning Plan (PLP). The courses in the Early College program should complement and be an extension of the student's CTE program, furthering them on a career path.
- The student should have successfully completed at least one Dual Enrollment or Fast Forward course in their junior year.