
MEMORANDUM

TO: Home Study Families
FROM: Ryan Parkman; Interim College & Career Readiness Coordinator
Alicia Hanrahan; Education Programs Manager/Home Study Supervisor
SUBJECT: Dual Enrollment and Early College
DATE: February 7, 2022

Purpose

The VT Agency of Education's Student Pathways Division and Home Study Office are providing clarity to families who wish to enroll their high school aged students in either a Dual Enrollment (DE) Program or an Early College (EC) Program, both of which provide tuition-free options for students to access higher education courses.

Definition of Programs

Dual Enrollment - The Vermont Dual Enrollment program, [16 V.S.A. § 944](#), includes up to two college courses for eligible Vermont high school students. The Agency of Education has oversight of the Dual Enrollment Program and works with partner institutions of higher education to manage the delivery to students. Dual enrollment courses provided for in this legislation can be offered on a college campus, online, and on-site at a participating high school.

Early College - Through the Flexible Pathways Initiative, Vermont's Early College Program (ECP), [16 V.S.A. § 946](#), allows eligible 12th grade students to enroll full-time for one academic year at one of the participating and approved higher education institutions. The ECP simultaneously serves as a student's senior year of high school and one academic year of college, tuition free.

Participation Requirements for Dual Enrollment and/or Early College

- Every home study student who wants to participate in DE and/or EC must submit a Home Study Enrollment Form (Form A) and a Minimum Course of Study (MCOS) regardless of their MCOS exemption status.
- Every student who wants to participate in DE and/or EC must have a Personalized Learning Plan (PLP). The MCOS can serve as a student's PLP and must include how the DE or EC course(s) will align with and advance their education. *NOTE: Dual Enrollment vouchers may not be used at the same time students are enrolled in the Early College program.*

Contact Information:

If you have questions about this document or would like additional information please contact:
Flexible Pathways / Dual Enrollment: aoe.dualenrollment@vermont.gov
Home Study: aoe.homestudy@vermont.gov

Dual Enrollment vouchers may be used PRIOR to Early College but not during or after Early College completion.

- A home study student and the student’s parent or guardian shall be solely responsible for developing a MCOS/PLP.
- Students seeking to participate in Dual Enrollment must use the [Dual Enrollment system site](#), and have all account and course requests approved prior to registering for college courses. The designated AOE Coordinator approves all DE System requests for home study students.
- Students seeking to participate in Early College will apply directly with colleges in the spring of their 11th grade year, and then will need to unenroll from Home Study prior to beginning coursework.
- Students who participate in Dual Enrollment need to ensure that 3/5 of core academic requirements are met at home.

Timelines

Dual Enrollment

| | Summer Semester | Fall Semester | Spring Semester |
|-------------------------------------------|-----------------|---------------|-----------------|
| <i>MCOS Completion*</i> | | | |
| <i>DE Voucher Request Window Opens**</i> | Mid - February | Mid - April | Mid - November |
| <i>DE Voucher Request Window Closes**</i> | Mid - July | Mid - October | Mid - March |

* Your MCOS needs to be submitted prior to being approved for an account in the Dual Enrollment Voucher System. Please note that MCOS processing time is based on a first-come first served basis and submissions may be substantial at certain points of the year. MCOS completion for the following school year can be submitted starting on March 1st.

** See the [VT AOE Dual Enrollment](#) website for exact dates.

Early College Recommended Action Steps

| Timeline | Recommended Action Steps |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9 th – 10 th Grade | <ul style="list-style-type: none"> Explore college and career options via the Personal Learning Planning (PLP) process |
| 10 th Grade Fall Semester | <ul style="list-style-type: none"> Consider taking CCV Intro to College and Careers Explore college and career options via the Personalized Learning Planning process Identify self-assessments you can take to determine readiness and next steps for post-secondary options |
| 10 th Grade Spring Semester | <ul style="list-style-type: none"> Request a DE Voucher System Account Consider requesting DE Voucher to enroll in Summer Semester DE course (for summer after grade 10)* <p><i>NOTE: Voucher site opens for summer course voucher requests mid-February</i></p> <ul style="list-style-type: none"> Consider requesting DE Voucher to enroll in Fall Semester DE course (when you enter grade 11)* <p><i>NOTE: Voucher site opens for fall course voucher requests mid-April</i></p> |
| 11 th Grade Fall Semester | <ul style="list-style-type: none"> Request DE Voucher to enroll in Spring Semester DE course (grade 11)* <p><i>NOTE: Voucher site opens for spring course voucher requests mid-November</i></p> <ul style="list-style-type: none"> Research/visit participating Early College partnering schools, discuss Early College options with college admissions staff Determine application deadlines, and begin the application process Continue planning for life after high school |

| Timeline | Recommended Action Steps |
|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11 th Grade Spring Semester | <ul style="list-style-type: none"> • Finalize applications for acceptance into an Early College Program at a participating College/University • Submit an MCOS that includes Early College for following school year. • Request DE Voucher to enroll in Summer Semester DE course (summer after grade 11)* <p><i>NOTE: Voucher site opens for summer course voucher requests mid-February</i></p> <ul style="list-style-type: none"> • If you are eligible for a 504 plan, you should contact the college's Student Support Office or ADA Office for the college to write a new 504 plan |
| Before 12 th Grade Summer Semester | <ul style="list-style-type: none"> • Determine schedule, logistics of getting to courses, or if online, identifying location for learning • Ensure student supports are in place to be successful in Early College program |
| 12 th Grade Fall Semester | <ul style="list-style-type: none"> • Unenroll from the Home Study Program prior to beginning college course work • Maintain full time college course load • Utilize academic/social-emotional supports (office hours, tutors, counselors, Student Support Office, other support staff) as needed • Revisit and update personalized learning plan as necessary |
| 12 th Grade Spring Semester | <ul style="list-style-type: none"> • Maintain full time course load • Utilize the college's academic/social-emotional supports and services (office hours, tutors, counselors, Student Support Office, other support staff) as needed • Confirm plans for post-secondary pathway as part of the PLP process • Upon completion of second semester, students can request a letter stating that requirements have been met. Connect to the Home Study team for additional questions. |

*** The recommended actions steps for DE courses are presented in accordance with the DE timeline; eligible students should consider which options are best suited to meet their individual goals and timeline as they prepare to participate in the Early College Program. Students cannot use DE vouchers while they are enrolled in the Early College Program.**

Resources

[Agency of Education Dual Enrollment Website](#)

- Eligibility details
- Program Manual
- Detailed Timeline
- FAQs
- Student Guide for using the voucher site
- Contact information for Dual Enrollment participating colleges/universities

[VT Dual Enrollment System Site](#)

- Request student account
- Request and manage Dual Enrollment course vouchers

[Agency of Education Early College Website](#)

- Eligibility details
- Program Manual
- FAQs
- Contact information for Early College participating colleges/universities

[Agency of Education Home Study Website](#)

- Detailed timeline for Home Study Enrollment and MCOS submission
- Links to required MCOS documents/online portal

[Agency of Education Fast Forward/Career Technical Education Website](#)

- Details about Fast Forward

[CCV Intro to College and Careers](#)

- Details about the course and how to sign up

Contact Information

| AOE Team | Email Address |
|-----------------|------------------------------------------------------------------------------------|
| Dual Enrollment | aoe.dualenrollment@vermont.gov |
| Early College | aoe.earlycollege@vermont.gov |
| Home Study | aoe.homestudy@vermont.gov |