

VTDE: Student Guide to Requesting Vouchers

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Part 1: Updating Your Profile

1. Navigate to the Dual Enrollment login page (<https://dualenrollment.vermont.gov/vtde>).
2. Enter the Username (i.e. Martha Stewart) and the Password you created during the account request process. Click **LOGIN**.
3. If changing your password is required, click the *Change Password* link in the upper right-hand corner.
4. In the *Your Profile* panel, click the *Edit Profile* link to add the required details for requesting a voucher.
5. Enter all required components (indicated in red).
6. Use the Physical Address Lookup textbox to quickly populate your physical address or enter the address manually in the provided textboxes.
7. Once your Physical Address has been entered, enter a Mailing Address or click the checkbox to duplicate what has been entered for the Physical Address.
8. If entering a different Mailing Address, use the Mailing Address Lookup textbox to quickly populate your mailing address.
9. Select the program you are participating in using the checkboxes.

Select the program you are participating in:

<input type="checkbox"/> Dual Enrollment	<input type="checkbox"/> Early College <small>(Program required)</small>
<input type="checkbox"/> Fast Forward	

- a. If Dual Enrollment is selected, you are required to indicate if Dual Enrollment is contained within your Personal Learning Plan (PLP). If you select No, you will not be eligible for the Dual Enrollment program.
- b. If Fast Forward is selected, you are required to indicate if you are enrolled in a Career Technical Center (CTE). You must also indicate which CTE you are enrolled in. You must also indicate if you have



qualifying WorkKeys or Accuplacer scores. If not, you will not be eligible for the Fast Forward program.

- c. If Early College is selected, you are required to indicate if the courses you plan to take are part of your PLP. If you select No, you will not be eligible for the Early College program.
10. Using the dropdown menu, select if you are a Vermont Resident.
 11. Indicate your future plans after graduating high school, as well as your projected year of graduation.
 12. Enter your projected date of graduation.

NOTE: *The Account Inactivation Date will populate to exactly one year after your projected date of graduation.*

13. Indicate if you completed grade 10. If Yes is selected, indicate if you are a Rising Senior or Rising Junior.
14. Using the dropdown menu, select if you have received your High School Diploma. If Yes is selected, you will not be able to proceed with any of the programs.
15. Using the dropdown menu, select Yes or No indicating if you are enrolled in a Vermont Public School.
16. Click **SAVE** to confirm entries and return to the *Your Profile* panel. Click **CLOSE** to return to the *Your Profile* panel without saving the entries.

Part 2: Requesting a Voucher

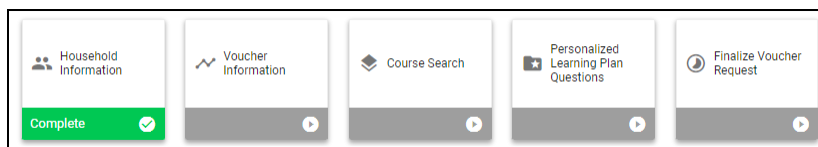
1. Navigate to the **VOUCHER REQUEST** tab at the top of the screen.



2. The first panel will show any of your open voucher requests.

NOTE: *Eligible Juniors and Seniors may only request up to two Dual Enrollment vouchers in total and up to two Fast Forward tickets per semester when enrolled in CTE. Early College credit limits are dependent upon the school.*

3. Begin with the first tile to complete the required steps for requesting a voucher.



Part 2a: Household Information

1. If this is your first time requesting a voucher, you must click the **Household Information** tile to begin.

NOTE: If you have already requested a voucher, skip to Part 2b.

2. Use the dropdown menu to select the Parent/Guardian(s) Relationship and Level of Education.
3. Indicate the Range of Family Household Income using the dropdown menu choices.
4. Type in the number of people in your household not counting yourself.
5. Type in the number of people in your household who are currently attending college not counting yourself.
6. Use the dropdown menu to select if you have siblings who took a college class while they were in high school.
7. Use the dropdown menu to select if you or your sibling(s) receive free and reduced lunch.
8. Indicate if you will incur out-of-pocket expenses associated with your dual enrollment course.
9. Click the green arrow to confirm entries and to advance to the next tile.

Part 2b: Voucher Information

1. Use the dropdown menu to select the Voucher/Ticket Type.
 - a. The Approving Organization will automatically populate if Dual Enrollment or Early College are selected. If Fast Forward is selected, you must enter if you attend a Technical Center and choose your approving Technical Center and CTE Program Area.

Voucher/Ticket Type Fast Forward	Approving Organization (Required)
Do you attend a Technical Center? Yes	Select the Technical Center (Required)
	CTE Program Area (Required)

2. Select from the dropdown menu if you participate in a High School Completion Program administered by an Adult Education Provider.
 - a. If Yes is selected, select the Adult Education Center.
3. Click **SAVE**.
4. A pop-up window will require you to agree to the Terms & Agreement of applying for the Dual Enrollment voucher. You must select the checkbox and click **I ACCEPT** to continue.
5. Click the green arrow to confirm entries and to advance to the next tile.

Part 2c: Course Search

1. Select the desired Location for the Dual Enrollment course.

- a. Once a Location is entered, select **FILTER RESULTS** to search for all courses at that Location, or click **CLEAR FILTER** to reset the Location.
2. The Subject Area and Semester are optional but will allow you to search within specific parameters. The Search field can also be used to find a course.
3. When the desired course is selected, click the radio button under the *Select* column in the corresponding row.

NOTE: If the desired course is not listed, select *Course Not Listed*. A textbox will appear to enter the specific course name/title.

4. Click the green arrow to confirm entries and to advance to the next tile.

Part 2d: Personalized Learning Plan Questions

1. Click Yes or No to indicate if participation in the Flexible Pathway experience is part of your Personal Learning Plan (PLP) or portfolio.
 - a. If No is selected, you will not be eligible to proceed with requesting the voucher.
 - b. If Yes is selected, a new section of questions populate.
 - i. Select how the Flexible Pathway experience will support your learning or personal goals outlined in your PLP.
 1. A textbox appears for any selection made.
 - ii. Indicate how the Flexible Pathway experience aligns with your future interests after high school.
 1. A textbox appears for any selection made.
 - iii. Enter in the textbox the experiences you've had that make you think you are ready for this Flexible Pathway.

Is participation in this Flexible Pathway experience part of your Personalized Learning Plan (PLP) or portfolio?

Yes
 No

How will this Flexible Pathway experience support your learning or personal goals outlined in your PLP?

Secondary
 Post-Secondary

Describe

(Required)

Personal

How does this Flexible Pathway experience align with your future interests after high school?

This aligns with my future post-secondary academic goals
 This aligns with my future career goals
 This aligns with my personal interests beyond high school
 This aligns with other future goals

2. Click **SAVE**.
3. Click the green arrow to confirm entries and to advance to the next tile.

Part 2e: Finalize Voucher Request

1. The Approving Organization will automatically populate.
2. Using the dropdown menu, select the Approving Organization Contact.

edplan STUDENT PROFILE VOUCHER REQUEST RESOURCES Student Test

Vermont Dual Enrollment System VOUCHER REQUEST / FINALIZE VOUCHER REQUEST Student Test

Finalize Your Voucher Request

Instructions: Please finalize your voucher/ticket request by choosing your approving contact from the drop down list. After you submit the voucher/ticket request, it will be sent to your High School/Technical Center/Home Study Program for approval/denial by the voucher coordinator.

If you choose to cancel the voucher request, you can do so at any time prior to registering for the course at the college/university. Once you are all set, click SUBMIT VOUCHER/TICKET.

Approving Organization
zhawkins High School (Do Not Select)

Approving Organization Contact
(Required)

SUBMIT VOUCHER/TICKET REQUEST

3. Click **SUBMIT VOUCHER/TICKET REQUEST** to send the request for the voucher to the Approving Organization Contact.
4. In the pop-up window click **OK** to confirm.
5. Upon Approval or Denial for the voucher, you will receive an e-mail notification indicating the status update. If Approved, proceed with registering for the voucher approved course. If Denied, the e-mail will indicate reasoning for the denial.

NOTE: The window will return to the Voucher Request page. The first panel will show the submitted voucher request. The Status column will be updated as changes are made by the Approving Organization Contact. Tiles will be gray indicating all parts have been completed and reset. The Household Information will remain green as it only needs to be completed once.

Household Information Complete	Voucher Information	Course Search	Personalized Learning Plan Questions	Finalize Voucher Request
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