

Postsecondary Options/Concurrent Enrollment

Roles and responsibilities

1. The Executive Director of Secondary Schools will:
 - a. Report to the Board of Education each spring the number of students involved District-wide and schools attended.
 - b. Notify the high school when an agreement to enroll a student has been reached with an institution of higher education.

2. Principals will:

- a. Coordinate the building program with the school counselors.
- b. Determine whether a student is eligible for the postsecondary program on the basis that the student is in need of course work at a higher academic level than available at their school or in need of a different learning environment. The principal may request a meeting with the student and their family to discuss the student's eligibility for the program.

Once the eligibility of a student for the postsecondary program is established, determine if the requested courses are appropriate for high school graduation credit. Credit will be denied for courses which do not meet graduation requirements in subject content or grade.

- c. If credit toward graduation is denied, notify the student in writing of the reason within 10 working days of receipt of the enrollment notice and provide the student with a copy of the procedures and forms for appeal to the Board.
- d. Report by April 15 to the Executive Director of Secondary Schools the number of students involved from their high school.
- e. Appropriately count the students in accordance with legal requirements.
- f. Provide information to all parents of students in grades nine through 12 each spring and fall through the publication of a notice in the school newsletter regarding postsecondary enrollment possibilities.
- g. Insure that appropriate transcript adjustments are entered in the student record as well as appropriate Centennial Board of Cooperative Educational Services' computer records.
- h. When appropriate, award a student .5 semesters high school credit for each college level course of three or more college credits successfully completed.

3. Counselors will:

- a. Facilitate interested and qualified students' enrollment in appropriate higher education courses by referring students to the appropriate contact in college admissions offices.
- b. Support the principal in coordination of the programs.

4. Students will:

- a. Notify the counselor or principal in writing at least two months in advance of enrollment of their intent to apply to a higher education institution of their choice.

The notice must include a description of all course work for which the student plans to enroll and for which they requests high school graduation credit. The notice also must include a statement which explains the basis for the request to take course work at an institution of higher education.

- b. Understand this does not cover summer school.
- c. Contact the school counselor for referrals to the college contact to enroll.
- d. Have the right to appeal to the Board any denials of high school credit for postsecondary courses. The appeal must be filed within 10 working days after receiving notice of denial of credit.
- e. Pay tuition as appropriate and fees in accordance with law.
- f. Reimburse the District for the amount of tuition paid by the District for any course dropped without consent of the principal.

5. The Board of Education will:

- a. Hear student appeals regarding denial of high school credit.
- b. Notify the student in writing of its decision within 30 working days of their filing the appeal. The decision of the Board regarding a grant or denial of high school credit will be final.

Definitions

1. Postsecondary students

- a. Are under the age of 22 and in the 11th or 12th grade.

- b. Are in need of course work at a higher academic level than available in the high school or in need of a different environment.
- c. Wish to take one or more courses at an institution of higher education for high school and/or college credit.
- d. Take courses at accredited institutions of higher education of their choice within Colorado.

2. Eligible institutions

Institutions of higher education as used in reference to postsecondary programs include the University of Southern Colorado, University of Colorado (all campuses), University of Northern Colorado, Colorado School of Mines, Colorado State University, Adams State College, Mesa College, Metropolitan State College, Fort Lewis College, Western State College, all independent area vocational schools, all junior college district colleges, all community colleges governed by the State Board for Community Colleges and Occupational Education, and all nonpublic institutions of higher education in Colorado.

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St. Vrain Valley School District RE-1J, Longmont, Colorado