# CONCURRENT ENROLLMENT ASSURANCE STATEMENT

**2013-2014 School Year**

**District/Charter School:** _____ **Date:** _____

**Contact Person:** _____ **Phone:** _____

**E-mail:** _____ **Fax:** _____

**Address:** _____ **City:** _____ **Zip:** _____

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**Directions:** Each year LEA's are responsible to comply with the requirements in Board Rule R-277-713 and Utah Code 53A-15-101 list below. This assurance statement covers all schools participating in the program.

- ☐ CE Courses are 1000-2000 level courses.
- ☐ Participating high school instructors are approved by the USHE institution.
- ☐ A written annual contract exists between the district and each USHE institution used and has been submitted to USHE.
- ☐ Use of funding complies with Utah State Board of Education (USBE):

  1. CE funds can only be used for the CE program.
  2. Professional development of adjunct faculty.
  3. Assistance with delivery costs for distance learning.
  4. Student instructional materials.
  5. Fee Waiver for costs or expenses related to concurrent enrollment.
  6. Classroom equipment for concurrent enrollment sources.

- ☐ Participating students have not graduated from high school, as per USBE board rule definition.
- ☐ Written guidelines outlining student eligibility requirements are available at school and district level.
- ☐ Participating students are scheduled through the SEOP process, and an individual student record of agreements with parental permission is documented.
- ☐ Only courses on the USOE master list are available for concurrent enrollment.
- ☐ Instructor training on information, records, confidentiality, and law and policy for human sexuality instruction is provided through LEA and/or USHE institutions.
- ☐ Fee waivers for consumables are available to eligible students.
- ☐ The district has a written policy for awarding credit. Concurrent enrollment credit is consistent with this policy.
- ☐ Parental permission for student participation is documented.
- ☐ Parent and student notification is completed and recorded regarding student participation and privacy protection (FERPA).
- ☐ Instructor content training/orientation is provided by USHE institutions.
- ☐ Providers are USHE institutions.
- ☐ USHE grades for courses are assigned and reported in an expedient manner.
- ☐ Background checks are completed and documentation is available for faculty entering the program in the 2006-07 school year and thereafter. This does not include practicing K-12 teachers.

- ❑ Concurrent credit awarded is consistent and uniform per partnership agreement. CTE can be taught concurrent/ non concurrent.
- ❑ Per student credit does not exceed 30 semester hours of USHE concurrent enrollment credit per year.
- ❑ Concurrent enrollment titles and course codes are used for all concurrent enrollment data reports.
- ❑ The concurrent enrollment program is in compliance with Board Rule R-277-713.

**The report contains an accurate representation of the concurrent enrollment program for the 2013-2014 school year.**

**District Official:** _____
**(Please type or print name)**

**Signature:** _____

## Please return this form by September 27, 2013 to:

Teaching and Learning
Utah State Office of Education
ATTN: Moya Kessig
250 East 500 South
P.O. Box 144200
Salt Lake City, Utah 84114-4200

## Annual Concurrent Enrollment Expenditure Report 2012-2013

LEA: _____

Contact: _____

Total CE Allocation: _____

| Budget Expenditures 2012-13 | Cost | Additional Information/ Comment |
|---|---|---|
| *Professional development* | _____ | _____ |
| *Assistance with delivering costs for distance learning* | _____ | _____ |
| *Staff costs* | _____ | _____ |
| *Textbooks and instructional materials* | _____ | _____ |
| *Fee Waiver* | _____ | _____ |
| *Equipment* | _____ | _____ |
| **Grand Total:** | _____ | |

## Professional Development & Supervisory Services 2012-2013

Did educators participating in CE receive professional development training from your USHE partners?

☐ Yes ☐ No

Comments:

_____

_____

_____

_____

Were your CE educators supervised by your USHE partners?

☐ Yes ☐ No

Comments:

_____

_____

_____

_____

How often did this supervision occur during the school year?

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