

CONCURRENT ENROLLMENT ASSURANCE STATEMENT

2017-2018 School Year

District/Charter School: _____ Date: _____

Contact Person: _____ Phone: _____

E-mail: _____ Fax: _____

Address: _____ City: _____ Zip: _____

Directions: Each year LEA's are responsible to comply with the requirements in Board Rule R-277-713. 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 courses.
- 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/Plan for College and Career Readiness.
- 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 only 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 2016-2017 school year and thereafter.
- Concurrent credit awarded is consistent and uniform per partnership agreement.

- 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 2017-2018 school year.

High School Supervisor: _____
(Please type or print name)

Signature: _____

Please return this form by September 14, 2017 to:

Teaching and Learning
Utah State Board of Education
ATTN: Garret Rose
250 East 500 South
P.O. Box 144200
Salt Lake City, Utah 84114-4200
(or attach to email)