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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

February 17, 2011

MEMORANDUM

TO: Local and Intermediate School District Superintendents
Public School Academy Directors
High School Principals

FROM: Sally Vaughn, Ph.D. *Sally*
Deputy Superintendent/Chief Academic Officer

SUBJECT: Dual Enrollment Notification to Students by March 1, 2011

According to the Postsecondary Enrollment Options Act (1996 PA 160), and as stated in the Pupil Accounting Manual, Section 5G-1;

*"Local school districts **must** provide general information about the Postsecondary Enrollment Options Act and the Career and Technical Preparation Act to all students enrolled in grade 8 or higher by **March 1** of each school year. This general information about college equivalent courses includes advanced placement, virtual university, and postsecondary options."*

The Pupil Accounting Manual continues with: *"The Postsecondary Enrollment Options Act (1996 PA 160) and the Career and Technical Preparation Act (2000 PA 258), **require** school districts to support dual enrollment for pupils in grades 11 and 12...."*

The Educational Options Unit, as part of the Office of Education Improvement and Innovation at the Michigan Department of Education, has created a sample letter for all school principals to use as a guide for the required notification to students. The sample letter is attached and can also be found on our website by clicking on the following link: http://www.michigan.gov/documents/mde/SampleDEletter_215906_7.pdf

Thank you for your timely cooperation with this vital aspect of the education and future of our Michigan youth. Questions can be directed to Sam Sinicropi in the Office of Education Improvement and Innovation, at 517-241-1162, or email to SinicropiS@michigan.gov.

Attachment

cc: Michigan Education Alliance

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SAMPLE LETTER

Dear Student:

Effective April 1, 1996, Public Act 160 created the Postsecondary Enrollment Options Act, commonly referred to as dual enrollment. This law directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities, if all of the following conditions are met:

1. Students are in grade 11 or grade 12.
2. Students can qualify for dual enrollment by taking one of the following assessments: PSAT, ACTPLAN, ACT, or MME. The following table shows the complete list of scores that qualify students for dual enrollment:

Assessment	Test Section	Content Area	Minimum Dual Enrollment Qualifying Score
PSAT	Critical Reading	Reading	44
	Writing Skills	Writing	49
	Mathematics	Mathematics	45
PLAN	Mathematics	Mathematics	18
	Reading	Reading	17
	Science	Science	19
ACT	English	English	21
	Mathematics	Mathematics	18
	Reading	Reading	17
	Science	Science	19
MME	English	English	21
	Reading	Reading	1100
	Writing	Writing	1100
	Mathematics	Mathematics	1100
	Science	Science	1100
	Social Studies	Social Studies	1100

Additionally, according to P.A. 160, eligible students may take courses for which there are no endorsements, such as computer science, foreign language, history, political science, or psychology, as long as they have taken all sections of the MME, ACTPLAN, ACT or College Board PSAT. State endorsement is not required in any specific area for this participation.

3. Students must be enrolled in both the school district and postsecondary institution during the local school district's regular academic year and must be enrolled in at least one high school class.
4. The district must not offer the college courses. An exception to this could occur if the local board of education determines that a scheduling conflict exists, which is beyond the student's control.
5. The college courses cannot be a hobby, craft, or recreation course, or in the subject areas of physical education, theology, divinity, or religious education.

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6. School districts are required to pay the lesser of:
 - a. The actual charge for tuition, mandatory course fees, materials fees and registration fees; or
 - b. that state portion of the students' foundation allowance, adjusted to the proportion of the school year they attend the postsecondary institution.

Please review the contents of this letter with your parents. If you believe you are eligible for dual enrollment, qualify for tuition and fee support, and wish to participate, contact [**Counselor/Principal**].

Sincerely,

[**Principal signature**]