



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING


GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

## **MEMORANDUM**

**DATE:** February 17, 2022

**TO:** Local and Intermediate School District Superintendents  
Public School Academy Directors

**FROM:** Delsa D. Chapman, Ed.D., Deputy Superintendent   
Division of Educator, Student, and School Supports

**SUBJECT:** Dual Enrollment Notification for the 2021-22 School Year

Goals 4 and 5 in Michigan's Top 10 Strategic Education Plan are to expand secondary learning opportunities for all students and to increase the percentage of students who graduate from high school, respectively.

The Postsecondary Enrollment Options Act ([PA 160 of 1996](#)) establishes and outlines provisions for the enrollment of eligible high school students in postsecondary courses of education, which allow for what is most commonly referred to as dual enrollment. For students who meet the criteria set forth in the above law, school districts must inform students and their parents of their options for dual enrollment.

To ensure that dual enrollment opportunities are being offered within the bounds of state law, the following must be met:

- By March 1 of each school year, each school district or state-approved nonpublic school shall provide general information on dual enrollment to all pupils in grade 8 or higher. The Michigan Department of Education (MDE) recommends that notifications are sent to each student. A sample letter is posted on the [MDE Dual Enrollment](#) webpage
- Students who meet eligibility criteria as outlined in the law are required by that law to be allowed to participate. The [Dual Enrollment FAQ](#) provides further guidance to assist schools and eligible students in the planning and scheduling process.
- A student eligibility letter, signed by the principal, should be provided to each participating student, which outlines the student's eligibility and selected eligible courses. Please find a [Sample Principal Letter listed on the website](#).

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- For students who meet all eligibility criteria, a school district or state-approved nonpublic school is required to allow a student up to 10 dual enrolled courses during their high school career. Further stipulations within the law may allow this limit to be exceeded by grade level, through a written agreement by both the district and the postsecondary institution.
- Dual enrollment may occur outside of the regular school year if the course is included in the pupil's schedule during the closest count period that the pupil is registered for the course, and the course has been paid in full.

Further information and full guidance related to dual enrollment can be located at [www.michigan.gov/dualenrollment](http://www.michigan.gov/dualenrollment).

Please direct dual enrollment programmatic questions and issues to Jeff McNeal at MDE's office of educational supports, by email at [mcnealj1@michigan.gov](mailto:mcnealj1@michigan.gov) or by phone at 517-241-6958. Questions regarding pupil accounting may be directed to Brian Ciloski, Office of State School Aid and School Finance, at [ciloskib@michigan.gov](mailto:ciloskib@michigan.gov) or at 517-373-3352.

cc: Michigan Education Alliance  
Confederation of Michigan Tribal Education Departments