

## Innovation Academy

### Required Dual Enrollment Paperwork

Student Name: \_\_\_\_\_

College/University: \_\_\_\_\_ Program: \_\_\_\_\_

Dear Student:

In order to dual enroll and have tuition reimbursement take place, forms from Howell High School and the college/university you would like to attend need to be completed and submitted to your School Counselor. This packet contains the forms for Howell High School. It is necessary to return these to your School Counselor within two (2) days from the time you receive them; there will be further instructions from your counselor at the time of your meeting.

After registering for college/university classes, it is imperative you submit a copy of your college schedule to your School Counselor. The tuition payment from HPS will be *withheld* until all documents, HPS and college, have been received. If the required documents have not been received, the parent/guardian will be responsible for the full tuition payment to the college.

Thank You,  
Counseling Department

#### Steps of Process

- \_\_\_\_\_ Meet with your counselor: Verify Eligibility
- \_\_\_\_\_ Complete ALL Paperwork: IA and College/University forms
- \_\_\_\_\_ Apply to the College
- \_\_\_\_\_ Submit Paperwork for billing to college - **Howell Public Schools Billing Form** (*need prior to registration for college classes*).
- \_\_\_\_\_ Register for classes at college (Utilize their billing authorization form)
- \_\_\_\_\_ **College Class Schedule to Counselor (accessed in your student account/dashboard)**

# Innovation Academy

## Verification of Eligibility for Dual Enrollment

NAME OF STUDENT: \_\_\_\_\_ GRADE: \_\_\_\_\_  
 SCHOOL YEAR: \_\_\_\_\_ SEMESTER: \_\_\_\_\_

### Minimum Dual Enrollment Qualifying Scores 2023-2024

Assessment	Test Section	Content Area	Minimum Dual Enrollment Qualifying Score	Howell HS Student Scores
<b>EXPLORE</b>	Mathematics	Mathematics	17	
	Reading	Reading	15	
	Science	Science	20	
	English	English	13	
<b>PLAN</b>	Mathematics	Mathematics	19	
	Reading	Reading	17	
	Science	Science	21	
	English	English	15	
<b>ACT</b>	Mathematics	Mathematics	22	
	Reading	Reading	22	
	Science	Science	23	
	English	English	18	
<b>COMPASS</b>	Mathematics	Mathematics	52	
	Reading	Reading	88	
	English	English	77	
<b>MME*</b>	ELA	ELA	2100	
	Mathematics	Mathematics	2100	
	Science	Science	2100	
	Social Studies	Social Studies	2100	
<b>PSAT 8/9</b>	Critical Reading	Evidence based Reading and Writing	460	
	Mathematics	Mathematics	510	
<b>PSAT 10</b>	Critical Reading	Evidence based Reading and Writing	460	
	Mathematics	Mathematics	510	
<b>PSAT/NMSQT 11</b>	Critical Reading	Evidence based Reading and Writing	460	
	Mathematics	Mathematics	510	
<b>SAT</b>	Critical Reading	Evidence based Reading and Writing	480	
	Mathematics	Mathematics	530	
<b>ACCUPLACER*</b>	Reading Comprehension	Reading	Check with IHE	
	Sentence Skills	Writing	Check with IHE	
	Mathematics	Mathematics	Check with IHE	

MME scores are based on the Spring 2018 administration of the M-STEP exams \*\*There are no state approved scores for Accuplacer. Accuplacer qualifying scores are typically specific to an Institution of Higher Education (IHE). In cases where Accuplacer scores will be used, it is best to contact the IHE to see what scores they accept.

## Verification of Eligibility for Dual Enrollment - continued

Student Name: \_\_\_\_\_

School Attending for Dual Enrollment: \_\_\_\_\_

Dual Enrollment Courses Approved (course name and course number):

Course #	Title	Hour in HS Schedule/ College Credits	Credit to:		
			H.S.	College	Both
_____	_____	_____/____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____/____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____/____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Howell Public Schools is responsible for payment of all courses based upon the dual enrollment tuition compensation formula of all classes by semester, adjusted to the proportion of the school year the student attends the post-secondary institution. The student is responsible for the remainder of the tuition and fees, if any. See Dual Enrollment Payment Schedule for exact amount.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
School Counselor Signature

\_\_\_\_\_  
Administrator Signature

Copies: Parent/Student, Counselor, Office Instructional Services

**\*Students must provide this form to post-secondary institution at the time of application.**

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## Dual Enrollment Payment Schedule - Billing Form

2023-2024

Student Name: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

College/University: \_\_\_\_\_

Statewide weighted-average Fdn. Allowance:	\$9150.00	2023-2024 (updated 9-18-2023)
Per Semester amount:	\$4575.00	
Periods per day at IA:	7	(Check the # of H.S. courses replaced = 1:1)
Per course amount/per semester:	(1) \$653.57	
	(2) \$1307.14	
	(3) \$1960.71	
	(4) \$2614.28	
	(5) \$3267.85	
	(6) \$3921.42	
	(7) \$4574.99	

Note: Eligible students enrolling in post-secondary courses for high school credit only shall have the costs of required textbooks paid for by the school district only if invoiced directly from the college or university, and the books become the property of HPS. The total amount of tuition and fee support shall not exceed the total calculation above. **Amount paid will be the lesser of this amount or actual tuition**

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**As a parent, I understand that if my child does not complete, or drops a class after the no penalty deadline date, or fails any course(s) paid for by Howell Public Schools that I am responsible to reimburse the district for all costs incurred related to that class.**

Upon approval, a letter to the post-secondary institution shall be given to the student authorizing him/her enrollment under dual enrollment guidelines. Tuition will be billed to Howell Public Schools by the post-secondary institution up to the amount calculated above.