



REQUEST FOR INFORMATION (RfI) DUAL CREDIT 2016–17

Dual Credit Instructional Materials (DCIM) Funds

Local Education Agencies (LEAs) opting out of receiving DCIM Funds must submit the Non-Commitment Form provided on page 5 of this RfI.

RfI Released: April 1, 2016

Final Date to Submit RfI: **May 16, 2016 by 5:00 p.m.**

Late submission of the RfI will not be considered.

Estimated time to complete this RfI is 10 minutes.

This is a Request for Information (RfI) and does not constitute an award. If this RfI results in an award, then the superintendent, state chartered school administrator, state-supported school administrator, or Bureau of Indian Education (BIE) funded high school administrator will be notified by an official award letter. High schools chartered by local districts are funded by the local districts and are not entitled to the following DCIM funding opportunity.

Only upon receipt of an official award letter may the district, state chartered school, state-supported school, or BIE funded high school submit a Budget Adjustment Request (BAR).

Application Checklist

Please take the time to complete the checklist below to ensure that all required information and actions have been completed before e-mailing the RfI application to Marc Duske (marc.duske@state.nm.us) at the College and Career Readiness Bureau (CCRB) of the New Mexico Public Education Department (PED).

All pages of the 2016–17 RfI application for Dual Credit Instructional Materials must be completed and submitted electronically to marc.duske@state.nm.us.

- _____ Cover Page
- _____ Questionnaire
- _____ Updated Appendix
- _____ District Assurances Page (signed and scanned)

Purpose

The purpose of these funds is to pay the cost of the required textbooks and other relevant course supplies for dual credit classes for which eligible students are enrolled. Purchase arrangements must be made with the bookstore at the postsecondary institution or tribal college or by using another cost-efficient method.

The PED is issuing an RfI to all New Mexico public school districts, state chartered schools, state-supported schools, and BIE funded high schools. All students shall return the textbooks and unused course supplies to the high school after the student completes or withdraws from the course.

Goals

Our two goals are to provide high school students the opportunity to enroll in college-level academic or career technical courses offered by a postsecondary educational institution and to permit those enrolled students to simultaneously earn credit toward high school graduation and a postsecondary degree or certificate. According to New Mexico Administrative Code (NMAC) 6.30.7, this opportunity applies to Local Education Agencies (LEAs) — public school districts, including district chartered high schools, state chartered high schools, state-supported schools, BIE funded high schools, high school students who attend secondary schools, and public postsecondary institutions in New Mexico.

Further dual credit information may be found on the PED dual credit website: <http://www.ped.state.nm.us/DualCredit/index.html>.

Eligibility

All public school districts, state chartered schools, state-supported schools, and BIE funded schools that demonstrate a commitment to providing students the opportunity to participate in dual credit are eligible. In addition to eligibility requirements established in NMAC 6.30.7, student Next Step Plans must reflect dual credit course selections that are congruent with student programs of study OR a pathway documented on the student Next Step Plan. The student's Next Step Plan must be submitted as an attachment to the Dual Credit Request Form utilized by both the LEA and the postsecondary institution.

A completed, signed, 2016–17 Dual Credit Master Agreement including Appendix must be submitted (12 point font).

An electronic copy of the completed **RfI must be received no later than 5 p.m. on May 16, 2016.** **Facsimile copies will not be accepted.** All electronic copies should be sent to Marc Duske at marc.duske@state.nm.us. Requests for an extension of the due date will not be granted.

COVER PAGE

LEA

**District
Name**

**Superintendent, State Chartered School Administrator, State-Supported School Administrator, or
BIE funded High School Administrator**

Name

Phone

e-mail

**Mailing
Address**

Business Manager

Name

Phone

e-mail

**Mailing
Address**

Dual Credit Administrator

Name

Phone

e-mail

**Mailing
Address**

DUAL CREDIT QUESTIONNAIRE

District/LEA Name _____

The following questions are designed to help PED gain a better understanding of how dual credit is being administered throughout the state. Attached to this RfI are Higher Learning Commission (HLC) Guidelines for dual credit that were recently issued to help colleges assure their accreditation will not be jeopardized by their dual credit instructional practices. New Mexico is concerned about this issue and wants your input.

Please note that approximate counts are acceptable.

Please send questions to Marc Duske (marc.duske@state.nm.us).

A. How many credits per school year do high school students earn in dual credit classes that are delivered on campus at the high school campus ?	
B. How many credits per school year do high school students earn in dual credit classes that are delivered on-campus via an online format ?	
C. How many credits per school year do high school students earn in dual credit classes that are delivered off campus at the partner postsecondary campus ?	
D. How many credits per school year do high school students earn in dual credit classes that are delivered in a format not listed above (please indicate the format).	
E. How many of your full time teaching staff also teach <i>on-campus dual credit courses</i> at your high school campus?	
F. How many of your <i>on-campus dual credit courses</i> are delivered by part-time and/or community college staff?	
G. Please indicate the name of any schools in your district that you consider an Early College High School or a Middle College High School	
H. How many of the high school teaching staff counted above (question E) would be unqualified based on the HLC Guidelines requiring a dual credit academic teacher to hold a master’s degree in the discipline or subfield, and a CTE teacher to hold a bachelor’s degree in the discipline or subfield?	
I. The HLC Guidelines suggest teaching staff holding a master’s in education would be considered qualified if they have also completed a minimum of 18 graduate credit hours in the discipline or subfield. Please offer your comments on the viability of this option for increasing dual credit access in your district. You may attach additional pages as needed.	

LEA'S ASSURANCES

Required signatures include the district superintendent or administrator of the LEA where funds will be utilized. The application will not be considered complete without the required signatures.

The undersigned assures the following:

1. The information included in the enclosed RfI is true and accurate.
2. The monies received as a result of this RfI will be utilized for dual credit instructional materials in the high school(s) identified below.
3. The funding received as a result of this RfI is required to be **liquidated by June 30, 2017**.
4. The intention of this funding is to fund dual credit instructional materials for SY2016–17.
5. The LEA agrees to submit accurate high school student membership count data via STARS on the 40th, 80th, 120th and 180th days. BIE institutions will be contacted with a portal address in which to submit data.
6. The LEA will submit an initial BAR by September 1, 2016; Requests for Reimbursements (RfRs) by December 15, 2016 for fall semester; and RfRs by March 10, 2017 for spring semester.
7. The LEA agrees to comply with all requirements under 6.30.7 NMAC which includes updating the Master Agreement and Appendix when changes occur.
8. 6.30.7 NMAC requires a LEA representative to approve each student's application to enroll in dual credit coursework, based on each student's prior coursework, academic readiness, and career pathway, as reflected by the student's Next Step Plan. **Dual credit courses must align to the student's career pathway.**
9. The LEA agrees to provide student's Next Step Plan and STARS identification number to the postsecondary partner as part of student's enrollment in any dual credit course.
10. The LEA acknowledges that if it receives an award, it will only receive 85 percent of the total award at the onset of the award period.
11. In order to be eligible for the remaining 15 percent of the total award, the LEA agrees to **encumber all funds initially awarded (85 percent of total award) by March 10, 2017.**

Name of LEA (print)

Participating High School(s)

Name of Administrator (print)

Administrator Signature

Date

Title

Authorized Signatories:

Superintendent

State Chartered School Administrator

State-Supported School Administrator

BIE funded High School Administrator

NON-COMMITMENT DUAL CREDIT INSTRUCTIONAL MATERIALS

Only complete this page if NOT seeking DCIM funding.

The dual credit funding is based on student enrollment data and dual credit participation data from the previous school year. If you elected to not receive funding in a prior school year, the PED will still need to collect the information below for the SY 2016–17 award:

1. The LEA agrees to submit accurate high school student membership count data via STARS on the 40th, 80th, 120th and 180th days. BIE institutions agree to submit student enrollment data on the 40th, 80th, 120th and 180th days.
2. The LEA agrees to submit dual credit course and grades (when available) as STARS data on the 40th, 80th, 120th and 180th day. BIE institutions agree to submit dual credit course and grade (when available) data on the 40th, 80th, 120th and 180th days.

If the LEA will not be requesting funds for Dual Credit Instructional Materials for the 2016–17 school year, please check the box below, sign the Non-Commitment Form, and return it to Marc Duske at marc.duske@state.nm.us.



The LEA is not requesting funds for Dual Credit Instructional Materials.

Name of LEA (Please Print)

Name of Administrator (Please Print)

Signature of Administrator

Date

Title

**Superintendent
State Chartered School Administrator
State–Supported School Administrator or
BIE funded High School Administrator**

Dual Credit Instructional Materials Evaluation Rubric

LEA		
Criteria	Included	Comments
Application Format		
Electronic Application received by 5:00 p.m. on May 16, 2016.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Cover Page	Yes <input type="checkbox"/> No <input type="checkbox"/>	
LEA's Assurances Signature Page	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Dual Credit Questionnaire	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Electronic Submission of 2016–17 Dual Credit Master Agreement	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i><u>If the above items are not complete, the application will not be accepted.</u></i>		
<i><u>Check below if LEA will not be requesting Dual Credit Instructional Material Funds</u></i>		
NON-COMMITMENT for DUAL CREDIT INSTRUCTIONAL MATERIALS	Yes <input type="checkbox"/> No <input type="checkbox"/>	