

Howell High School

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
Howell High School

Steps of Process

- _____ Meet with your counselor: Verify Eligibility
- _____ Complete ALL Paperwork: HHS 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 HHS Counselor (accessed in your student account/dashboard)**

Howell High School

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 |
|----------------------|-----------------------|------------------------------------|--|--------------------------|
| EXPLORE | Mathematics | Mathematics | 17 | |
| | Reading | Reading | 15 | |
| | Science | Science | 20 | |
| | English | English | 13 | |
| PLAN | Mathematics | Mathematics | 19 | |
| | Reading | Reading | 17 | |
| | Science | Science | 21 | |
| | English | English | 15 | |
| ACT | Mathematics | Mathematics | 22 | |
| | Reading | Reading | 22 | |
| | Science | Science | 23 | |
| | English | English | 18 | |
| COMPASS | Mathematics | Mathematics | 52 | |
| | Reading | Reading | 88 | |
| | English | English | 77 | |
| MME* | ELA | ELA | 2100 | |
| | Mathematics | Mathematics | 2100 | |
| | Science | Science | 2100 | |
| | Social Studies | Social Studies | 2100 | |
| PSAT 8/9 | Critical Reading | Evidence based Reading and Writing | 460 | |
| | Mathematics | Mathematics | 510 | |
| PSAT 10 | Critical Reading | Evidence based Reading and Writing | 460 | |
| | Mathematics | Mathematics | 510 | |
| PSAT/NMSQT 11 | Critical Reading | Evidence based Reading and Writing | 460 | |
| | Mathematics | Mathematics | 510 | |
| SAT | Critical Reading | Evidence based Reading and Writing | 480 | |
| | Mathematics | Mathematics | 530 | |
| ACCUPLACER* | 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.**

Howell High School

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 HHS: | 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.