INSTRUCTIONS FOR CONCURRENT POSTSECONDARY ENROLLMENT FORMS/RESOURCES

There are four forms or resources included within this PDF:
  1 Cooperative Agreement
  2 Permission Form - High School Principal
  3 Attendance Log
  4 Individual Plan of Study; Fact Sheet

IMPORTANT INFORMATION
Please see the Enrollment Handbook, page 23; Concurrent High School Enrollment
In an effort to provide additional academic challenges to secondary school pupils, this agreement authorizes qualified sophomore, junior and senior pupils enrolled in USD No. ______________ to enroll and participate in courses at:

(Postsecondary Education Institution)

while concurrently completing their high school curricula.

Such "concurrent enrollment pupils" and/or their families are personally responsible for transportation to and from:

(Postsecondary Education Institution)

and for all postsecondary tuition costs.

(Postsecondary Education Institution) agrees that the course work successfully completed by concurrent enrollment pupils will be awarded appropriate academic credit and will be applicable toward the award of a college degree.

USD No. and Name: __________________________________________

Postsecondary Education Institution Name: ________________________________

Signature - Authorized Representative
USD Board

Signature - Authorized Representative
Postsecondary Education Institution Board

Date

Date
I hereby certify that _________________________________ is enrolled as at least a sophomore (or freshman, if gifted) at __________________________High School and is recommended for enrollment in a post secondary course(s) as authorized state law, K.S.A. 72-3220 and the cooperative agreement between Unified School District No. ______ and ________________________________________________.

(Postsecondary Education Institution)

______________________________  __________________________
Signature, High School Principal  Date
High School student’s first and last name: ________________________________
Name of High School that student attends: ________________________________
Name of post secondary class: _________________________________________
Post secondary instructor's first and last name: ____________________________
Scheduled Time for Class (example: M-W-F 9:00 - 9:50)

<table>
<thead>
<tr>
<th>Class</th>
<th>Start Date:</th>
<th>Class Ending Date:</th>
</tr>
</thead>
</table>

Postsecondary Instructor:

Please date and initial class attendance for each day the student attends class from the beginning of fall semester through October 4.

Documented attendance is required by the Kansas Department of Education for all high school students attending postsecondary courses.

<table>
<thead>
<tr>
<th>DATE OF CLASS</th>
<th>Instructor’s Initial</th>
<th>DATE OF CLASS</th>
<th>Instructor’s Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I certify that the above-named student is enrolled in the course and attended the course on the the dates listed above.

_________________________  __________________________
signature of postsecondary instructor  date of signature
Individual Plan of Study; Fact Sheet:
for additional information please see the KSDE Career Standards and Assessment (CSAS) webpage:

KSDE CSAS Individual Plans of Study (IPS)

KANSAS STATE DEPARTMENT OF EDUCATION

Individual Plan of Study

All students, beginning in middle school, will develop an IPS based on their career interests. An IPS is both the product a student develops and a process the school implements to guide students in developing future plans. A student’s IPS is developed cooperatively between the student, school staff members and family members.

There are four minimum components of a student’s IPS:

- A graduated series of strength finders and career interest inventories to help students identify preference toward career clusters.
- Eighth- through 12th-grade course-builder function with course selections based on career interests.
- A general postsecondary plan (workforce, military, certification program, two- or four-year college).
- A portable electronic portfolio.

The vision requires that every middle and high school student in Kansas will have an IPS.

Kansans Can Star Recognition Program, Individual Plan of Study Rubric:
Kansans Can Star Recognition Program: Individual Plan of Study Artifacts:
Kansans Can Talking Points – Five Outcomes
Individual Plan of Study Fact Sheet (ksde.org)

IPS Training Module
KSDE IPS Student-Led Conference

Rubric Elements Identified (IPS One Page Rubric) and (IPS Rubric Detailed Version)
Every student (middle-12th grade) has an IPS on file. IPS is reviewed and updated at least twice per year.

There are four minimum components of a student’s IPS:

1. A graduated series of strength finders and career interest inventories to help students identify preference toward career clusters.

   - Career interest area(s) from inventories identified.
   - Evidence exists that student assessments/interest inventories and academic results inform decisions made regarding life-career goals, course options, and hobby preferences as they relate to a career path/cluster and to review/revise the IPS.

Kansas leads the world in the success of each student.

May 10, 2021
Career development activities reflect a series of graduated, age-appropriate career interest inventories, ability profilers, learning style and personality assessments administered multiple times from middle grades through high school. Students can articulate a clear connection between results of assessments and related careers.

2. Eighth- through 12th-grade course-builder function with course selections based on career interests.
   - High school courses mapped to interest areas.

3. A general postsecondary plan (workforce, military, certification program, two- or four-year college).
   - Specific Postsecondary plan and secondary coursework aligned with interests.
   - According to career interests, all postsecondary courses are identified for first two years after graduation or entry-level qualifications for a specific job in identified career interest area or military clearly defined.

   - Students have a well-developed portable, electronic portfolio that includes all pertinent information, reflects the IPS journey and the student accomplishments. Students can articulate an understanding of the requirements and benefits of their portfolio and the expectations of a rigorous IPS designed to prepare them for their postsecondary experiences.

For more information, contact:

Stacy L. Smith
Assistant Director - IPS, CTE
Career, Standards and Assessment Services
(785)296-4351
sismith@ksde.org

Kansas State Department of Education
900 S.W. Jackson Street, Suite 102
Topeka, Kansas 66612-1212
(785) 296-3201
www.ksde.org

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.