

MEMORANDUM

TO: Early College Higher Education Partners
FROM: Jess DeCarolis, Student Pathways Division Director
SUBJECT: Early College Enrollment Snapshot

Purpose

This memo serves as an update on the [Early College Enrollment Snapshot Data Spreadsheet](#) for all participating higher education partners in the Vermont Early College Program and related Early College enrollment and invoicing data requirements.

Background

In 2019, the Agency of Education (AOE) rolled out the [Annual Snapshot](#), an online dashboard for accessing a broad collection of information about schools and school performance, as part of Vermont's plan under the [Every Student Succeeds Act](#). The Annual Snapshot is a way for Vermont communities to better understand how their schools and districts are performing, assess strengths and needs, and identify opportunities for growth and improvement. One of the five indicators identified is Personalization, which includes the participation and performance of students in flexible pathways.

To ensure information that will populate the Annual Snapshot is accurate and complete, higher education partners are asked to submit additional information as part of the invoicing requirements using the Early College Enrollment Snapshot Data Spreadsheet. The completed spreadsheet must be submitted by upload to the AOE Secure File Transfer Program (SFTP) folder within the established timelines below. All usernames and passwords to access the AOE SFTP folder will be provided by the AOE to the designated college/university contact.

Early College Enrollment Snapshot Data Spreadsheet Instructions

Invoicing Deadlines

Per signed agreement, the postsecondary institution will meet the following deadlines for invoicing:

- *Fall Semester* - November 15 – by the close of business day
- *Spring Semester* - April 15 – by the close of business day

If the due date falls on a weekend or holiday, then the invoices should be submitted that last business day before the 15th. Invoices received after the close of business day on the above

Contact Information:

If you have questions about this document or would like additional information, please contact: Student Pathways AOE.EarlyCollege@vermont.gov

dates will not be reimbursed from the Agency of Education and any costs incurred will be covered by the post-secondary institution (not the student or parent).

Data Requirements

Specific demographic information is collected each semester as part of the invoicing process. The specific data fields requested can be viewed by accessing the [Early College Enrollment Snapshot Data Spreadsheet](#). While some fields are optional, fields marked as “required” in red font must be filled out; please be mindful and complete accordingly.

Upload Location and Instructions

You must upload the completed EC Enrollment and Snapshot spreadsheet to the AOE Secure Folder. For instructions on how to upload, please see the [SFTP File Transfer and Instructions document](#).

Early College Rate Information

The base education amount is established in the annual state budget. Early College is reimbursed at 87% of the base education amount. This amount is intended to cover tuition for both semesters. All participating colleges, except for CCV, will be reimbursed at that rate. The CCV tuition rate is determined by the legislature each spring and posted to the [Early College website](#). If you have questions about the EC Enrollment and Snapshot Data spreadsheet, please contact AOE.EarlyCollege@vermont.gov.

Thank you for your continued participation in the Early College Program.