## MIAMI-DADE COUNTY PUBLIC SCHOOLS
### Early Admissions High School Diploma Agreement

**Definition:** Early Admissions allows an academically outstanding senior high school student to enroll in college courses and attend college on a full-time basis. The two semesters of college coursework are substituted for the senior year of high school and must be completed as a full-time student at an accredited college or university.

**Eligibility Criteria:**

1. The student completes the 11th grade year at the senior high school. Minimally, the student must have earned the required three credits in English, three credits in mathematics (including Algebra I, Geometry, and Algebra II) and three credits in science; as well as two credits in social studies, one credit in performing fine arts, one-half credit in physical education and one-half credit in personal fitness.

2. The student meets all other standards for demonstrating mastery of skills and competence for a standard high school diploma including; passing the Grade 10 FCAT Reading, End of Course Assessments (EOC's), and fulfilling the community service requirement.

3. The student earns a minimum cumulative unweighted 3.5 GPA by the end of the $11^{th}$ grade.

4. The student meets the testing and admissions requirements set by the postsecondary institution (the student must be admitted as an early admissions student by the college or university).

5. The student demonstrates a level of maturity sufficient to meet the academic demands and social challenges of a college program as indicated by; outstanding academic achievement, above average attendance, and exemplary behavior in school.

6. The parent or guardian have met with the school counselor and have given their consent.

**Procedures:**

*The student agrees to accept responsibility for completing the following procedures in order to qualify for* a *standard high school diploma:*

1. Provide all the required documentation from the college or university to the senior high school.

2. Follow all the procedures outlined in *Early **Admissions Guidelines "Student Responsibilities" section*** and submit the completed agreement FM-2829 to the school counselor, where it will be maintained in the Cumulative Record Folder.

3. Keep a copy of the agreement FM-2829 to present to the school principal upon completion of all college and graduation requirements.

4. Complete two college semesters and maintain at least a C average.

5. Request that the college transcript be sent to the senior high school evaluation. All final grades submitted by the college will be entered into the permanent academic record.

**MIAMI-DADE COUNTY PUBLIC SCHOOLS**
**Early Admissions High School Diploma Agreement Form**
**For Early Admission to College Candidates**

Student Name: _____ I.D.: _____

High School: _____ Postsecondary Institution: _____

## STUDENT'S COLLEGE EDUCATIONAL PROGRAM

| Selected College Courses | Anticipated Completion Date | Meets graduation requirement Indicate with a ✓ |
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## COMPREHENSIVE PERSONAL STATEMENT FOR EARLY ADMISSIONS

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**Attach additional sheets if needed**

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The signatures below represent an understanding of and an agreement to all the Early Admissions Procedures and Guidelines.  Additionally, all required documentation is complete and attached.


_____    _____
**Student Signature**                                            **Date**

_____    _____
**Parent/Guardian Signature**                                **Date**

_____    _____
**School Counselor Signature**                              **Date**

_____    _____
**School Principal Signature**                               **Date**


**\*Attach all appropriate documentation and file in the student's Cumulative Record Folder. A copy of the completed form should be provided to the student.**

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**The student is eligible to receive a standard high school diploma.  All graduation requirements have been completed.**


**Approved by:** _____    _____
**School Principal's signature only**                          **Date**

# EARLY ADMISSIONS
# COMPUTER PROCESSING PROCEDURES

In order to properly identify for funding and recording of grades, those students who elect to earn their high school diplomas by completing their first year of college and their last year of high school simultaneously must be identified as such in ISIS.

To receive the proper funding for the college level courses, the following procedures must be followed:

**Identification within ISIS**

NOTE: All information must be entered into ISIS prior to the Friday of the FTE Survey processing.

1. The student must be withdrawn with a **W3B** withdrawal code and an effective date of the day following the last day the student was present in a public 9-12 school.

2. After the student is withdrawn, a "Y" and Early Admission date (the date the student began the post-secondary institution) is entered on the STUDENT INFORMATION screen, PF3. See below.

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 A031 - STU IS INACTIVE                    ** STU HAS ISIS STU SERVICES INFO **
 SI20-31-X2CI               STUDENT INFORMATION              04/13/12 10.51.37
 STU ID 9999999 FLA STU ID 999999999X STATUS I   SEX F HISPANIC N RACE B
 LEGAL NAME:   LAST SAMPLE            FIRST STUDENT      MIDDLE          APP
 ASSUMED NAME: LAST                  FIRST              MIDDLE          APP
 RESIDENCE: HOUSE NO 9999    DIR NW  STR 999TH TERRACE         BLDG/LOT
 APT       CITY M  ZIP 33056 -      PHONE ( 305 ) 999 - 9999 UNLISTED PHONE: N
        AREA TRANSFER: CODE    DATE    /    /      RES SCHL      ADDR VERIF
 DISASTER AFFECTED STU       PK   ADV  PVT
      SCHL GR SEC  PVT SHFT PGM ACAD SCHL   ---- ENTERED ---   --- WITHDREW ---
  CUR: 7141 11 205   N                      E01 08 / 22 / 11   W3B 04 / 12 / 12
  SUM:                                          /    /             /    /
  FUT:                                      AREA TRNS     RES SCHL
 GUARDIAN'S STU ID           DCF

 13TH YEAR STUDENT      PRIOR RES/ENROLL TYPE/CODE D 13    SSN:  999 - 99 - 9999
                   ACCEL GRAD OPT    ------------SHARED SCHOOL-------------
 BIRTHDATE          04 / 09 / 95         CURRENT
 BIRTHDATE VERIFICATION       1          SUMMER
                                         FUTURE
 EARLY ADM STU          /    /           LAST TRANS DATE:  04 / 13 / 12
 POSTSECONDARY EDUCATION                 OPERATOR:   MIS
 DATE ENTERED CPS: 08 / 25 / 03          TRANS CODE:      SCHL:
 CROSS REF. ID:                          EFFECTIVE DATE:      /    /
```
**Figure 1: Student Information Screen**

**FTE Processing Information**

1. The school must transfer the college and course information onto the enclosed "Early Admission FTE Information Form" for each survey.  All information is required.

    1. Survey year (YRYR)
    2. Survey period (1 = July, 2 = October, 3 = February, 4 = June)
    3. Florida student identifier
    4. Miami-Dade County Public Schools student identifier
    5. Student's current grade level
    6. Student's name
    7. Current home school number
    8. Entry date into college
    9. College/University name **(Appendix F and Appendix K)**
    10. Post-secondary location number **(Appendix F and Appendix K)**
    11. State approved post-secondary course number(s)
    12. Course title(s)
    13. Minutes per week for each course

**(Appendix F):** FLORIDA PUBLIC COLLEGE AND STATE UNIVERSITY REPORTING NUMBERS
http://fldoehub.org/CCTCMIS/wdis/201011%20WDIS%20District%20Appendices/appendf.pdf)

**(Appendix K):** Post-secondary location number PRIVATE POSTSECONDARY INSTITUTION REPORTING NUMBERS  http://www.fldoe.org/eias/dataweb/database_0506/student_0506/appendk.pdf)


2. All post-secondary course numbers entered on the form (item number 11) must be approved and verified in the District Curriculum file.  Schools can verify the district status of the course numbers to be entered through the online "Curriculum Bulletin Inquiry" screen in ISIS.  This verification process will also assist the school when the academic grades are received and entered.

3. The completed form must be returned to 9411-ITS, Systems User Support Center, **prior to the Friday of survey week.**


**Academic Recordkeeping Information within TRACE**

After grades are received from the post-secondary institution, the information must be entered into the TRACE system.  If the course numbers were verified during the FTE processing, schools should follow the established procedures for entering course numbers and grades in TRACE.  If the numbers were not verified or have since changed, step number 2 above must be followed.

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

# EARLY ADMISSIONS
# FTE INFORMATION FORM

YEAR _____ SURVEY _____

| STUDENT INFORMATION | | | | |
|---|---|---|---|---|
| FLORIDA ID | M-DCPS ID | GR | STUDENT NAME | HOME SCHOOL |
| | | | | |

| COLLEGE/UNIVERSITY | | | |
|---|---|---|---|
| COLLEGE ADMISSION DATE | NAME | POST SECONDARY INSTITUTION NUMBER | DISTRICT NUMBER |
| | | | 13 |

| POST SECONDARY COURSE DESCRIPTION | | |
|---|---|---|
| POST SECONDARY COURSE NUMBER | COURSE TITLE | MINUTES PER WEEK |
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**RETURN TO:  9411 - SYSTEMS USER SUPPORT**

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