**Minnesota State PSEO by Contract Template**

In a collaboration among MSBA, MREA, AMSD, MASSP, and Minnesota State, a PSEO by Contract template was developed to support school districts and Minnesota State colleges and universities in developing contracts for PSEO by contract. This template is designed for use by Minnesota’s school districts, charter schools, and Minnesota State campuses.

PSEO by contract provide an option for school districts to directly enter into an agreement with a college or university to fund the costs of the school districts’ high school students participating in PSEO course offerings on a college/university campus or online. Under this agreement, the school district retains the enrollment of the students (and the full formula funding) and the college/university receives a negotiated payment directly from the school district for the courses taken. Colleges and universities offering courses covered within this agreement are not eligible for reimbursement of enrollment costs from the Minnesota Department of Education as authorized in M. S. §124D.09 subdivision 13.

This contract template does not apply to concurrent enrollment courses defined in M.S. 124D.09.

Provided herein is a basic contract template for PSEO by contract and the following appendixes:

* Attachment A--MS 124.09 Post Secondary Options Act
* Attachment B--Minnesota State Policy 3.5 and System Procedure 3.3.1
* Attachment C--Sample language for school districts and college/university duties related to PSEO eligibility, admissions, and participation
* Attachment D—The list of PSEO courses covered which is determined between each school district/charter and college campus entering an agreement

All PSEO by contract agreements are developed in accordance with M. S. §124D.09; Minnesota State Board Policy 3.5 System Procedure 3.5.1; and applicable college/university policies. The contract template and the sample language provided within this document are optional for use. School districts and colleges/universities are free to develop their own contract template agreements, duties, and commitments if desired.







PSEO by Contract Sample Language

**Attachment C**

This attachment provides sample language that may be included in a PSEO by Contract agreement between a college or university of Minnesota State and a school district. Each item listed is optional and may be edited to meet your local context and needs however all contracts are bound to federal, state, and Minnesota State systems policies and procedures as applicable to the PSEO program.

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| **SCHOOL DISTRICT and COLLEGE/UNIVERSITY Duties Related to PSEO Eligibility, Admissions, and Participation** |
| The SCHOOL DISTRICT agrees to:1. Make PSEO enrollment available to freshman, sophomores, juniors and seniors enrolled through the SCHOOL DISTRICT who meet eligibility of criteria of PSEO program in the following three authorities: (a) Minn. Stat. §124D.09 , (b) [INSERT INSTITUTION NAME] policy, and (c) Minnesota State Colleges and Universities Board Policy 3.5 and System Procedure 3.5.1.
2. Ensure that PSEO applicants complete application to the COLLEGE/UNIVERSITY.
3. Complete the required registration form [Recommend use of Notice of Registration Form (ED01763-15) with a campus specific addendum where needed] for each student participating in this program. The form must contain a minimum of parental or guardian consent to attend courses, student identification of physical location, school district verification of eligibility, and COLLEGE/UNIVERSITY confirmation of enrollment.
4. Submit to the COLLEGE/UNIVERSITY the high school transcripts of PSEO students, including high school grades, grade-point-average, and class rank, and individual educational plan (IEP) or 504, if applicable.
5. Collaborate with COLLEGE/UNIVERSITY staff to provide ACT, SAT, or MCA scores to assure compliance with PSEO eligibility requirements; or administer ACCUPLACER assessment test or multiple measures of college readiness.
 | The COLLEGE/UNIVERSITY agrees to: 1. Communicate eligibility requirements to SCHOOL DISTRICT.
2. Provide a listing of all PSEO courses eligible for student enrollment covered by this agreement.
3. Collaborate with the SCHOOL DISTRICT to provide information to students and parents that will include information regarding academic planning; course selection and registration; COLLEGE/UNIVERSITY expectations; resources, services, and facilities that are available to students; official transcript request process; transfer information; and COLLEGE/UNIVERSITY policies including data privacy, satisfactory academic progress, book borrowing, and course add/drop/withdraw.
4. Provide students with the option to complete a release of information form to allow academic information to be shared with parents/guardians.
5. Provide a copy of the COLLEGE/UNIVERSITY student code of conduct to SCHOOL DISTRICT.
6. Communicate policy to SCHOOL DISTRICT and Students for textbooks not returned within a reasonable time frame. Textbooks not returned may result in fees being charged to students or may result in a hold preventing the student from registering in future terms.
7. COLLEGE/UNIVERSITY may determine that students are not eligible to take courses with course fees.
8. COLLEGE/UNIVERSITY limits students to a XX credit maximum course load.
9. The COLLEGE/UNIVERSITY retains authority to determine whether a request for an educational accommodation is appropriate for classes taken for college credit. The COLLEGE/UNIVERSITY and SCHOOL DISTRICT will negotiate costs for accommodations that the COLLEGE deems appropriate.
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| SCHOOL DISTRICT and COLLEGE/UNIVERSITY Duties for Enrolled PSEO Students |
| 1. Ensure PSEO COLLEGE/UNIVERSITY courses count towards high school graduation credits and the student’s personal learning plan (PLP).
2. Ensure PSEO COLLEGE/UNIVERSITY courses are recognized on the high school transcript and awarded high school credit (Minn. Stat. §124D.09 subd. 12).
3. Provide notification to the COLLEGE/UNIVERSITY of students who violate the SCHOOL DISTRICT’s code of conduct, in accordance with FERPA regulations.
4. Assume travel reimbursement costs for eligible low income students requested by parents in accordance with Minn. Stat. §124D.09 subd. 22.
5. Ensure that any student taking PSEO courses has reasonable access during regular school hours to a computer and other technology resources that the student needs to complete PSEO coursework. Minn. Stat. §124D.09 subd. 11a.
6. Monitor and recommend to students the total credit maximums across all educational settings.
7. Information on SCHOOL DISTRICT’s procedures for withdrawal from PSEO course(s). (Minn. Stat. §124D.09 subd. 6)
 | 1. Provide education records allowable under FERPA regulations to high school personnel that have been determined to have legitimate educational interests.
2. Award COLLEGE/UNIVERSITY credit to students upon successful completion of courses.
3. Provide students final grades for coursework at the end of each term to the SCHOOL DISTRICT.
4. Provide notification to the SCHOOL DISTRICT on a regular (i.e., monthly) basis, or as requested, on students that have stopped attending and/or withdrawn from postsecondary PSEO course(s), in accordance with FERPA regulations.
5. Provide notification to the SCHOOL DISTRICT of students who are not meeting standards set forth in the COLLEGE/UNIVERSITY's Satisfactory Academic Progress (SAP) policy, in accordance with FERPA regulations.
6. Provide notification to the SCHOOL DISTRICT of students who violate the COLLEGE/UNIVERSITY’s code of conduct, in accordance with FERPA regulations.
7. Students needing accommodations must request accommodations for the COLLEGE/UNIVERSITY course.
8. Provide appropriate resources, services, and facilities use for all eligible PSEO students.
9. Provide students with required textbooks or other required instructional materials as outlined in Minn. Stat. §124D.09 , subd. 19. Textbooks are the property of the COLLEGE/UNIVERSITY and must be returned at the end of each semester.
10. Provide access to learning resources, including the library and online course management system (D2L Brightspace).
11. Information regarding academic planning; course selection and registration; COLLEGE/UNIVERSITY expectations; resources, services, and facilities that are available to students; official transcript request process; transfer information; and COLLEGE/UNIVERSITY policies including data privacy, satisfactory academic progress, book borrowing, and course add/drop/withdraw.
12. A copy of the COLLEGE/UNIVERSITY’S code of conduct, explanation that students are subject to it, and explanation of the consequences of violations.
13. Provide students with information on COLLEGE/UNIVERSITY’s procedures for withdrawal from PSEO course(s).
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| Both the SCHOOL DISTRICT and the COLLEGE/UNIVERSITY agree to: 1. If technology used, such as a computer or a laptop, is required by the SCHOOL DISTRICT or the COLLEGE/UNIVERSITY by all students including students in PSEO, the school district and the COLLEGE/UNIVERSITY will establish appropriate fees, support services, and policies*.*
2. Identify appropriate processes and negotiated fees for electronic textbooks or electronic course materials.
3. Identify and negotiate that the rate of XXXX per credit hour per student include required fees for [student association, student life, technology] and does not include the non-required or allowable fees for [indicate here]. Identify what fees students are expected to pay [parking] and what processes are required for paying fees.
4. Negotiate how to provide required meals for full-time PSEO students who qualify for free or reduced lunch.
5. 6) Both the COLLEGE/UNIVERSITY and the SCHOOL DISTRICT will meet periodically to discuss the program.
6. 7) 7) Financial responsibilities for electronic textbooks or electronic course materials.
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