
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 for additional information; Concurrent High School Enrollment

Cooperative Agreement

Between a Kansas Postsecondary Education Institution and Unified School District for Enrollment of High School Pupils

(per K.S.A. 72-3220 et seq.)

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.

_____ agrees that the course work successfully
(Postsecondary Education Institution)

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

Unified School District # _____

**Authorization for Pupil to Apply for
Enrollment in Courses Offered by a
Kansas Postsecondary Educational Institution**

I hereby certify that _____ is enrolled
(student's name)

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

POSTSECONDARY CLASS ATTENDANCE LOG

for high school Students also enrolled in Kansas Postsecondary Education Courses (concurrently enrolled)

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)

Class Start Date: _____ Class Ending Date: _____

Postsecondary Instructor:

Please date and initial class attendance for *each* day the student attends class from the beginning of fall semester through end of the day October 3rd.

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

DATE OF CLASS	Instructor's Initial	DATE OF CLASS	Instructor's Initial

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

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.

Individual Plan of Study



- 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.
 4. A portable electronic portfolio.
 - 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:

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