



TO: High Schools and Postsecondary Institutions
Participating in PSEO Concurrent Enrollment

FROM: Mary Barrie, Supervisor, High School to Postsecondary Initiatives
Office of Career and College Success

DATE: September 20, 2018

SUBJECT: FY 2019 Concurrent Enrollment Aid Application: Due October 30, 2018

Postsecondary Enrollment Options (PSEO) Concurrent Enrollment is a program authorized under Minnesota Statutes, section 124D.09, subdivision 10, in which courses are taught in the high school by either a postsecondary professor or instructor, or an accredited high school teacher. Approved concurrent programs offer courses which offer students the opportunity to earn both high school and postsecondary credit, i.e., dual credit.

Concurrent Enrollment Program Aid is generated for each eligible concurrent course taken at the high school. An application is not required for partnerships with postsecondary institutions that are [National Alliance of Concurrent Enrollment Partnership \(NACEP\) accredited for the academic year 2018-19](#).

An updated and signed Concurrent Enrollment Aid Application is required, each year, from high schools that are partnering with eligible postsecondary institutions which are not NACEP accredited, or in the process of being accredited. To be considered an eligible course(s) to generate concurrent enrollment aid for the dual credit courses which are offered during the 2018-19 school year, statute requires that a Concurrent Enrollment Program Aid Application be completed and submitted for approval by the Minnesota Department of Education (MDE). The application must be signed by both the superintendent and the postsecondary administrator or dean. It is the district's responsibility to submit the annual application and required documents, signed by both parties, to MDE by October 30, 2018.

Students participating in eligible concurrent courses are flagged on the enrolling high school's Minnesota Automated Reporting Student System (MARSS) files as concurrent students. The aid is based on a file of participating students and courses that is provided to MDE by the postsecondary institutions. Participants identified on MARSS and/or the postsecondary institution's file who are not covered by an application on file at MDE by October 30 will not generate concurrent enrollment aid for FY 2019.

Questions on the Concurrent Enrollment Program Aid Application form can be addressed to [Jacqui McKenzie](#). Questions on concurrent aid and postsecondary file submissions can be addressed to [Jeanne Krile](#). Information on concurrent enrollment is also posted to the [MDE website](#).