Attachment A

Superintendent’s Memo #128-23

June 29, 2023



# GRANT APPLICATION FOR SCHOOL DIVISIONS TO APPLY FOR TUITION SCHOLARSHIPS FOR LICENSED

# HIGH SCHOOL TEACHERS TO BE

# CONSIDERED FACULTY TO TEACH

# DUAL ENROLLMENT COURSES

**FISCAL YEAR 2024**

***Department of Teacher Education and Licensure***

***Virginia Department of Education***

***PO Box 2120***

***Richmond, Virginia 23218-2120***



COMPETITIVE GRANT APPLICATION

Grant Application for School Divisions to Apply for Tuition Scholarships for Licensed High School Teachers to be Considered Faculty to

Teach Dual Enrollment Courses

**Issue Date: June 29, 2023**

**Title: Grant Application for School Divisions to Apply for Tuition Scholarships for Licensed High School Teachers to be Considered Faculty to Teach Dual Enrollment Courses**

**Issuing Agency: Virginia Department of Education**

**Agency Contact: Shawna LeBlond, Grants Specialist**

**Office of Licensure and School Leadership**

**Virginia Department of Education**

**PO Box 2120**

**Richmond, Virginia 23218-2120**

**Issued to: Virginia School Divisions**

**Funding Authority: Virginia General Assembly**

**Grant Period: July 1, 2023 – June 30, 2024**

**Application Submission Deadlines: September 15, 2023 for Fall 2023 requests;**

**February 2, 2024 for Spring 2024 requests**

Interested applicants (school divisions) are requested to submit a grant application no later than

4 p.m. on September 15, 2023 for Fall 2023 semester funding. Grant applications for Spring 2024 semester funding are requested no later than 4 p.m on February 2, 2024.

Please direct all inquiries, questions, and requests for information to: Ms. Shawna LeBlond, Grant’s Specialist, Virginia Department of Education, either by email to [Shawna.LeBlond@doe.virginia.gov](mailto:Shawna.LeBlond@doe.virginia.gov) or phone (804) 692-0172.

***The Virginia Department of Education does not discriminate on the basis of race, sex, color, national origin, religion, age, political affiliation, veteran status, or against otherwise qualified persons with disabilities in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.***

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| APPLICATION PROCEDURES |

In order to be considered for selection, school divisions must submit a complete application. The completed and signed **Proposal Cover Page** must be submitted. Additionally, for each teacher scholarship requested, the **Teacher Information Form** must be completed. You may duplicate the form.

Proposals must be submitted via e-mail to [Shawna.LeBlond@doe.virginia.gov](mailto:Shawna.LeBlond@doe.virginia.gov) with thesubject Line of DUAL ENROLLMENT TUITION SCHOLARSHIP GRANT – School Division Name. The application must be received by the Department of Teacher Education and Licensure, Virginia Department of Education, **no later than 4 p.m., Eastern Daylight Time (EDT), on September 15, 2023 (Fall 2023 funding requests) or February 2, 2024 (Spring 2024 funding requests)**. Proposals that are received after the deadline will not be accepted unless the deadline is modified by the Department of Education.

**Email Address:**

[Shawna.LeBlond@doe.virginia.gov](mailto:Shawna.LeBlond@doe.virginia.gov)

Please include in the subject line: DUAL ENROLLMENT TUITION SCHOLARSHIP APPLICATION – School Division Name

Please note: Teachers may not apply individually for the Dual Enrollment Tuition Scholarship outside of the above process.

## The cover page and forms for each teacher must be submitted with the

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| GENERAL ASSEMBLY APPROPRIATION |

The Virginia General Assembly appropriated$250,000 from the general fund (Fiscal Year 2024) to provide tuition scholarships to be specifically allocated solely for licensed public high school teachers pursuing additional credentialing requirements necessary to be considered faculty who are qualified to teach dual enrollment courses in high schools in their local school division. Below is the Appropriation language outlining the requirements for the grants. This text details the revisions from the Special Session in the requirements for the tuition scholarships.

**2022 Special Session I, Chapter 2, Item 136, G.4**

4. Out of this appropriation, $250,000 the first year and $250,000 the second year from the general fund is provided for tuition scholarships to be specifically allocated solely for licensed public high school teachers pursuing additional credentialing requirements necessary to be considered faculty who are qualified to teach dual enrollment courses in high schools in their local school division. The Department of Education shall make payments on behalf of the scholarship recipients directly to the regionally accredited Virginia institution of higher education where the scholarship recipient is enrolled in courses for credit applicable to dual enrollment course curriculum available for public high school students. The lifetime maximum dual enrollment tuition scholarship award for each approved eligible teacher is $7,500. Eligibility for access to these dual enrollment tuition scholarship awards shall be determined through an application process whereby school divisions shall apply to the Department of Education. In the application process, the applying school division shall include: i) an explanation of why such dual enrollment tuition scholarship is warranted, ii) the dual enrollment course or courses that shall be offered by the scholarship recipient's high school and taught by the recipient upon the recipient's successful completion of required coursework for appropriate credentialing to teach such dual enrollment courses, and iii) the projected student enrollment in the recipient taught public high school dual enrollment courses. The Department of Education shall compile and report the application information for each applying school division, and shall also report the number of recipients and amount of tuition awarded to each school division, the institution of higher education receiving tuition, the credentialing area pursued by recipients, and dual enrollment courses offered after the recipient's successful completion of the pursued credentialing. The Department shall submit the report by June 30 annually to the House Committees on Education and Appropriations and the Senate Committees on Finance and Education and Health.

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| 2023-2024 GRANT REQUIREMENTS |

The criteria set forth in **Item 136, G.4**. from the 2022 Special Session I must be met.

Funds will be provided for tuition scholarships to be allocated for licensed public high school teachers pursuing additional credentialing requirements necessary to be considered faculty who are qualified to teach dual enrollment courses in high schools in their local school division. Faculty qualification guidelines established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and the State Board for Community Colleges can be found in the [*Governing Principles for Dual Enrollment Between Virginia’s Public Schools and the Virginia Community College System*](https://www.doe.virginia.gov/home/showpublisheddocument/814/637944691289070000)*.*

All coursework must be taken at a regionally accredited Virginia institution of higher education for credit during either the Fall 2023 semester or the Spring 2024 semester. Coursework taken at institutions outside of Virginia (including online programs) or outside of these designated semesters will not eligible. The teacher and the division are responsible to ensure that the course submitted for tuition scholarship is an approved course by the participating (dual enrollment) institution of higher education.

In the application process, the applying school division shall include:

1. an explanation of why such dual enrollment tuition scholarship is warranted,
2. the dual enrollment course or courses that shall be offered by the scholarship recipient’s high school and taught by the recipient upon the recipient’s successful completion of required coursework for appropriate credentialing to teach such dual enrollment courses, and
3. the projected student enrollment in the recipient taught public high school dual enrollment courses.

Priority: If requests exceed the appropriation, the Department of Education will consider the geographic distribution of grant recipients.

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| REPORTING REQUIREMENTSBY THE DEPARTMENT OF EDUCATION |

Recipients of the Dual Enrollment Tuition Scholarship will be required to submit evidence of successful course completion as well as a survey sent out by the Department of Education regarding the program.

The Department of Education shall compile and report the application information for each applying school division and also shall report the number of recipients and amount of tuition awarded to each school division, the institution of higher education receiving tuition, the credentialing area pursued by recipients, and dual enrollment courses offered after the recipient’s successful completion of the pursued credentialing. The Department shall submit the report by June 30, 2024, to the House Committees on Education and Appropriations and the Senate Committees on Finance and Education and Health.

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| METHOD OF PAYMENT |

The school division will be responsible to submit to the Virginia Department of Education an official invoice from the Virginia institution of higher education for the courses in which the teacher is enrolled. The invoice must include the following information:

* Virginia Institution of Higher Education;
* Name of Individual and Office, including address, to Whom Payment is to be Remitted;
* Teacher’s Full Name;
* Teacher’s Student Identification Number at the Institution of Higher Education
* Name of Course (including prefix); and
* Amount of Tuition for Course (course tuition only; no fees permitted).

The Department of Education shall make payments on behalf of the scholarship recipients directly to the Virginia institution of higher education where the scholarship recipient is enrolled in credit courses (approved for dual enrollment) applicable to dual enrollment course curriculum available for public high school students.

The lifetime maximum dual enrollment tuition scholarship award for each approved eligible teacher is $7,500.

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| APPLICATION **2023-2024 GRANT APPLICATION FOR SCHOOL DIVISIONS TO APPLY FOR TUITION SCHOLARSHIPS FOR LICENSED HIGH SCHOOL TEACHERS TO BE CONSIDERED FACULTY TO TEACH DUAL ENROLLMENT COURSES** |

**PROPOSAL COVER PAGE**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Applying School Division:** | | |  | | | | | |
| **Address:**  **Name of Division Superintendent:** | | |  | | | | | |
| **Name of Grant Contact:** | | |  | | | | | |
|  |  | |  | | | | | |
| **Title:** | | |  | | | | | |
|  |  | |  | | | | | |
| **Address:** | | |  | | | | | |
|  |  | |  | | | | | |
| **Telephone:** | | |  | | | **Fax:** |  | |
|  | | | | | | | | |
| **Email:** | | |  | | | | |  |
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| **Number Tuition Scholarships Requested for High School Teachers:**  **(Attach the form for each teacher.)**  **Total State Funding Amount Requested $** | | | | | | | | |
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| **Certification by the Division Superintendent:** | | | | | | | | |
| I certify to the best of my knowledge that the information in this proposal is correct; the filing of this proposal is duly authorized by the school board/division; and the division will adhere to the requirements of the grant. This school division will submit to the Department of Education an invoice, including payment information, from the regionally accredited Virginia institution of higher education for the tuition cost for the course with the detailed information as specified. I certify that the high school teachers whose names are submitted are enrolled in credit courses approved by the participating institutions of higher education to teach dual enrollment course curriculum available for public high school students. I agree to provide the outlined information required for the Department of Education’s annual report to the General Assembly. | | | | | | | | |
| Typed or Printed Name of Division Superintendent or Designee | | | |  | Title | | | |
|  | | | |  |  | | | |
| Signature of Division Superintendent or Designee | | | |  | Date | | | |

**TEACHER INFORMATION**

This form is to be completed for **each** high school licensed teacher applying for tuition scholarships to be considered faculty to teach dual enrollment courses. Incomplete forms may not be accepted.

**Please complete for each high school teacher. If you need additional space, please duplicate the page.**

Full Name (First, Middle, Last):                  License Number:      - ­­­\_\_\_\_\_\_[Please include prefix and number of current Virginia teaching license.] Street Address:­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: (\_\_) \_\_\_\_\_\_\_\_\_\_ Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of high school where teacher is employed and current teaching assignment:­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*The teacher and division should have verification that the course(s) is/are approved for the dual enrollment area. Faculty members teaching associate degree courses designed for transfer to a baccalaureate degree have earned a doctorate or master's degree in the teaching discipline or master's degree with a minimum of 18 graduate semester hours in the teaching discipline.\**

**Please respond to the following:**

1. Name of the regionally accredited **Virginia** institution of higher education where the teacher is currently enrolled in a

relevant content course/teaching discipline approved for dual enrollment:

2. Course number and name of content course requesting tuition scholarship (include course prefix, such as CHEM-502: Analytical Chemistry):

3. Dual Enrollment area pursued by teacher:

4. Teacher’s student identification number at the institution of higher education:

5. Tuition cost of course (no fees): $

6. Dual Enrollment course(s) that will be offered and projected student enrollment:

7. Please state how many additional semester hours are needed to become eligible to teach dual enrollment:

8. Please provide a brief explanation of why the scholarship is warranted: