

**SINGLE COURSE DUAL ENROLLMENT  
MEMORANDUM OF UNDERSTANDING**

**PAYETTE RIVER REGIONAL TECHNICAL ACADEMY  
AND**

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This Memorandum of Understanding (“Memorandum”) is entered into by and between the Payette River Regional Technical Academy, Inc., an Idaho public charter school and non-profit corporation of the State of Idaho ( “PR2TA”), and \_\_\_\_\_, an Idaho public (charter school/school district), (the “Sending School”).

**RECITALS**

WHEREAS, PR2TA operates a public virtual college and career readiness program that includes a Career Pathway Program; and

WHEREAS, PR2TA and the Sending School recognize that students that attend the Sending School may wish to enroll in PR2TA’s Career Pathway Program on a part time basis; and

WHEREAS, PR2TA and the Sending School wish execute this Memorandum in order to assure orderly enrollment in the Career Pathway Program and provide for a method of payment for the enrolled classes.

**AGREEMENT**

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and in consideration of the recitals above, which are incorporated below, and the mutual covenants, representations, and performances herein bargained for, relied on, and expected, the parties agree as follows:

**ARTICLE I  
PR2TA RESPONSIBILITIES**

- 1.1 PR2TA shall provide the Career Pathway Program, taught by highly-qualified, Idaho-certified instructors. Courses will be aligned to state content standards and meet all curriculum requirements.
- 1.2 PR2TA shall provide a grade report to the Sending School within two weeks of the completion of a course.

- 1.3 PR2TA will report to the Sending School any disciplinary matters of which PR2TA becomes aware, including plagiarism or violations of any other school policy.
- 1.4 PR2TA will not provide a computer, Internet service subsidy or a printer to the dual enrolling student. However, online textbooks will be provided. All educational materials shall remain the property of PR2TA any may not be duplicated without the approval of the PR2TA Board.
- 1.5 Dual enrollment seats at PR2TA are limited to no more than ten percent (10%) of the total PR2TA student population and will be filled on a first-come/first-served basis with preference being given to returning dually enrolled students.

## **ARTICLE II SENDING SCHOOL RESPONSIBILITIES**

- 2.1 The Sending School shall remain the student's Public School Program of Record, which includes transcribing credits and issuing diplomas.
- 2.2 The Sending School shall be responsible for providing any and all services identified on a student's IEP, 504 plan or ELP plan. Upon enrollment, the Sending School is responsible for the student's entire IEP/504/LEP plan to PR2TA. Upon receipt, a PR2TA teacher will provide accommodations, according to the student's plan. Any additional resources are the responsibility of the Sending School.
- 2.3 The Sending School is entitled to keep the full ADA funding for its student.
- 2.4 The Sending School shall work with its students to ensure that they apply/re-apply for dual enrollment at the beginning of each term.
- 2.5 The Sending School will identify an employee of the Sending School to act as the Sending School's Site Coordinator. The Site Coordinator will advise the student on appropriate courses for registration, help the student complete work on a timely basis, facilitate communications with the student's parents/guardians and the course instructors, motivate and monitor student progress, act as the contact point for PR2TA instructors and staff.
- 2.6 Acceptable use and behavior in a distance learning environment is determined by the Sending School's policies. Students must also comply with PR2TA behavior policies. In cases on violations, PR2TA will notify the Sending School. The Sending School, as the student's school of record, is responsible for appropriate disciplinary action. PR2TA reserves the right to remove from enrollment (or deny future enrollment of) any student who is disruptive to the learning process.

**ARTICLE III  
PAYMENT FOR CREDITS**

- 3.1 The Parties agree that the costs of the single course dual enrollment shall be based upon the Monthly per capita State Apportionment developed by the Idaho State Department of Education and as described on the Tuition Certificate provided each year to PR2TA.
- 3.2 PR2TA shall invoice the Sending School within \_\_\_\_ days of confirming enrollment of a Sending School student.
- 3.3 The Sending School agrees to reimburse PR2TA for single courses taken by students of the Sending School within thirty (30) days of receipt of an invoice from PR2TA.

**ARTICLE IV  
TERMINATION**

This Memorandum may be terminated by either party with 30-days advanced written notice. In no case, shall this Memorandum extend beyond the current academic year. Termination will be effective at the conclusion of the then-current term.

**ARTICLE V  
GENERAL PROVISIONS**

- 5.1 Any notice that a party may desire to give to another party must be in writing and may be given by personal delivery, by mailing the same registered or certified mail with a return receipt requested, or by Federal Express or other reputable overnight delivery service. Notice shall be given to the parties at the following addresses or such other address and to such other persons as the parties may designate after giving notice. Any such notice shall be deemed given upon delivery if by personal delivery, upon deposit in the United States mail if sent by mail pursuant to the forgoing:

PR2TA: Payette River Regional Technical Academy  
721 W 12<sup>th</sup> Street A  
Emmett, Idaho 83617

Sending School: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 5.2 The Agreement shall be effective after being fully executed.

5.3 If any provision of this Agreement shall be held invalid or unenforceable, the remainder of this instrument shall remain in full force and effect.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2018.

PAYETTE RIVER REGIONAL TECHNICAL ACADEMY

By: \_\_\_\_\_  
\_\_\_\_\_

SENDING SCHOOL

By: \_\_\_\_\_  
\_\_\_\_\_