

[Date]

[School Branding]

Students and Families of **[High School]**:

Dual credit classes let high school students earn both high school and college credits at the same time. This can be done by taking a college-level class or earning a qualifying exam score. Studies show that students who take dual credit classes are more likely to graduate on time, go to college, stay in college, or start a career right after high school. These classes also count towards Washington's credit requirements for graduation and give students a taste of college-level work. Even if students don't earn college credit, taking these classes can boost their confidence, introduce them to new careers, and offer more class choices.

Washington state requires schools to have an academic acceleration policy to make sure that capable students are challenged and encouraged to take tougher classes, such as dual credit. The **[School District]**'s policy can be found at **[enter website]**. Students can choose not to follow this policy if it does not fit their High School and Beyond Plan (HSBP). However, dual credit programs offer many ways for students to advance their academic and career goals.

Washington state has six dual credit programs. The college preparatory programs with exams are Advanced Placement, Cambridge International, and International Baccalaureate. The class-based dual credit programs are Career and Technical Education (CTE) Dual Credit, College in the High School, and Running Start. Although not a traditional dual credit program, Open Doors Youth Re-engagement also helps students who are not expected to graduate by age 21 to earn college credit. **[High School]** offers the dual credit programs described in the attached document. **[Modify/brand program one-pager accordingly.]**

Classes available through these programs can be found in **[describe where they can be found in your district's resources – e.g. class catalogs, websites, advising materials, HSBP, etc. – and how they are designated. You may also include this on the program one-pager.]**

All dual credit programs are marked on the official high school transcript, whether the student earns college credit or not. Students must request and submit official college transcripts for earned college credit(s) to be transferred to colleges they apply to. More information on each program can be found on the Office of Superintendent of Public Instruction (OSPI) [Dual Credit Programs webpage](#).

Supporting districts to maximize students' access to dual credit classes is a top priority for our state's lawmakers and OSPI. Most of Washington's dual credit programs are offered at little to no cost to students as part of their public education experience. Financial assistance opportunities for each dual credit program are included in a second attachment.

[Modify/brand financial assistance one-pager as necessary to reflect available programs and other school/district resources or practices.]

[Insert closing. For example:]

We at **[High School]** recognize the value of dual credit and the importance of ensuring equitable access to these opportunities. We encourage interested students to work closely with our school counselors to find the best options for their academic and career goals. Questions about dual credit classes at **[High School]** can be directed to **[Staff Name or List Below]**.

[Valediction, Signature, and Contact Information]

Washington State Recognized Dual Credit Programs

[To increase awareness of dual credit options, keep all programs on this one-pager, but indicate which of the following programs are available through your school, program, or district. Remove this statement once content is adjusted.]

College Preparatory Dual Credit Classes with Exams

Advanced Placement (AP):

The Advanced Placement program offers students the opportunity to take college-level courses and exams and earn college credit while in high school. With 40 AP courses offered across all subject areas, there is an AP course for every student. Students take an AP Exam at the end of their AP course for the chance to earn college credit, advanced placement, or both. Nearly all colleges and universities in the United States grant credit and placement for qualifying AP scores. While a qualifying score can help students save time and money in college, research consistently shows that AP students are better prepared for college than students who don't take AP, regardless of their exam score. AP students are more likely to enroll and stay in college, do well in their classes, and graduate on time. AP courses and exams build essential skills and confidence that can help students stand out in college admissions, thrive and succeed in college, and prepare for career success.

Cambridge International (AS & A Level):

High school students build knowledge, skills and confidence with college-level Cambridge Advanced courses, and may earn college credit with Cambridge Advanced (International AS & A Level) exams at all Washington public colleges and universities. Cambridge students can also receive college credit, placement, and recognition at over 1,000 institutions across the U.S., and many more internationally, for AS & A Levels and the Cambridge AICE Diploma. As a global organization with a 160-year history as part of the University of Cambridge, Cambridge International Education provides rigorous curriculum, assessments, and resources designed to help students from PreK–12 develop the academic, technical, and employability knowledge and skills they need for success in college and careers. Learn more at

www.cambridgeinternational.org/usa/.

International Baccalaureate (IB):

The International Baccalaureate Diploma Program (DP) provides students a chance to develop their academic ability, confidence, critical-thinking, and language skills. The DP curriculum, including its six subject groups and core classes, allows students to bring their own passions and abilities, inviting *all* students to benefit from the program. The DP and its classes are recognized by more than 1,500 universities worldwide, providing DP graduates a chance to earn college credit and decrease the financial burden of postsecondary education. The IB Career-related Program (CP) offers students a blend of academic study and career-related skills to learn more and gain experience in a specific industry. The CP core classes develop research and inquiry skills

for students in their chosen industries that they can segue into either a professional career or postsecondary education.

Class-Based Dual Credit Options:

Career and Technical Education (CTE) Dual Credit:

CTE Dual Credit is offered through agreements between high schools and community/technical colleges. These classes can earn students both high school and college credit if they receive a qualifying grade. Unlike other programs, CTE Dual Credit does not automatically establish a college transcript, and students can request college credit after completing the class.

College in the High School (CiHS):

CiHS allows college-approved high school teachers to offer college-level classes at the high school. Students may take these classes for high school or college credit. Grades earned for college credit will be on the student's permanent college transcript regardless of the student's performance. While highly transferable, college credits earned through CiHS may count as elective credit if transferred to another college or university. The Council of Presidents [CiHS course equivalencies tool](#) is a helpful resource for understanding how college credit earned in CiHS classes might transfer to Washington's public baccalaureate institutions. CiHS is free for public school students participating through an approved in-state, public college or university.

Running Start:

Running Start is a tuition-free program for students eligible to be in 11th or 12th grade, but some college fees will be charged each term. Eligible students may enroll in any term, including summer, upon completion of the 10th grade. Students take college classes at an eligible college or online and earn both high school and college credit. Students must apply for admission to a participating community or technical college or public, four-year university and notify the school or district of their intent to participate. Grades earned will be posted on the student's permanent college transcript. All districts must allow eligible students to participate, and all of Washington's community and technical colleges and public, four-year colleges and universities accept Running Start credit. Credits earned through Running Start may also be applied to associate degree requirements leading to college issuance of a high school diploma as described in [RCW 28B.50.535](#).

Open Doors Youth Re-engagement:

Open Doors programs provide educational options to students ages 16-21 who are not expected to graduate by age 21. It offers credit recovery options, including dual credit, and community partnerships to help students succeed and move on to postsecondary education.

Financial Considerations and Resources for Dual Credit Students

[Include which of the following programs are available through your school, program or district. Remove this statement once content is adjusted.]

College Preparatory Dual Credit Classes with Exams

Advanced Placement:

There are fees for AP exams, but students from low-income families who are verified by school staff can take them for free through OSPI's exam fee subsidy program.

Cambridge International or International Baccalaureate (IB):

There are fees for Cambridge and IB exams, but the **[School District]** applies for subsidies to help students from low-income families who are verified by school staff to take the exams at no or reduced cost.

Class-Based Dual Credit

Career and Technical Education (CTE) Dual Credit:

CTE Dual Credit is usually free, but some programs may require special equipment and supplies, and there may be a small fee for creating or updating the student's college transcript. **[Note if the school/district covers costs, has equipment/tool loan programs, or other agreements with colleges to minimize costs.]**

College in the High School (CiHS):

Students do not have to pay to take a CiHS class through approved public, in-state colleges and universities. Private and out-of-state colleges may charge a fee for their college-level class.

Running Start:

Running Start students do not pay tuition unless they take more than the maximum number of allowed classes/credits. Each term, costs may include transportation, textbooks, and college fees. Colleges must waive fees for students verified as low-income, and many provide additional support like book loan programs and transportation vouchers. **[Note if the school/district covers costs, has textbook loan programs, or other agreements with colleges to minimize costs.]**

[If applicable, include which of the following financial assistance programs are available through your school, program, or district. Include any additional programs/resources as necessary. Remove this statement once content is adjusted.]

In addition to program-specific subsidies and waivers, **[School District]** applies for funding from various sources to support dual credit programs and students. These include:

OSPI Consolidated Equity and Sustainability (CES) Grant:

This grant helps schools expand dual credit opportunities and reduce equity gaps.

Washington Student Achievement Council (WSAC) [Dual Enrollment Scholarship Program](#):

This program offers financial support to students in Running Start and CTE apprenticeship programs.

Department of Children, Youth & Families (DCYF) Education and Training Voucher (EVT):

Students in or exiting DCYF care may apply for the [ETV program](#) and receive up to \$2,000 a year for dual credit costs. Students must take at least six college credits and one 100-level college class each term.