



Dual Credit Instructional Materials Reimbursement

FAQs for School Districts, Charter Schools, State Supported
Schools, and Bureau of Indian Education funded Schools
(LEAs)

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Purpose of the Dual Credit Program

- Expose high school students to a postsecondary experience
 - College
 - Vocational
- Give high school students a variety of options and experiences to help prepare for college and careers
- Satisfy one of the requirements for the Diploma of Excellence

Shared Financial Responsibility

- The Dual Credit statute and rule articulate a shared financial responsibility for the Dual Credit Program
 - Postsecondary Institutions waive tuition
 - LEAs provide instructional materials
 - Subsection H (15) of 6.30.7.8 states LEAs will: “pay the cost of the required textbooks and other course supplies for the postsecondary course the dual credit student is enrolled in through purchase arrangements with the bookstore at the postsecondary institution or other cost-efficient methods”
 - Students and families pay lab fees and provide transportation, if necessary
- New Mexico is unique in ensuring all high school students, regardless of income, have access to a broad range of postsecondary courses through the Dual Credit Program

FAQ Question 1: *What are Dual Credit Instructional Materials? Are they reimbursable?*

- Dual Credit Instructional Materials are Dual Credit textbooks. In some cases, Dual Credit supplies may be covered (for example, drawing pad, charcoal, kneaded erasers for a drawing class). However, supplies are usually the student's responsibility (i.e., notebooks, pens). Lab fees are also the student's responsibility.
 - Dual Credit Instructional Materials are reimbursable for courses in the Dual Credit Program only as outlined in 6.30.7.11 NMAC and the LEA's Master Agreement(s) as follows:
 - Courses must be included in the Master Agreement.
 - Courses must not be remedial/developmental or PE activity
 - Courses must be part of an academic program leading to a certificate or degree
 - Courses must be approved for Dual Credit by the New Mexico Higher Education Department (NMHED).

FAQ Question 2: *What kind of documentation does the LEA need to submit for the Request for Reimbursement (RfR)?*

- **The following documentation is necessary:**
 1. Invoice for instructional materials that shows textbook title, course name, CIP code, cost, and the name of the New Mexico postsecondary or tribal institution of higher education (Postsecondary) offering the course. The invoice must be for approved expenditures after July 1, 2010 and before June 30, 2011.
 2. Expenditure report generated from accounting system illustrating recording of expenditure to general ledger

FAQ Question 3: May the LEA limit the number of Dual Credit courses a student takes?

- The student must follow the course load requirements outlined in state statute at Subsection D of Section 21-1B-3 NMSA 1978 and state rule at 5.55.3.9 NMAC. The LEA decides which courses may be offered by a Postsecondary, and a Postsecondary follows enrollment requirements for certain courses. As long as these requirements are followed, there is no limit to the number of courses a student may take through the Dual Credit Program.

FAQ Question 4: *What happens if my LEA doesn't encumber all the allocated Dual Credit Instructional Materials reimbursement allocation by February 28, 2011?*

- The unencumbered amount will be reallocated to a high need LEA.

FAQ Question 5: *How do LEAs/Schools pay for the Dual Credit courses?*

- LEAs/Schools do not pay for Dual Credit courses. The Postsecondary waives tuition and student fees. The New Mexico Higher Education Department (NMHED) reimburses the Postsecondary for courses.

FAQ Question 6: *Since the Dual Credit Program provides that the NMHED waive tuition for high school students taking dual credit courses, why do non-BIE LEAs still receive full State Equalization Guarantee (SEG) funds for Dual Credit students?*

- Most students who are taking Dual Credit courses are also attending traditional courses at their high school on nearly a full-time basis; the SEG payments are made to pay for those services. The SEG funds may also help cover the extra costs LEAs may encounter by offering Dual Credit courses as follows. Examples of activity that may be encountered could include:
 - Dual Credit counseling, including evaluating student qualifications for Dual Credit courses
 - Development of the student's Next Step Plan reflecting appropriate course sequencing toward graduation.
 - Supplementing the Dual Credit Instructional Materials Reimbursement Fund.
 - Covering the educational costs associated with student enrollment at the LEA.

FAQ Question 7: What if the Dual Credit Instructional Materials Allocation for my LEA isn't enough to cover all textbook costs?

- Send an email to David Padilla (davidv.padilla@state.nm.us) at the Public Education Department (PED) by January 31, 2011, with the total your LEA has expended thus far, broken down by semester.
- See also Question 6.

FAQ Question 8: *My LEA did not receive an allocation and we have students in the Dual Credit Program. How can we pay for the Dual Credit instructional materials?*

- Send an email by November 15, 2010 to David Padilla (davidv.padilla@state.nm.us) at the PED outlining the LEA's need. Include the following:
 - Total Dual Credit textbook costs for summer, if purchased after July 1, 2010
 - Total Dual Credit textbook costs for first semester
 - Anticipated Dual Credit textbook costs for second semester
- See also answers to Questions 6 and 7.

FAQ Question 9: *When a student successfully completes a Dual Credit course, may the LEA give the student the textbook purchased with Dual Credit Instructional Materials reimbursement funds?*

- No, the textbook is state property and remains with the LEA. However, the student may keep *consumable* instructional materials, such as a used pad of drawing paper.

FAQ Question 10: *When a student successfully completes a Dual Credit course, may the LEA sell the textbooks purchased with Dual Credit Instructional Materials reimbursement funds?*

- No, the textbook is state property and remains with the LEA.

FAQ Question 11: *What should I do with my Dual Credit data? Should it be uploaded to STARS? When is the due date? What is the STARS course number? Does the grade also need to be submitted?*

- Anytime a student takes a Dual Credit course, the course code issued by the district must be from the STARS Manual . Course must have a “D” on it and should be reported at every required reporting period as designated by PED and typically identified in the STARS Manual. Grades must be reported. See Vol. 1 of the STARS Manual for more information on course codes.

FAQ Question 12: *How can Bureau of Indian Education (BIE) funded schools access the Operating Budget Management System (OBMS)?*

- OBMS does not include the complete build-out for BIE-funded schools to access the system—with the exception of these two that are currently (Fall 2010) registered as secondary or post-secondary institutions:
 - Alamo Navajo Preparatory and
 - Rehoboth Christian School.
- Please contact the PED's Flowthrough Bureau (Susan.Lucero@state.nm.us) directly if you have question regarding BIE-funded schools.

FAQ Question 13: Who do I contact if I have more questions about the Dual Credit Instructional Materials Reimbursement fund?

- David Padilla is the Program Manager for the Dual Credit Instructional Materials Reimbursement fund. All questions should be addressed to him: 505-827-6578 or davidv.padilla@state.nm.us.

FAQ Question 14: *What was the Dual Credit Instructional Material Fund allocation process for School Year 2010-11?*

- Phase I (September 3, 2010): Phase I allocations were based on the reimbursement for Dual Credit Instructional Materials PED made to districts/charters for School Year 2009-10. State Supported and BIE-funded schools eligible for Dual Credit Instructional Materials funds were given an allocation based on the number of students those institutions serve.
- Phase II: (December 31, 2010): Districts that did not receive an allocation may **request funds by November 15, 2010**. See Answer 8 for details on what to include in the request and to whom the request should be sent.
- Phase III (March 31, 2011): **Obligate all Phase I and II funds by February 28, 2011**. Notify David Padilla by January 31, 2011 if Phase I and Phase II allocations were not enough to cover all Dual Credit Instructional Materials expenditures (see Answers 6, 7, and 8 above). Any unobligated and unallocated Dual Credit Instructional Materials funds still available will be allocated to high need districts. All Dual Credit Instructional Materials funds must be obligated by April 30, 2011.

Dual Credit Information: What's Next?

- Wimbas for LEA Counselors, LEA Administrators, and Parents
- FAQs for LEA Counselors, LEA Administrators, and Parents
- Continue twice-yearly Dual Credit Committee Meetings
- Send us your recommendations for Wimbas, FAQs, and Meetings: dualcredit.council@state.nm.us
- For questions specific to Dual Credit Instructional Materials Reimbursement, please contact David Padilla: davidv.padilla@state.nm.us or 505-827-6578

Thank You for Participating!