

HS Teacher Responsibilities For Dual Credit

High School Teacher Responsibilities: Return the following documents & information to the **FVTC Office of K-12 Partnerships**

1. Complete the FVTC Dual Credit Course Agreement request.
2. Complete the FVTC application (General Studies courses require transcripts) and submit to the Office of K-12 Partnerships along with a copy of the current DPI license.

NOTE: The high school teacher certification and the course must be approved annually.

3. Work with the FVTC instructor to assure that the content, rigor, and evaluation standards of the FVTC course are met.
4. Provide the class start and end dates to the K-12 Partnerships Office.
5. Assist online student registration process. Students should be registered for their Dual Credit class within the first three weeks of the semester.
6. **Enter grades within 48 hours of class end date in FVTC grading system.**
7. Attend required Summer Summit per department.
8. Submit Dual Credit Request form renewal yearly.