

WISCONSIN INDIANHEAD TECHNICAL COLLEGE

TRANSCRIPTED CREDIT AGREEMENT
HIGH SCHOOL AND WITC REQUIREMENTS

Wisconsin Indianhead Technical College agrees to:

1. Enroll **ALL** high school students in the WITC course(s) identified in this agreement.
2. Reimburse school district for instructional costs incurred by the high school for the transcribed credit course. This reimbursement shall not exceed the total amount of tuition and fees collected by WITC for enrolled students unless otherwise negotiated.
3. Manage WTCS instructor certification files for those selected to teach the WITC course.
4. Process registration materials, maintain student records, grade reports, and issue transcripts.
5. Assist the high school in making transcribed credit information available to students and parents.

The high school agrees to:

1. Ensure that the teacher identified in this agreement is scheduled to teach the course identified in this agreement.
2. Provide data on instructor's professional development/technical update activities in order to maintain WTCS certification.
3. Provide facilities and resources for instruction.
4. Inform high school students about transcribed credit courses.
5. Register **ALL** students for transcribed credit courses.
6. Provide counseling services for students enrolled in or seeking enrollment in transcribed credit courses.
7. Observe enrollment maximums for this course consistent with those at WITC.
8. Reimburse WITC for tuition and material fees for students enrolled in transcribed credit courses.
9. Give high school credit for successful completion of transcribed credit courses.
10. Participate in the development of related Tech Prep partnership activities.
11. Meet high school and WITC course prerequisites.

HIGH SCHOOL

High School Administrator

Date

WISCONSIN INDIANHEAD TECHNICAL COLLEGE

Vice Pres., Academic Affairs & Campus Administrator

Date