Wisconsin Indianhead Technical College (WITC) and the School District of Washburn hereby enter into an agreement that provides for transcripted credit for the course(s) listed below:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Type</th>
</tr>
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<tbody>
<tr>
<td>10102125</td>
<td>Personal Finance</td>
</tr>
<tr>
<td>10103101</td>
<td>MS Word A</td>
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<tr>
<td>10103102</td>
<td>MS Word B</td>
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<tr>
<td>10103103</td>
<td>MS Word C</td>
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<tr>
<td>10103104</td>
<td>MS PowerPoint</td>
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<tr>
<td>10103105</td>
<td>MS Excel A</td>
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<tr>
<td>10103106</td>
<td>MS Excel B</td>
</tr>
<tr>
<td>10106110</td>
<td>Document Formatting</td>
</tr>
</tbody>
</table>

Wisconsin Indianhead Technical College agrees to:

1. Provide competency- and performance-based curriculum materials for the course(s) covered by this agreement.
2. Assure quality and currency of the curriculum.
3. Assure that course competencies and performance standards are the same in the course taught in the high school as those in the course taught at WITC.
4. Provide instructor in-service and ongoing instructional support for those teaching the transcripted credit course.

The high school instructor agrees to:

1. Offer WITC course using WITC curriculum and comparable textbooks/equipment.
2. Follow WITC registration and grading policies.
3. Provide data necessary to process WTCS certification.
5. Work in cooperation with WITC and instructional areas.

WASHBURN HIGH SCHOOL

Wisconsin Indianhead Technical College

WEAC/WFT Representative Date  WITC WFT Representative Date

High School Principal Date  WITC Divisional Dean Date

(The MOU original has necessary signatures and is on file in Academic Affairs)
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 transcripted 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 transcripted 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. Provide all accommodations for students with special needs.
5. Inform high school students about transcripted credit courses.
6. Register **ALL** students for transcripted credit courses.
7. Provide counseling services for students enrolled in or seeking enrollment in transcripted credit courses.
8. Observe enrollment maximums for this course consistent with those at WITC.
9. Reimburse WITC for tuition and material fees for students enrolled in transcripted credit courses.
10. Give high school credit for successful completion of transcripted credit courses.
11. Participate in the development of related Tech Prep partnership activities.
12. Meet high school and WITC course prerequisites.

**WASHBURN HIGH SCHOOL**

_________________________________________  ____________________
School District Administrator     Date

**WISCONSIN INDIANHEAD TECHNICAL COLLEGE**

_____________________________________________ _____________________
Vice President, Academic Affairs    Date

(The MOU original has necessary signatures and is on file in Academic Affairs)