

2017-2018 and 2018-2019
RURAL COLLEGE CONNECTION PROGRAM AGREEMENT
BY AND BETWEEN
LYTLE INDEPENDENT SCHOOL DISTRICT
AND
ALAMO COMMUNITY COLLEGE DISTRICT

The Lytle Independent School District comprised of the following high school(s): Lytle High School (herein referred to as ISD) will participate in the Alamo Community College District - Rural College Connection program during the 2017-2018 and 2018-2019 school year and agrees with the Alamo Community College District (herein "Alamo Colleges District"), comprised of the following colleges: Northeast Lakeview College, Northwest Vista College, Palo Alto College, San Antonio College, and St. Philip's College (each herein referred to as an "Alamo Colleges") as follows.

General Participation - ISD

1. The ISD and its high school(s) will facilitate and encourage participation in the College Connection program by having every student in the ISD 2018 and 2019 senior classes participate in the College Connection Introduction to College presentation. Thereafter, every student in the ISD 2018 and 2019 senior classes who indicates an interest in seeking enrollment in any of the five (5) Alamo Colleges (hereinafter specifically defined as "Prospective AC Students") will continue to receive College Connection program services. The ISD will obtain valid consents to the release of any information herein addressed for which such consent is required under the Family Educational Rights and Privacy Act, 20 United States Code 1232(g), 34 CFR Part 99 ("FERPA" and "FERPA Consent," respectively). The ISD will make an annual notification to parents of all students that the ISD forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer. Any exchange by the parties of student record information protected by FERPA shall commit the receiving party to limit the use of such information to the purposes for which the disclosure was made, and to impose such limits on any re-disclosure, and the parties agree to comply with all applicable statutory and regulatory provisions, including, without limitation 34 CFR 99.31, 99.32, 99.33, 99.34 and 99.35.
2. The ISD high school will schedule appropriate times during the school day and provide adequate facilities and ISD staff oversight for a College Connection Introduction to College presentation that all of their senior students will be instructed to attend.
3. The ISD high school will schedule, support and distribute information provided by the College Connection representative to their students about recommended and optional College Connection activities, such as participation in (i) an Introduction to College Awareness presentation (recommended), (ii) an ApplyTexas online admission application (recommended), (iii) AlamoENROLL module workshops (recommended), (iv) Free Application for Federal Student Aid (FAFSA) sessions, as well as assessment information sessions (optional) and other activities as determined and mutually agreed upon by the ISD and Alamo Colleges District (optional).
4. The ISD high school obligation of student assessment: If the ISD high school is authorized to administer the TSI-approved assessment test, the ISD high school will perform on behalf of Alamo Colleges District the requirement of TSI Rule 4.55 (19 Texas Administration Code 4.55) that each test-taking student be provided pre-assessment activities ("Activities") that address, at a minimum, the defined Activities components in an effective and efficient manner, such as through workshops, orientations, and/or online modules. By administering the approved assessment test, the ISD high school certifies that the student has

been provided the Activities. *These activities may be fulfilled through the use of the AlamoENROLL-My Checklist Test Prep Module.*

5. Results from TSI exams administered via ISD/College Board-approved-test-sites will be submitted to the respective Alamo College in the required technical format including Alamo Colleges District Student ID that facilitates official delivery/receipt.
6. The ISD and ISD high school will instruct students taking external testing (SAT, ACT, AP) to request test scores be sent to one of the Alamo Colleges.
7. The ISD and ISD high school will provide information technology support and be responsible for ensuring firewalls are disabled in order to provide access to websites required for AlamoENROLL modules for Prospective AC Students use.
8. The ISD and ISD high school will provide links to the Alamo Colleges District College Connection website on their websites.
9. The ISD and ISD high school may extend an invitation to the Alamo Colleges District College Connection representative to participate as a recognized guest in their commencement ceremonies.
10. The ISD high school will provide bus transportation of Prospective AC Students to an Alamo College for mutually agreed upon college visits. *Based on availability of funds.*
11. The ISD and ISD high school will provide a minimum of an official 6-semester transcript regarding Prospective AC Students prior to the students' graduation.
12. Upon student's request, the ISD and ISD high school will provide an official final high school transcript to an Alamo College, as agreed by the Alamo Colleges District and the ISD.

General Participation - Alamo Colleges

1. The Alamo Colleges District - Palo Alto College will provide administrative oversight, planning materials, a staff liaison and sufficient staff members to assist Prospective AC Students to complete the College Connection activities identified by the high school and Alamo Colleges District staff.
2. The Alamo Colleges District - Palo Alto College will commit to a minimum of two school-wide activities per school year, one activity to take place during the fall semester, one activity to take place during the spring semester. The Alamo Colleges District - Palo Alto College will attempt to accommodate additional requests for outreach as staff and funding resources permit. (*i.e.*, Alamo Colleges District Mobile GO Center Services).
3. The Alamo Colleges District - Palo Alto College will make college and career exploration resources available to all College Connection Prospective AC Students.
4. The Alamo Colleges District - Palo Alto College will provide information related to Alamo Colleges District's degree/certificate options (AlamoINSTITUTES) and Texas Success Initiative ("TSI") requirements.
5. The Alamo Colleges District - Palo Alto College will provide a College Connection representative as a recognized guest to participate in their commencement ceremonies upon request.

6. The Alamo Colleges District will provide to all College Connection Prospective AC Students an Alamo Colleges District Transition to College letter with a First Time in College Enrollment Checklist, registration information, tuition/fees, and financial aid information.

Data Sharing-- ISD

1. After Prospective AC Students are self-identified following a College Connection Introduction to College presentation at their ISD high school, the ISD will provide to Alamo Colleges District, electronically in a template provided by Alamo Colleges District, no later than an agreed upon date, student-specific directory information, consisting, without limitation, of student name (first, middle, last), date of birth, and mailing address of record. Only for students whose parents have opted out of directory information disclosure, ISD will first obtain a valid FERPA release. The ISD will make a reasonable attempt to notify the parent at their last known address, if the ISD has failed to make an annual notification to parents of all students that the ISD forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer.
2. The ISD may remove individual Prospective AC Students from the original roster by sending electronically a removal roster listing only students to be removed and showing the following information: Student Name (first, middle, last) and reason for removal (e.g., student has left the district).
3. The ISD may add additional Prospective AC Students to the original roster by sending electronically an additional roster listing only students to be added and showing the following information: Student name (first, middle, last), date of birth, mailing address of record, previous high school, and reason for addition.
4. Those ISDs which are designated testing sites for Alamo Colleges District TSI-approved assessment test will provide participating Prospective AC Students test scores to the authorized Alamo Colleges District Assessment Official. Upon request by the Alamo Colleges District, the ISD high school will provide the Alamo Colleges District an explanation of said Activities and how they are provided. By administering the approved assessment test, the ISD high school certifies that the student has been provided the Activities. ISD will first obtain a valid FERPA release and make a reasonable attempt to notify the parent at their last known address, if the ISD has failed to make an annual notification to parents of all students that the ISD forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer.
5. Upon receipt of the student-specific directory information, the Alamo Colleges District will use the information to present college application and financial aid information to each student regarding whom the information is received. The Alamo Colleges District may use the student-specific directory information to send information pertaining to enrollment in an Alamo College to the families of all ISD seniors who have not objected. The Alamo Colleges District may use participating Prospective AC Student test scores to determine student enrollment eligibility and to provide students with additional college admissions testing opportunities. ISD student-specific information may be used by the Alamo Colleges District as authorized in this Agreement for student enrollment purposes through September 2018 for 2017-2018 seniors and September 2019 for 2018-2019 seniors.
6. Any unauthorized disclosure of confidential student information is a violation of FERPA and shall not be permitted to occur. While in possession of this data, ISD shall permit only its employees authorized to use the data for college enrollment purposes to have access to the data. ISD agrees to store the data in a secure area and to prevent unauthorized access.

Data Sharing -- Alamo Colleges

1. Upon request, the Alamo Colleges District will provide the following annual reports to the ISD College Connection Point of Contact: summer and fall Alamo Colleges District's enrollment of former ISD students by high school and other mutually agreed upon reports.
2. The Alamo Colleges District assures that in all reports, electronic or otherwise, derived from information made available under this agreement, data shall be aggregated in such a way that no individual will be identified directly or by deduction.
3. The Alamo Colleges District may provide individual College Connection participating student test score information for tests administered by the Alamo Colleges District to such students' respective ISD and high school authorized personnel upon written request that includes FERPA-compliant approval of such disclosure.
4. Any unauthorized disclosure of confidential student information is a violation of FERPA and shall not be permitted to occur. While in possession of this data, the Alamo Colleges District shall permit only its employees authorized to use the data for college enrollment purposes to have access to the data. The Alamo Colleges District agrees to store the data in a secure area and to prevent unauthorized access.

This Agreement covers only the essential elements of a cooperative relationship; unexpected events may arise that require mutual understanding, communication, and trust. If either party chooses not to honor this agreement, either party will be responsible for notifying the other party and/or its authorities (i.e., Superintendent, Principal, College Vice President, etc.) in writing.

Commencement and Expiration Date: This instrument is executed and becomes effective on the date of the last signature and is effective through August 31, 2019 at which time it will expire unless it is extended in writing. *This instrument may also be reviewed and revised as needed during the two-year cycle.*

EFFECTIVE as of the last written date below.

Alamo Colleges District:

Participating ISD:



Dr. Adelina S. Silva
Vice Chancellor for Student Success
Alamo Colleges District

Date

 8/22/17

Mrs. Michelle Carroll Smith
Superintendent
Lytle Independent School District

Date

 8/12/17

Dr. R. Michael Flores
President
Palo Alto College

Date

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Pat Meurin

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