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## **MEMORANDUM**

**TO:** Florida College System Presidents  
Independent Colleges and Universities of Florida Presidents  
State University System Presidents  
District School Superintendents  
District Technical Center Directors

**FROM:** Abbey E. Ivey, Assistant Vice Chancellor, Office of Articulation

**DATE:** June 20, 2023

**SUBJECT: Update to Dual Enrollment Articulation Agreement Submission Procedures**

Florida's academic and career dual enrollment programs allow 6<sup>th</sup> through 12<sup>th</sup> grade students to pursue advanced curricula that is applicable to high school graduation requirements and a postsecondary certificate or degree. This acceleration mechanism continues to be one of the most popular among Florida secondary school students, serving as a conduit to college and career.

Pursuant to section (s.) 1007.271(22), Florida Statutes, (F.S.), "The Department of Education shall develop an electronic submission system for dual enrollment articulation agreements and shall review, for compliance, each dual enrollment articulation agreement submitted pursuant to subsections (13), (21), and (24)". The Office of Articulation has developed a new mechanism through which institutions and districts will annually submit dual enrollment articulation agreements. The survey instrument will allow for the easy extraction of agreement information, and submitters will be able to upload up to 20 full agreements to the survey at a time. **Beginning with the 2023-24 academic year, agreements should be submitted through the following survey link: <https://www.surveymonkey.com/r/DEAgreements>.**

Institutions and districts should use this new agreement collection mechanism for the submission of all dual enrollment articulation agreement types (public postsecondary institutions with school districts, home education students, and private schools; district career centers with school districts/public schools, home education students, and private schools; and school districts with private postsecondary institutions). **As a reminder, all 2023-24 dual enrollment agreements are due to the Office of Articulation by August 1, 2023, in accordance with s. 1007.271, F.S.**

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The Office of Articulation will host a webinar on Friday, June 30 to provide an overview of the survey instrument and technical guidance for submitting agreements. Registration for the webinar is available at: [https://us06web.zoom.us/meeting/register/tZApcu-qrDssHNfy9gIoNplb\\_rQeHQw0-pXZ](https://us06web.zoom.us/meeting/register/tZApcu-qrDssHNfy9gIoNplb_rQeHQw0-pXZ).

Please contact Shannon Mercer, Director of Acceleration and Transfer, at [shannon.mercer@fldoe.org](mailto:shannon.mercer@fldoe.org) or 850-245-9549 if you have any questions.

AI/sm

Cc: Florida College System Chief Academic Officers  
Christy England, Office of the Board of Governors  
Traci Ray, Independent Colleges and Universities of Florida  
Carrie Henderson, Division of Florida Colleges  
Tara Goodman, Division of Career and Adult Education