

New York State Dual Enrollment Partnership Agreement Form Instructions

Overview

Based on Education Law §319, New York State school districts, charter schools, and BOCES (P-12 partners) that have a dual enrollment program in place at the beginning of the 2026-2027 school year must submit a partnership agreement on a form developed by the New York State Education Department (NYSED) **on or before September 1, 2026**.

A dual enrollment program in New York State is:

- Any program that is a partnership between at least one school district, charter school, or BOCES and at least one institution of higher education that provides high school students with the opportunity to enroll in college courses and earn transferable college credit from the institution or institutions while completing high school graduation and diploma requirements.

Based on the definition, dual enrollment programs are opportunities where high school students can **enroll in one or more college courses**. Programs that meet this definition must submit the “Dual Enrollment Partnership Agreement Form” through the SEDMON application in the [NYSED Business Portal](#), including programs that do not receive state funding as well as programs that receive state funding (e.g., New York State P-TECH, Smart Scholars Early College High School).

A Word version of the partnership agreement form can be found on the [Dual Enrollment Programs webpage](#) or in the “Supporting Documents” menu within the SEDMON application as a preview. The form must be completed in the portal. The character limit for the text boxes on the form in the portal is up to 4000 characters.

Instructions

In the partnership agreement form, P-12 partners will describe the dual enrollment program by responding to questions. School district Superintendents/CEOs, charter school CEOs, and BOCES District Superintendents can complete the form or designate an appropriate individual to do this by granting them [access to the SEDMON application](#) in the NYSED Business Portal. However, the school district Superintendents/CEOs, charter school CEOs, and BOCES District Superintendents are the only individuals who can submit the form in the NYSED Business portal.

Both the P-12 and higher education (institution of higher education) partners must collaborate on the completion of the partnership agreement form. All partners, including any other entities (e.g., businesses, community-based organizations) that have a role in the dual enrollment program, must sign the certification form as part of the partnership agreement form. The certification form (signature page) can be found on the [Dual Enrollment Programs webpage](#) or in the “Supporting Documents” menu within the SEDMON application.

Multiple Partners

If a dual enrollment program is a partnership with more than one P-12 partner (e.g., two school districts, a BOCES and a school district), only one organization would submit a partnership agreement form to

ensure that the program is not described on multiple forms. The organizations would decide which one would complete the form.

If a P-12 partner is working with multiple higher education partners, dual enrollment programs that have the same or similar design across one or more higher education partners are considered “one program” for the purposes of the partnership agreement form. “Same or similar design” could include, but is not limited to, same or similar goals, types of courses offered, format, or branding.

- For example, if School District A has a single dual enrollment program where students take courses at three partnering institutions of higher education (IHEs) with the same design, it would complete one partnership agreement form in collaboration with the three IHEs.
- On the other hand, if School District B has one type of dual enrollment program with one IHE and a different type of dual enrollment program with a second IHE (e.g., different design), it would complete two partnership agreement forms for the two different programs.
- Individuals can contact the Office of Postsecondary Access, Support, and Success (OPASS) at DE.NYS@nysed.gov if they are not sure if their school district, charter school, or BOCES should complete more than one partnership agreement form.

Additional Information

Additional information about the partnership agreement form and dual enrollment in general is available on the [Dual Enrollment Programs webpage](#), which includes FAQs that provide many details. Questions about dual enrollment can be sent to the Office of Postsecondary Access, Support, and Success at DE.NYS@nysed.gov.