



**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK**

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To: BOCES District Superintendents  
Superintendents of Public Schools  
Charter School Leaders  
Chief Executive Officers of Higher Education Institutions in New York State

From: Dr. Jeffrey Matteson, Senior Deputy Commissioner for Education Policy

Date: December 11, 2025

Subject: Dual Enrollment Program Partnership Agreement Form Requirement

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.

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 and certification form (signature page) are available on the [Dual Enrollment Programs webpage](#) as a preview. The partnership agreement form must be updated and resubmitted to NYSED every five years.

The partnership agreement form requests information about different aspects of the dual enrollment program, including a description of the program, collaboration between partners, and protocol for collecting, sharing, and reporting data. The form provides NYSED with an opportunity to learn about dual enrollment programs across the state, including innovative models that positively impact student outcomes. NYSED can also

use the information on the form to identify the types of technical assistance and resources that could support these programs.

The P-12 partners will complete and submit the partnership agreement form in the NYSED Business Portal. Instructions to access and complete the form through the SEDMON application can be found on the [Dual Enrollment Programs webpage](#). 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](#).

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.

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. 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 form. “Same or similar design” could include, but is not limited to, same or similar goals, types of courses offered, format, or branding.

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](mailto:DE.NYS@nysed.gov).