PENN COLLEGE
DUAL ➡ ENROLLMENT ONBOARDING PROCESS

INITIAL CONTACT: COORDINATOR OF K-12 OUTREACH (COR)

◇ **OUTREACH:** COR provides website, resources, and Potential New Partner Questionnaire (NPQ).

◇ **CALL/ZOOM:** Upon receipt and review of NPQ, COR will connect with appropriate staff and complete the Potential New Partner Assessment.

◇ **ADMINISTRATIVE REPORT:** COR will provide recommendation to Penn College leadership who will accept or decline the partnership.

POTENTIAL NEW PARTNER STATUS

(Conditional upon acceptance)

◇ **PENN COLLEGE REPRESENTATIVES VISIT SECONDARY FACILITY:** Penn College will coordinate a site tour and faculty and administrative interviews to determine if the partnership is an appropriate fit. COR will provide a site report to Penn College leadership.

◇ **FINAL PARTNERSHIP DECISION:** Penn College leadership accepts or declines.

MEMORANDUM OF UNDERSTANDING DISTRIBUTED AND SIGNED INTENT-TO-OFFER FEE PAID

(Conditional upon acceptance)

NEW PARTNER STATUS

ONBOARDING YEAR: ONE ACADEMIC YEAR PRIOR TO OFFERING COURSES

NEW PARTNERS' WORKSHOP

Penn College will host a workshop the summer before the onboarding year. Topics to include best practices, timelines, roles, and responsibilities.

PARTNERS' MEETINGS

Held twice annually, one in the fall and one in the spring, partner meetings will follow the program timeline for course and teacher credentialing and assessment and satisfy professional development requirements.

CURRENT PARTNER STATUS

Partners will follow student enrollment procedures and potential new instructor guidelines annually.