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**Truman State University**

Dual Enrollment Biology The Institute for Academic Outreach

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Phone: (660) 785-5384 McClain Hall 303

Fax: (660) 785-7202 Kirksville, MO 63501-4221

**Dual Enrollment Biology**

**Contract Initiation Form**

This form will need to be completed and submitted by the high school principal or superintendent prior to the start of each academic year in order for the school to receive a contract to allow their students to participate in the program.

1. **High School and Contact Information:**

High School Name: District: Street Address: City: Zip:

Website: Phone: Fax:

Administrator’s Name: ­ Title: (circle one) Principal/Superintendent

Administrator’s Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fall semester (Aug – Dec): 1st day of class Last day of class

Spring semester (Jan – Jun) 1st day of class: Last day of class:

Faculty/Staff Member(s) at the school that will be directly involved in facilitating the program:

1. Name: Title:

Email Address:

Office Location: Phone Number:

1. Name: Title:

Email Address:

Office Location: Phone Number:

**2. Course(s): (check all that apply)\* Est. Enrollment**

BIOL 100: Full Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BIOL 100: Fall Semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BIOL 100: Spring Semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Is the school able to have all participating students complete the online student application at the school?:**
   * + Yes – Date: Time:
     + No
2. **Does a representative from the Institute for Academic Outreach need to come assist students with applying?:**
   * + Yes – Date: Time:
     + No
3. **Signature of Principal/Superintendent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **Please submit this form to the Institute for Academic Outreach office by one of the following methods:**

* Scan the form and email it to institute@truman.edu
* Fax the form to 660-785-7202

After this form is received, a signed contract will be sent to the school which must then be returned to the Institute for Academic Outreach with a signature by the principal or superintendent. The finalized contract will then be returned to the school and Institute staff will follow up with the faculty/staff member(s) listed to go over program procedures.