

MEMORANDUM OF UNDERSTANDING
between
NORTH FLORIDA COLLEGE
and
DISTRICT SCHOOL BOARD OF HAMILTON COUNTY
regarding
NFC DUAL ENROLLMENT PORTAL

1. **Parties.** This Memorandum of Understanding (hereinafter referred to as MOU) is made between North Florida College (College) and the District School Board of Hamilton County (School Board) and relates to the use of NFC's online verification program for dual enrolled high school students. Both parties have reached an understanding on the following:

2. **Purpose.** The purpose of this MOU is to establish the terms and conditions under which the School Board personnel will use the online application created and administered by the College to confirm dual enrollment eligibility for students attending their high school.

3. **Terms of MOU.** This MOU is effective upon the day and date last signed and executed by the authorized representatives of the parties to this MOU by the governing bodies of the parties' respective institutions and shall remain in full force and effect until **July 31, 2024**. This MOU may be renewed, amended, or terminated on July 31, 2024, based on the needs of the College.

4. **Responsibilities of the College.** The College will be responsible for providing an online application for dual enrolled students and allowing authorized School Board personnel to confirm student eligibility for dual enrollment at the College. Authorized School Board personnel will only have access to the applications from students enrolled at their respective institutions. The College will retain the ability to manage access of the application materials through an administrator page. The Dual Enrollment Department at the College will create and maintain procedures for authorizing and approving users for the application.

5. **Responsibilities of the School Board.** The School Board agrees to utilize the online application solely for their students and may not share or distribute any sensitive information contained within the application. The School Board may use relevant reports and data from these applications for planning and reporting purposes. The School Board will notify the College when an employee leaves employment or no longer requires access to the application portal.

6. **General Provisions**

A. **Amendments.** Either party may request changes to the MOU. Any changes, modifications, revisions, or amendments to this MOU must be mutually agreed upon by both parties and will be effective when executed and signed by all parties.

B. **Appendix A - NFC Dual Enrollment Portal Authorized Users.** The School Board will annually provide NFC with a mutually agreed upon list of authorized users.

Appendix A

NFC Dual Enrollment Portal Authorized Users

**District School Board of Hamilton County
Hamilton County High School
2023-2024**

Elizabeth Mitchell

Employee Name

Guidance Counselor

Title

elizabeth.mitchell@hamiltonfl.com

Email

386-792-8113

Phone

Louis Daniels

Employee Name

Teacher Support Colleague

Title

louis.daniels@hamiltonfl.com

Email

386-792-8171

Phone

MJ Kinard

Employee Name

Assistant Principal

Title

mary.kinard@hamiltonfl.com

Email

386-792-8106

Phone

Employee Name

Title

Email

Phone

List approved by:

**District School Board of Hamilton County
Hamilton County High School**

Signature



Date

6/6/23

Name: Ryan Mitchell

Title: Principal

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NFC Dual Enrollment Portal
Signature Page

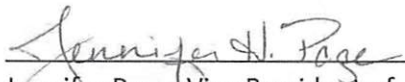
NORTH FLORIDA COLLEGE



John Grosskopf, President
North Florida College

4-13-2023

Date



Jennifer Page, Vice President of
Academic & Student Affairs
North Florida College

4-12-23

Date

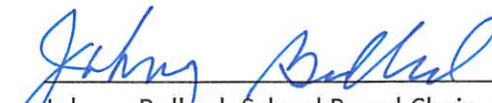
DISTRICT SCHOOL BOARD OF HAMILTON COUNTY



Lee Wetherington-Zamora, Superintendent
Hamilton County School District

06-13-23

Date



Johnny Bullard, School Board Chair
Hamilton County School District

6-13-23

Date

APPROVED BY HAMILTON SCHOOL BOARD

ON

6/13/23


SUPERINTENDENT