

MEMORANDUM OF UNDERSTANDING
between
NORTH FLORIDA COLLEGE
and
DISTRICT SCHOOL BOARD OF SUWANNEE 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 Suwannee 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 Suwannee County
 Branford High School
 2023-2024

Cara Disken
 Employee Name
Assistant Principal
 Title
cara.disken@suwannee.k12.fl.us
 Email
386-935-5604
 Phone

Alicia Poole
 Employee Name
Guidance Counselor
 Title
alicia.poole@suwannee.k12.fl.us
 Email
386-935-5608
 Phone

 Employee Name

 Title

 Email

 Phone

 Employee Name

 Title

 Email

 Phone

List approved by:

District School Board of Suwannee County
 Branford High School

Jennifer Barrs 6-1-23
 Signature Date

Name: Jennifer BarrsTitle: Assistant Superintendent of Instruction

Appendix A

NFC Dual Enrollment Portal Authorized Users

**District School Board of Suwannee County
Suwannee Virtual School
2023-2024**

Lisa Garbett

Employee Name

Coordinator

Title

lisa.garbett@suwannee.k12.fl.us

Email

(386)647-4245

Phone

Jeffry Boatright

Employee Name

Guidance Counselor

Title

jeffry.boatright@suwannee.k12.fl.us

Email

(386)647-4243

Phone

Employee Name

Title

Email

Phone

Employee Name

Title


Email

Phone

List approved by:

**District School Board of Suwannee County
Suwannee Virtual School**

Signature



Date

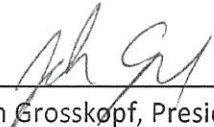
6-1-23

Name: Jennifer Barrs

Title: Assistant Superintendent of Instruction

MEMORANDUM OF UNDERSTANDING
NFC Dual Enrollment Portal
Signature Page

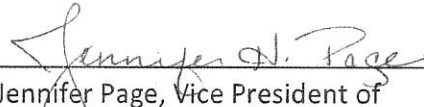
NORTH FLORIDA COLLEGE



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 SUWANNEE COUNTY



Ted Roush, Superintendent
Suwannee County School District

JUN 13 2023

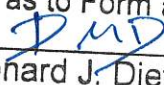
Date



Jerry Taylor, School Board Chair
Suwannee County School District

JUN 13 2023

Date

"Approved as to Form and Sufficiency
BY 

Leonard J. Dietzen, III
Rumberger, Kirk & Caldwell, P.A.
Suwannee School Board Attorney"