

September 25, 2019

Dear Early College Designation reviewers:

On behalf of Northern Essex Community College (NECC) and Whittier Regional Vocational Technical High School (WTHS) we are pleased to enclose a Letter of Intent in accordance with the Early College Designation Application Part A guidelines, for your consideration. We are planning to submit a complete Early College Designation proposal should Application Part A be approved by the established deadline. Thank you in advance for considering this partnership for designation.

NECC and WTHS are committed to creating in partnership the Whittier Early College Program (WEC) with the primary mission of preparing students for college level coursework. We seek to thoughtfully increase the number of students that attend college after high school graduation by offering multiple pathways into a dual enrollment program at Whittier. In order for the program to be successful, each partner will make significant contributions. Accordingly, NECC and WTHS agree to the following as a baseline for partnership development:

The college will provide:

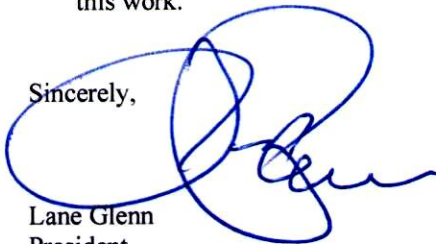
- Administrative representation and planning assistance at all meetings of the partnership
- Qualified instructors to teach the agreed upon courses
- Registration and information sessions for new students and their parents
- Academic advising for students in the program and follow-up academic alerts
- Student and faculty access to on-campus resources such as Academic Tutoring, Library Services, Learning Accommodations, NECC's Self Service, and Blackboard
- An annual student orientation and additional activities for each cohort at NECC
- Data such as course completion rate and average grade to track program outcomes

The high school will provide:

- An individual appointed to coordinate and provide day-to-day oversight of the program
- Administrative representation and planning assistance at all meetings of the partnership
- On-site services of informed counselor(s) to the program/academic counseling for students enrolled in or seeking enrollment in the courses
- Coordinate assessment of college readiness skills testing for prospective students
- Completed registration forms by established deadlines
- Information to NECC regarding student's high school GPA and application/acceptance into college
- Transportation and/or coordination of students drivers to courses held on the NECC campus

Over this academic year our two institutions are mapping the details of the partnership ensuring that leadership at every level is empowered and that communication between partners is always at the forefront of process creation. NECC's Office of PK12 Partnerships and WTHS Partnerships and Pupil Personnel Offices will lead this work.

Sincerely,



Lane Glenn  
President  
Northern Essex Community College



Maureen Lynch  
Superintendent  
Whittier Regional Vocational Technical  
High School