

DOCUSIGN REVIEW FORM FOR SCHOOL BOARD AGREEMENTS

CURRICULUM AND INSTRUCTION

DOCUMENT TITLE: Dual Enrollment Articulation Agreement Between the University of West Florida and the School Board of Escambia County, Florida

SCHOOL BOARD MEETING DATE: June 18, 2024

REVIEWER INITIALS:

^{DS}
EB

Coordinator of Board Affairs: _____

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Dh

Executive Assistant to the Superintendent: _____

**DUAL ENROLLMENT ARTICULATION AGREEMENT
BETWEEN THE UNIVERSITY OF WEST FLORIDA
AND THE SCHOOL BOARD OF Escambia COUNTY, FLORIDA**

THIS DUAL ENROLLMENT ARTICULATION AGREEMENT is entered into between the University of West Florida Board of Trustees, a public body corporate, 11000 University Parkway, Pensacola, Florida 32514 (hereinafter referred to as the “University” or “UWF”) and the School Board of Escambia County, Florida, [address] (hereinafter referred to as the “School District”), and becomes effective as of the date last signed below.

WHEREAS, the Florida Legislature has promulgated Section 1007.271, Florida Statutes, providing for the adoption of articulation agreements for postsecondary instruction for Florida public or private school students in grades 6 through 12, and

WHEREAS, the parties hereto believe that the adoption of an articulation plan will provide enhanced learning opportunities for qualified students in the School District during and after normal class hours through the effective use of the University’s programs and resources;

NOW THEREFORE, the University and the School District hereby agree as follows:

A. DUAL ENROLLMENT PROGRAM

1. Student – Student success in the Dual Enrollment Program is dependent upon the student’s academic readiness and social maturity.
2. Faculty – Dual Enrollment Program instructors shall be employed faculty of the University. As required by University policy, the faculty and course shall be evaluated by the approved student evaluation instrument and by the University academic department head.
3. Dual Enrollment Program – The Dual Enrollment Program provides postsecondary learning opportunities for qualified eligible students through the effective use of the University’s courses, services, and resources.
 - a. Students are eligible to participate in Dual Enrollment if they have met the requirements of Section 1007.271, Florida Statutes, including any alternative methods, as identified in Florida Department of Education rules, for demonstrating achievement in college-level communication and computation skills, and are approved by their School District representative(s) to have:
 - (1) Attained a grade level of at least sixth through twelfth;
 - (2) Earned a minimum of no less than three high school core academic credits;

(3) Achieved and maintained a minimum high school unweighted core academic grade point average (GPA) of 3.00 each semester;

(4) Met or exceeded standard scores on any of the following tests:

- Florida Postsecondary Education Readiness Test (PERT):
Standard Score
Reading: 106 Writing: 103 Mathematics: 114
- Next-Generation ACCUPLACER, The College Board (through July 2022): Standard Score
Quantitative Reasoning, Algebra, and Statistics (QAS): 242
Reading: 245 Writing: 253
- Next-Generation ACCUPLACER, The College Board (Since August 2022): Standard Score
Quantitative Reasoning, Algebra, and Statistics (QAS): 261
Reading: 256 Writing: 253
- SAT or Digital SAT, The College Board: Standard Score
Mathematics: 480 Reading and Writing: 490
- ACT, Inc.: Standard Score
Reading: 19 English: 17 Mathematics: 19
- CLT, Classic Learning Initiatives LLC:
Sum of the Verbal Reasoning & Grammar/Writing Sections: 38
Quantitative Reasoning Section: 16

(5) Enrolled in a public school within the School District for one full semester prior to participating in Dual Enrollment. A transfer student that has successfully completed a Dual Enrollment course (as indicated on the student's transcript from the sending school) and otherwise meets the requirements of the Dual Enrollment Program may be allowed to participate in the Dual Enrollment Program upon initial enrollment with the School District;

(6) Consulted with their guidance counselor about taking Dual Enrollment course(s) at UWF.

b. Students eligible for Dual Enrollment courses shall:

(1) Obtain and complete the following forms, which are available on the UWF web page:

(a) UWF Dual Enrollment Application; and

(b) UWF Dual Enrollment Approval Form (required for each semester of dual enrollment).

- (2) Return the completed forms, with required signatures, to the guidance counselor as soon as they are completed, but no later than the first day of classes;
- (3) Before registration, complete the online Mandatory Immunization Health History Form, and, if necessary, submit supporting documentation to:

University of West Florida
Student Health Services Building 960
11000 University Pkwy.
Pensacola, FL 32514
Phone: 474-2172
FAX: 857-6100
healthcenter@uwf.edu

The Mandatory Immunization Health History Form and supporting documentation is required for registration. Exceptions may be granted in the event of medical contraindications or for religious reasons;

- (4) Communicate with the guidance counselor to complete the course registration process;
 - (5) Purchase a UWF Nautilus Card and, if necessary, a UWF parking decal; and
 - (6) Refer to the Office of the Registrar web page for registration dates and deadlines.
4. Early Admission – Students in Dual Enrollment may apply for Early Admissions, which allows eligible students to enroll on a full-time basis in courses that are creditable toward the high school diploma and the associate or baccalaureate degree. Students who wish to participate in Early Admission must submit a completed undergraduate admissions application, including any supporting documentation or test scores required by the University, to the Dual Enrollment Office during the Fall semester of their senior year of high school. Applications for Early Admission are considered in the same manner as other “First Time in College” student admissions decisions. Students will only be eligible for Early Admission during the Spring semester of their senior year of high school. Students must meet the following requirements:

- a. A minimum GPA of 3.0 at the post-secondary institution they have been attending.
 - b. Completion of a minimum of 45 college credit hours and on track to complete their Associate of Arts degree for the enrolled semester.
 - c. Submission of a letter of recommendation from their principal.
5. Student Registration and Student Responsibilities – Eligible students who wish to participate in the Dual Enrollment Program shall comply with the regular registration procedures of the University. Students shall obtain appropriate advisement from the School for selected courses prior to registration. The Dual Enrollment Office offers specific registration guidance upon request. Students enrolled in the Dual Enrollment Program are subject to all University policies and procedures while on any UWF campus or at any UWF sponsored programs off-campus. Dual Enrollment registration will be processed using the Dual Enrollment Course Approval form approved by the High School Counselor. Students will be able to utilize self-registration to expedite securing their course selection once the approval form is processed.
6. Number of Credits –
 - a. Maximum number of credits per semester – Full-time Dual Enrolled students may register for a maximum of fifteen (15) semester hours per semester or six (6) hours for a summer term (see early admissions program below). A student who enrolls as a part-time Dual Enrollment student may take a maximum of six (6) hours per semester while maintaining four (4) classes at the School District level. It shall be the responsibility of the School District to verify that students have completed the necessary prerequisites for each course.
 - b. Maximum number of credits earned as a Dual Enrollment student – The maximum number of credit hours that can be earned cumulatively as a Dual Enrollment student shall not exceed sixty (60) semester hours.
 - c. Early Admission Program – A student must enroll in a minimum of twelve (12) college credit hours per semester or the equivalent to participate in the Early Admission Program. A student may not be required to enroll in more than fifteen (15) college credit hours per semester or the equivalent.
7. Approved Courses – Postsecondary instruction approved for Dual Enrollment must be creditable toward the high school diploma and the baccalaureate degree.

Eligible students shall be permitted to enroll in such creditable courses conducted during school hours, after school hours, and during summer terms. Suggested courses are listed at <https://uwf.edu/academic-affairs/departments/strategic-enrollment-initiatives/dual-enrollment/>.

Dual Enrollment students may not take:

- a. Courses that are not creditable to both the high school diploma and the college degree
- b. Any courses for which the student already has credit or may earn AP/IB credit
- c. Courses graded on an S/U basis, P/F basis, or not graded at all such as an audit
- d. Recreation, Physical Skills, or Leisure courses, such as dance, yoga, karate, tennis, or weightlifting
- e. Courses with unmet prerequisites
- f. Courses designated as limited access or restricted to specific cohorts, programs, or student types, including Kugelman Honors-designated sections
- g. Graduate-level courses (5000-8000 level)
- h. Internships, capstones, independent/directed study, study abroad courses or 990 courses
- i. Applied Music courses, including, but not limited to MVB, MVK, MVP, MVS, MVV, and MVW courses
- j. Zero Credit hour courses

The University shall assume responsibility for the maintenance of the instructional quality in accordance with the requirements of Section 1007.271(5) Florida Statutes.

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8. Posting Credits – UWF shall assign letter grades to each student enrolled in a Dual Enrollment course and transmit same to the School District. The letter grade assigned by UWF shall be posted to the student’s school transcript by the School District.
9. Weighting –The School District must weigh Dual Enrollment courses the same as advanced placement, International Baccalaureate, and Advanced International Certificate of Education courses when grade point averages are calculated.
10. Withdrawing from a course – Students participating in Dual Enrollment will not be permitted to withdraw from a course unless it is mutually agreed upon by the University and the school principal or appointed designee. Students who withdraw from courses with the permission of the School District will forfeit the

opportunity to participate in the Dual Enrollment program for the next full-time semester, which may include summer terms. Students who withdraw from courses **without the permission of the School District** will forfeit the opportunity to participate in UWF's Dual Enrollment program thereafter. Students receiving a grade of D or F will lose eligibility for Dual Enrollment for courses taken with the University for at least one semester, including summer semester.

11. Dual Enrollment Probation and Suspension –

- a. Probation – Students in Dual Enrollment who receive a letter grade of D+ or lower and students who withdraw from a course will be placed on probation for a semester. These students are not suspended from the program; they will be eligible to enroll in Dual Enrollment courses without reapplying to the program after the probationary period ends.
- b. Suspension -- Following probation, a student may be suspended for: (i) continuing to have grades of D+ or lower; (ii) maintaining an overall GPA of less than 2.50 (term and/or cumulative); (iii) engaging in misconduct as described in UWF Regulations 3.010 and 3.030 (Student Code of Conduct and Student Code of Academic Conduct); (iv) due to any other relevant and material factor to the student's success at UWF; or (v) any combination of these factors. Students who have been suspended from the Dual Enrollment program for any reason will not be eligible for reinstatement in the Dual Enrollment Program. However, the student may still be eligible for Undergraduate Admissions at the time of high school graduation.

12. Student Monitoring – Monitoring of student performance subsequent to enrollment in Dual Enrollment courses shall be the responsibility of the School District. At the conclusion of each academic semester, the School District will review the academic progress of each participating student. In situations where a student has demonstrated academic difficulties, the student may be denied the opportunity to take additional Dual Enrollment courses at the University. Dual enrolled students must maintain a cumulative University GPA of 2.50.

13. Enrollment Limits – The University, in its sole discretion, may cancel a course based upon low enrollment. The determination for what constitutes low enrollment is at the discretion of the academic department offering the course.

14. Transportation – Transportation for any student receiving Dual Enrollment instruction shall not be the responsibility of the University, but rather is the responsibility of the student or the student's parents.

15. Fees and Textbooks – Dual Enrollment students shall be exempt from the payment of registration, tuition, and laboratory fees. Instructional materials assigned for use within Dual Enrollment courses shall be made available to Dual Enrollment students free of charge by the School District. Instructional materials purchased by the School District on behalf of a Dual Enrollment student shall be the property of the School District. Students may be required to return book(s) to the School District after completion of a course. Students are responsible for the payment of library and/or parking fines, Nautilus Card (UWF ID card) fees, and parking decals.
16. Information – The School District shall provide a mechanism for communicating the educational and economic benefits, as well as the requirements for participation and enrollment procedures, to parents and students in accordance with Section 1007.271(8), Florida Statutes. The University shall provide a syllabus for each course that outlines expectations of the student.
17. Screening and Academic Counseling – Eligible students may exercise their option to participate in the Dual Enrollment Program by following the registration and guidance procedures outlined by the School District and the University. Students are required to meet with their respective school counselor to review eligibility criteria and to develop a graduation plan. Once the school counselor has determined that the student is eligible for the Dual Enrollment program and has developed a plan for the student, the student will complete the application forms and contracts as appropriate.
18. Transfer Guarantees – Florida dual enrollment college credit will transfer to any Florida public college or university offering the Statewide Course Numbering System course number, and must be treated as though taken at the receiving institution. However, if students do not attend the same college or university where they earned the dual enrollment credit, the application of transfer credit to general education, prerequisite, and degree programs may vary at the receiving institution. Private and out-of-state colleges and universities may or may not grant college credit for courses taken through dual enrollment. A copy of the Dual Enrollment Transfer Guarantees statement is attached and can be found at <https://info.fldoe.org/docushare/dsweb/Get/Document-6472/hb7059tapb.pdf>.
19. Reporting – Each party is responsible for reporting information required by the State in a timely manner.

B. FUNDING

1. The School District shall pay to the University the standard tuition rate per credit hour from funds provided in the Florida Education Finance Program when Dual Enrollment instruction is provided by UWF and the course is taken during the fall or spring term. If instruction is provided on School District's site by School District faculty, the School District is not responsible for payment to UWF. Following verification of enrollment and after the University's drop/add date, the University shall invoice the School District for the students participating in the Dual Enrollment Program. The invoice shall be submitted to the district office, attention to the Instructional Administrator, no later than two weeks after the drop/add deadline. Payment shall be made by the School District to the University within thirty (30) days of the date of the invoice.
2. For purposes of determining payment due the University, on-line or hybrid classes offered by the University are considered to be on the University campus.

C. GENERAL TERMS

1. Term – The initial term of this Agreement shall be for one (1) year. Either party shall have the right to terminate this Agreement for any reason by providing ninety (90) days written notice prior to the expiration of a current term. The parties to this Agreement agree to revise or modify it only by written amendment signed by both parties.
2. Students with Disabilities – Services and resources are available to students with disabilities who register in a Dual Enrollment or Early Admissions course. Information on Student Accessibility Resources can be found at: <https://uwf.edu/academic-engagement-and-student-affairs/departments/student-accessibility-resources/>.
3. Confidentiality and Non-Disclosure – The University may disclose information from a Student's educational record and personal data, as appropriate, to personnel at the School District who have a legitimate need to know in accordance with the Family Educational Rights and Privacy Act of 1974, as amended (20 U.S.C. §1232g; 34 CFR Part 99) and the European Union General Data Protection Regulation. The School District hereby agrees that its personnel will use such information only in furtherance of the Program for the Student, and that the information will not be disclosed to any other party without notice to the University and with the Student's prior written consent. For the purposes of this Agreement, the University hereby designates the School District as a school official with a legitimate educational interest in the

educational records of the participating Student(s) to the extent that access to the Student's records is required by the School District to carry out the Dual Enrollment Program. Records of University and School District will be subject to public access only to the extent required by Chapter 119, Florida Statutes.

4. Liability/Risk – Each party assumes any and all risk of personal injury and property damage attributable to the negligent acts or omissions of that party and its own officers, employees and agents while acting within the course and scope of their employment or agency. Nothing contained in this Agreement shall be construed or interpreted as denying the University or other state entity any remedy or defense available under the laws of the State of Florida; the consent of the University to be sued; or a waiver of sovereign immunity of the University beyond the waiver provided in Section 768.28, Florida Statutes.
5. Governing Law/Venue – This Agreement shall be construed and enforced in accordance with the laws of the State of Florida and any disputes shall be filed in a court of competent jurisdiction in Escambia County, Florida.
6. Independent Contractor – Nothing herein is intended or shall be construed to establish any partnership, or joint venture between the School District and UWF. Neither party shall have the power to bind the other party or contract in the name of the other party. All persons employed by a party in connection with operations under this Agreement shall be considered employees of that party and shall in no way, either directly or indirectly, be considered employees or agents of the other party.
7. Force Majeure – UWF shall not be responsible for its failure to perform any obligations under the Agreement when failure to perform is due to causes beyond UWF's reasonable control, determined in UWF's sole discretion, including but not limited to strikes, lockouts, actions or inactions of governmental authorities, pandemics, epidemics, acts of war or terrorism, embargoes, fire, earthquake, hurricane, windstorm, tornados, acts of God, or default of common carrier.
8. Public Records – The parties will abide by the attached Public Records Addendum.
9. Severability – If any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future laws effective during the term of this Agreement, the legality, validity and enforceability of the remaining provisions shall not be affected thereby.

10. Assignment – This Agreement may not be assigned, in whole or in part, by either party without the prior written consent of the other party.
11. Execution – This Agreement may be executed by electronic or facsimile means and in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.
12. Entire Agreement – This Agreement represents the entire agreement between the Parties and may not be modified without the written consent of both parties. In witness whereof, the parties hereto have caused this Agreement to be signed by their respective authorized representatives.

[Signature page follows.]

IN WITNESS WHEREOF the authorized representatives of the parties execute this Agreement below:

THE UNIVERSITY OF WEST FLORIDA

BY: DocuSigned by: Jaromy Kuhl 06/28/2024
EE88ADE94CD24A8...
Dr. Jaromy Kuhl
Provost
DATE

BY: DocuSigned by: Adam Burgess 06/27/2024
E7C621CFD9234CF...
Adam Burgess, University Registrar
UWF Office of the Registrar
DATE

BY: DocuSigned by: Ethan Henley 06/27/2024
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Ethan Henley, Director
UWF Undergraduate Admissions
DATE

BY: DocuSigned by: Tiffany Braun 6/25/2024 | 1:47 PM CDT
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Tiffany Braun, Associate Director
UWF Enrollment Affairs
DATE

THE SCHOOL BOARD OF Escambia COUNTY, FLORIDA

BY: DocuSigned by: Keith Leonard 6/25/2024 | 8:45 AM CDT
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Keith Leonard
Superintendent
DATE

ATTEST: DocuSigned by: Patricia Hightower 6/25/2024 | 8:28 AM CDT
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Patricia Hightower
School Board Chair
DATE

DS APPROVED FOR LEGAL CONTENT
APPROVED
ESCAMBIA COUNTY SCHOOL BOARD
JUNE 18 2024
VERIFIED BY RECORDING SECRETARY
Ellen Odom
Ellen Odom, General Counsel
ESCAMBIA COUNTY SCHOOL BOARD

DUAL ENROLLMENT TRANSFER GUARANTEES

The dual enrollment program is an opportunity to take challenging courses and accelerate education opportunities. With hundreds of dual enrollment courses available, there is great potential to further engage and motivate students to pursue academically rigorous courses that capture their interests. Successful completion of dual enrollment courses allows eligible high school students to simultaneously earn high school core or elective credit and postsecondary credit toward a career certificate, an associate degree, or a baccalaureate degree.

Dual enrollment courses will receive the same weighting for the high school grade point average as Advanced Placement (AP), International Baccalaureate (IB), and Advanced International Certificate of Education (AICE) courses. In addition, dual enrollment courses that meet core state university admission requirements in English/Language Arts, Mathematics, Natural Sciences, Social Sciences, or World Languages shall receive the same weighting as AP, IB, and AICE courses in the calculation of the high school grade point average used for admission decisions.

Students should understand, however, that dual enrollment courses are college-level courses, and the amount of work and rigor of content in dual enrollment courses may be much greater than in high school courses. In addition, dual enrollment course grades become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary grade point average. Poor performance in dual enrollment courses may affect university admissions and financial aid. It is important to do well in these courses to realize the benefits of dual enrollment.

Course selection is important for the dual enrollment student since different programs at a college require different courses to complete the certificate or degree. By choosing courses wisely, students can reduce the time it takes to complete a program after high school graduation. Some students are even able to complete their college certificate or degree at the same time they graduate from high school. Students who don't know what they want to study in college should consult with an advisor to consider focusing on completing general education requirements in communications, mathematics, social sciences, natural sciences, and humanities. All degree programs require general education coursework and, while there is some variation from institution to institution, there are general education courses that are common among most, if not all, institutions.

Florida dual enrollment college credit will transfer to any Florida public college or university offering the Statewide Course Numbering System course number, and must be treated as though taken at the receiving institution. However, if students do not attend the same college or university where they earned the dual enrollment credit the application of transfer credit to general education, prerequisite, and degree programs may vary at the receiving institution. Private and out-of-state colleges and universities may or may not grant college credit for courses taken through dual enrollment.

PUBLIC RECORDS ADDENDUM

PARTY'S RESPONSIBILITY FOR COMPLIANCE WITH CHAPTER 119, FLORIDA STATUTES. Section 119.0701(1)(a), F.S. defines a "contractor" as "an individual, partnership, corporation, or business entity that enters into a contract for services with a public agency and is acting on behalf of the public agency as provided under s. 119.011(2)." To the extent PARTY fits within the foregoing definition, pursuant to Section 119.0701, F.S., PARTY agrees to comply with all public records laws, specifically to:

A. Keep and maintain public records required to perform the service.

1. The timeframes and classifications for records retention requirements must be in accordance with the General Records Schedule GS1-SL for State and Local Government Agencies, GS5 for Public Universities and Colleges and GS7 for Public Schools. (See <http://dos.myflorida.com/library-archives/records-management/general-records-schedules>)

2. Records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business with either Party. Party's records under this Agreement include but are not limited to supplier/subcontractor invoices and contracts, project documents, meeting notes, emails and all other documentation generated during this Agreement.

B. Upon request from the Party's custodian of public records, provide the Party with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided for by law. If a Party does not comply with the other Party's request for records, the requesting Party shall enforce the provisions in accordance with the contract.

C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Party does not transfer the records to the other Party.

D. Upon completion of the contract, transfer, at no cost, to the other Party all public records in possession of the Party or keep and maintain public records required by either Party to perform the service. If the Party transfers all public records to the other Party upon completion of the contract, the Party shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Party keeps and maintains public records upon the completion of the contract, the Party shall meet all applicable requirements for retaining public records. All records kept electronically must be provided to the Party, upon request from the Party's custodian of public records, in a format that is compatible with the information technology systems of the Party.

IF EITHER PARTY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE PARTY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT:

IF THE SCHOOL BOARD OF Escambia **COUNTY CUSTODIAN OF
PUBLIC RECORDS AT [phone, email or address]:**

850-469-6131, SPAYNE2@ESCDFL.US, OR 75 NORTH PACE BLVD, PENSACOLA, FL 32505

**IF THE UNIVERSITY OF WEST FLORIDA – OFFICE OF THE GENERAL COUNSEL
AT (850)474-3420, GCFRONTDESK@UWF.EDU, OR 10000 UNIVERSITY PARKWAY,
PENSACOLA, FL 32514.**

A Party who fails to provide the public records to the other Party within a reasonable time may also be subject to penalties under Section 119.10, Florida Statutes.


Certificate Of Completion

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Source Envelope:	
Document Pages: 15	Signatures: 3
Certificate Pages: 6	Initials: 2
AutoNav: Enabled	Stamps: 1
Envelope Stamping: Enabled	Envelope Originator:
Time Zone: (UTC-06:00) Central Time (US & Canada)	June Bell
	75 North Pace Boulevard
	Pensacola, FL 32505
	JBell@ecsdfi.us
	IP Address: 70.191.235.140


Record Tracking

Status: Original	Holder: June Bell	Location: DocuSign
6/24/2024 2:58:54 PM	JBell@ecsdfi.us	

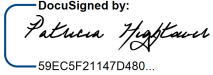
Signer Events

Signer Events	Signature	Timestamp
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Electronic Record and Signature Disclosure:
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Elisabeth Buswell EBuswell@ecsdfi.us Coordinator of Board Affairs Escambia County Public Schools Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 204.78.76.77	Sent: 6/24/2024 5:37:31 PM Viewed: 6/25/2024 8:25:38 AM Signed: 6/25/2024 8:25:44 AM
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Patricia Hightower phightower@ecsdfi.us School Board Chair Escambia County Public Schools Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 192.34.196.141 Signed using mobile	Sent: 6/25/2024 8:25:46 AM Viewed: 6/25/2024 8:28:10 AM Signed: 6/25/2024 8:28:27 AM
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Electronic Record and Signature Disclosure:
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Dana Harris DHarris@ecsdfi.us Executive Assistant to Superintendent Escambia County Public Schools Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 204.78.76.77	Sent: 6/25/2024 8:28:30 AM Viewed: 6/25/2024 8:32:27 AM Signed: 6/25/2024 8:32:31 AM
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Electronic Record and Signature Disclosure:
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Signer Events

Keith Leonard
 KLeonard@ecsdfl.us
 Interim Superintendent
 Escambia County School District
 Security Level: Email, Account Authentication
 (None)

Signature

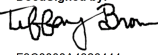
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 Signed: 6/25/2024 8:45:33 AM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Tiffany Braun
 tbraun@uwf.edu
 Security Level: Email, Account Authentication
 (None)

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 Signature Adoption: Drawn on Device
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 Freeform Signing

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In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp**

Ellen Odom
 eodom@ecsdfl.us
 General Counsel
 School Board of Escambia County
 Security Level: Email, Account Authentication
 (None)

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Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Carbon Copy Events**Status****Timestamp**

Naomi Pinney
 npinney@ecsdfl.us
 Security Level: Email, Account Authentication
 (None)

COPIED

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Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Witness Events**Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

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Signing Complete	Security Checked	6/25/2024 1:47:54 PM
Completed	Security Checked	6/25/2024 1:47:56 PM

Payment Events**Status****Timestamps**

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Escambia County Schools (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Escambia County Schools:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: ttrash@ecsdf.us

To advise Escambia County Schools of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at ttrash@ecsdf.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Escambia County Schools

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to ttrash@ecsdf.us and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Escambia County Schools

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to ttrash@ecsdf1.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Escambia County Schools as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Escambia County Schools during the course of your relationship with Escambia County Schools.