CTE Course Verification Report Legend

2023–2024 School Year

This document supports LEA review of the 2023 CTE Course Verification Report to confirm all courses are approved for enhanced CTE funding during the 2023–24 school year and identifies all state-approved CTE courses by LEA. Utilizing the provided report, review each row for course-related data and follow up on required action steps as indicated on the report. Questions regarding the 2023 CTE Verification Report or a CTE course application should be submitted to cte@k12.wa.us. Apportionment-related questions should be submitted to Becky Mclean, Manager, Enrollment Reporting and Categorical Funding, at becky.mclean@k12.wa.us.

Report Legend and LEA Action		
Row Color	**Category/Definition**	**Action**
Green	**Approved** • Meets all requirements for offering the course during the 2023–24 school year. • All CTE courses being offered during the 2023–24 school year should be in this category.	**None:** No action is required; LEA maintains course approval or program approval signature page on file.
Blue	**Not Approved – Information Only** • Reflects LEAs previously approved courses. • Course Approval has expired, and the course is not eligible for enhanced funding.	**None-Info Only:** No action is required, LEA may find information useful when cross-checking current course approval.
Red	**Not Approved – Immediate Intervention Needed** • Reflects courses that do not have current OSPI approval and are not approved for CTE enhanced funding. • If LEA wants to offer during the 2023–24 school year for CTE enhanced funding, course application must be completed by LEA prior to reporting the course enrollment for CTE enhanced funding. Courses are eligible for CTE enhanced funding from the date of course approval. • If a course was claimed for CTE enhanced funding and was not approved in the prior year, adjustments to the enrollment for funding purposes must be completed by late November. Please see the Enrollment Reporting Handbook for assistance.	**Action Required:** LEA must submit a new course approval application by **November 17, 2023**. LEA reviews needs for reconciliation and submits adjustments as desired.
White	**Not Approved – Completion or Deletion Needed** • Course application is in the EDS Course Application system but has not yet achieved approval; application is in "Pending User" or "Created" status. • OSPI approval is required prior to claiming CTE enhanced funding.	**Action Requested:** LEA reviews course application to complete submission or delete the application if the course is no longer valid.

Washington Office of Superintendent of
PUBLIC INSTRUCTION