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Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

~~September 22, 2023~~ **((October 25, 2023))**

() Action Required
(X) Informational

((ADDENDUM TO)) BULLETIN NO. 064-23 SECONDARY EDUCATION AND PATHWAY PREPARATION

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers
School Principals
CTE Directors

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: 2023–24 Career and Technical Education (CTE) Course Verification Reports

CONTACT: Rebecca Wallace, Assistant Superintendent, Secondary Education and Pathway Preparation, 360-791-4182, rebecca.wallace@k12.wa.us

PURPOSE/BACKGROUND

Local Education Agencies (LEAs) must ensure that Career and Technical Education (CTE) courses and programs are approved pursuant to requirements authorized by Revised Code of Washington (RCW) [28A.700.010](#) in order to be eligible for [state CTE enhanced funding](#). As the Office of Superintendent of Public Instruction (OSPI) continues to evaluate and restructure state-level systems for approving CTE programs, we are issuing verification reports to support districts, Skills Centers, and State-Tribal Education Compact schools to evaluate course eligibility for CTE enhanced funding and to support LEAs documentation of state approval of CTE courses.

This bulletin details the forthcoming comprehensive reports prepared by OSPI that can be used to verify 2023–24 CTE course offerings and actions recipients need to take.

2023–24 CTE Course Verification Reports

Course Verification Reports have been prepared for all LEAs and Skills Centers with approved CTE programs as reflected in OSPI approval systems. Recipients will review these reports to determine the status of CTE courses and review the actions that may be necessary for programs to be in good-standing and eligible for enhanced funding. Actions range from verification of 2023–24 course offerings against system approvals to the reconciliation of state apportionment.

How are CTE Course Verification Reports Communicated with LEAs?

LEAs will receive CTE Course Verification Reports by October 2023. Reports will be delivered to LEAs using the Alchemer Survey Tool and will be directed to staff with the user role of CTE Director in the Educational Data System (EDS). The surveys contain three process resources:

- 2023–24 CTE Course Verification Report Guidance
- 2023–24 CTE Course Verification Report Legend ((Revised October 25, 2023))
- 2023–24 CTE Course Verification Report

Reports will be sent via email notification from noreply@alchemer.com with Subject line: OSPI CTE Course Verification Report (2023–24). LEAs will be asked to verify receipt of the report by completing a survey embedded within the Alchemer correspondence. The survey confirms contact information, verifies receipt of the report, and provides feedback to technical assistance options. The survey confirming receipt should be completed by at least one LEA staff receiving the communication, however all staff are encouraged to complete the survey to identify technical assistance needs.

Informational/tech assistance sessions will be held:

- Thursday, October 19, 12–1 pm
 - [Zoom Link](#)
- Wednesday, October 25, 3:30–4:30 pm
 - [Zoom Link](#)

Individual technical assistance sessions will be scheduled for LEAs by request.

Responding to the Report

LEAs should utilize the supporting resource documents in reviewing and responding to the CTE Course Verification Report. The review's priority should be to ensure that any courses offered during the 2023–24 school year are reflected in green on the report as courses in good standing eligible for enhanced funding.

2023–24 New Course Offerings

If an LEA finds that a course intended to be offered during the 2023–24 school year is not on the Verification Report, it will require a new course application in the Application Management system of the [Education Data System](#) (EDS). Courses are eligible for CTE enhanced funding

from the date of course application approval. Once a district achieves approval through the Application Management system in EDS, the CTE curriculum framework is updated and maintained at the local level.

INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Rebecca Wallace, Assistant Superintendent, Secondary Education and Pathway Preparation, at 360-791-4182 or email rebecca.wallace@k12.wa.us. The OSPI TTY number is 360-664-3631. For general information about CTE, please email cte@k12.wa.us.

This bulletin is also available on the [Bulletins](#) page of the OSPI website.

Michaela W. Miller, Ed.D., NBCT
Deputy Superintendent

Rebecca Wallace
Assistant Superintendent
Secondary Education and Pathway Preparation

CR:sls

Attachment(s): 2023–24 CTE Course Verification Report Legend ((revised as of 10/25/2023));
2023–24 CTE Course Verification Report Guidance Document

OSPI provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal by a person with a disability. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162/TTY: 360-664-3631; or P.O. Box 47200, Olympia, WA 98504-7200; or equity@k12.wa.us.