CTE Middle Grades Waiver Form Instructions

The Career-Technical Education (CTE) Middle Grades Waiver Form is now accessible through the OH|ID portal (formerly SAFE). A district can access the form through the OH|ID portal accounts of the Superintendent or Superintendent Designee.

Per 33 Ohio Rev. Code Ann. Sec. 3313.90. 2014, districts are required to provide career-technical education for middle grades. However, if the board of education of a school district adopts a resolution that specifies the district’s intent not to provide career-technical education to students enrolled in Grades 7-8 for that school year and submits that resolution to the Department, the Department will waive the requirement for that applicable school year. Districts must submit the waiver by September 30 of every year.

Steps to Complete the Middle School Waiver Form

1. The Superintendent or Superintendent Designee signs into their OH|ID portal account using that individual’s account name and password. For assistance, click here.

2. Select Data Submission Forms.
3. Click on *Select Program* from the Forms Dashboard, then CTE Middle School Waiver.

4. Under Compliance Search, use the drop-down menus to find the appropriate *Program Period* and *Building Name*.

5. Find the appropriate school building and click on the *Details Icon* to open the survey.

6. Click on the *Questions* tab then select the *Details Icon* to open the waiver form.
7. Select the appropriate answer to the questions. If you answer Yes, no further action is needed. If you answer No, see Step 8.

8. If you answered No in Step 7, go to the Supporting Documents tab to upload your board resolution. If you answered Yes in Step 7, skip to Step 9.

9. Please note your survey completion status located on the Questions tab.

If you have questions, contact Patti Guseman at (614) 644-6728 or patricia.guseman@education.ohio.gov.