

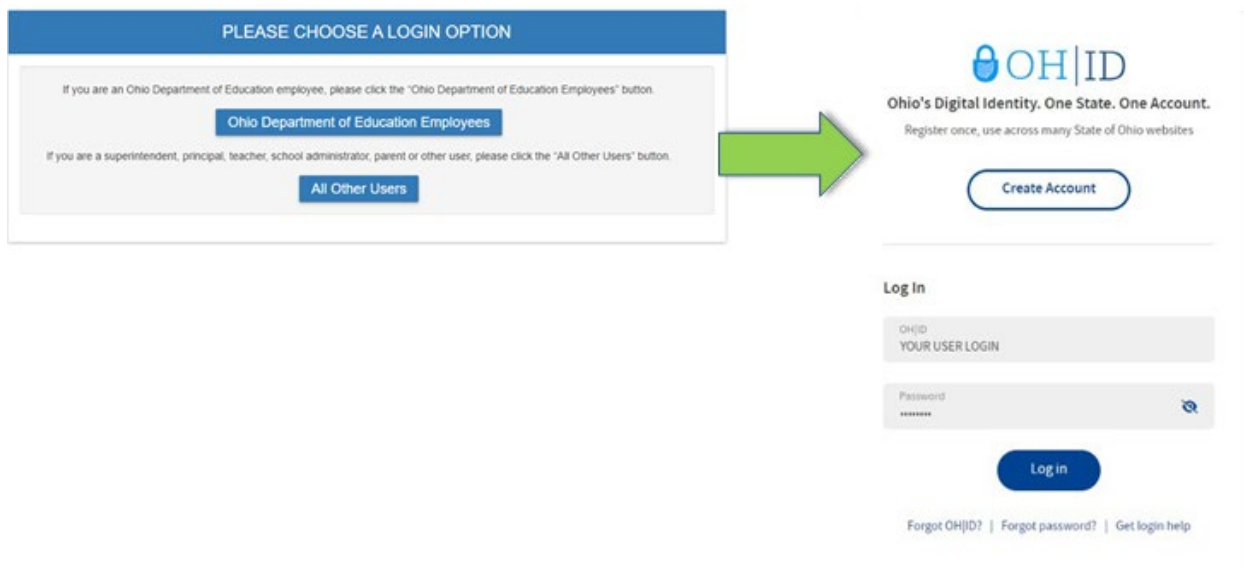
CTE Middle School Survey and Waiver Instructions

A district can access the Career-Technical Education (CTE) Middle School Survey and Waiver Form through the [OH|ID portal](#) accounts of the Superintendent or Superintendent Designee.

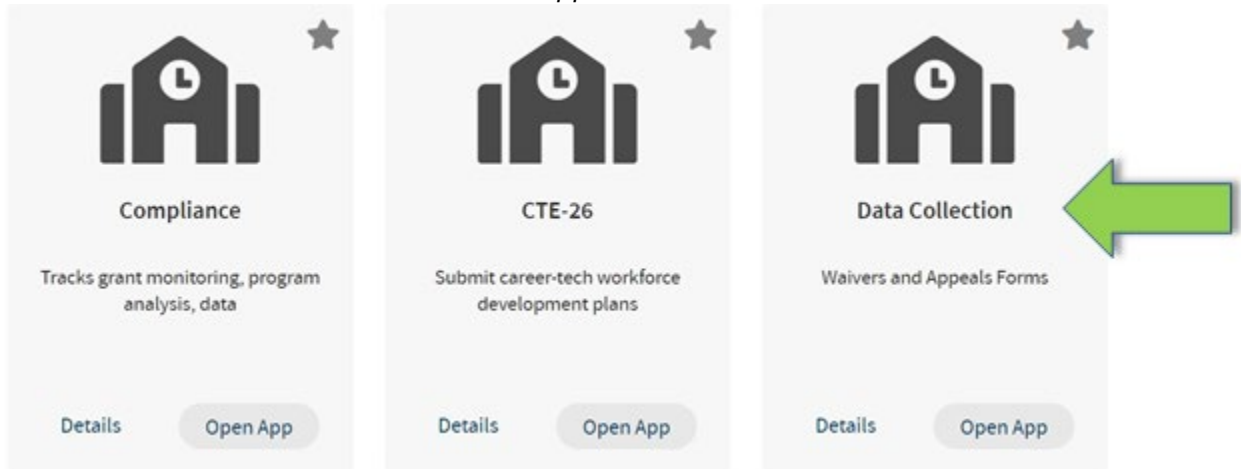
[Ohio's law](#) requires each city, local and exempted village school district to provide career-technical education to students enrolled in grades seven and eight. However, if the board of education of a school district adopts a resolution that specifies the district's *intent not to provide career-technical education to students enrolled in seventh- or eighth grade for that school year* and submits that resolution to the Department, the Department will waive the requirement for that applicable school year. The survey includes the option to waive CTE for seventh- or eighth grade and upload the board's adopted resolution. Districts must submit the waiver by September 30 of every year.

Steps to Complete the Middle School Survey Form

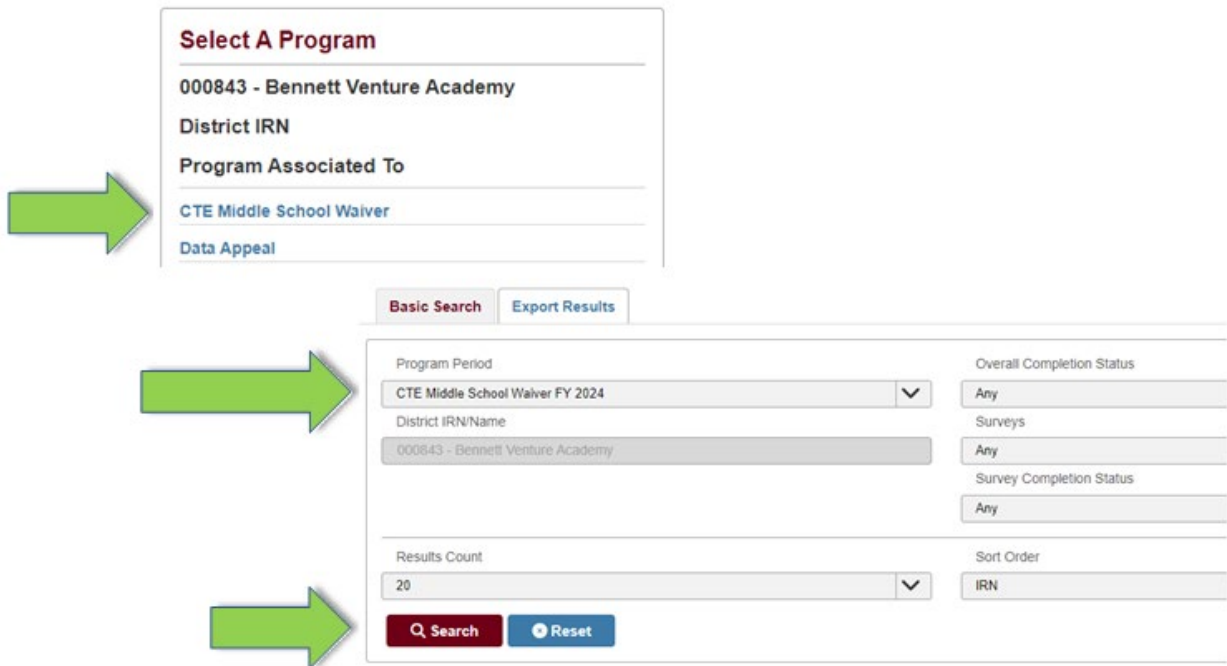
1. The Superintendent or Superintendent Designee signs into their OH|ID portal account using that individual's account name and password. For assistance, view the [Department of Education OH|ID Portal Help](#).



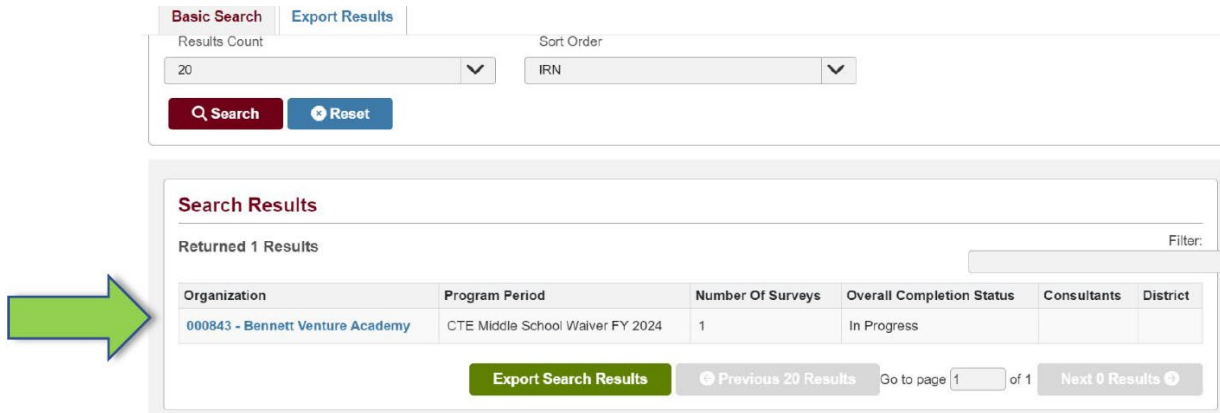
2. Select *Data Collection Waivers and Appeals Forms*.



3. Click on *CTE Middle School Waiver* from the Program Menu List. The survey window will open and click on the *Search* window icon.



4. To open survey, Select the *Program Period* survey link.

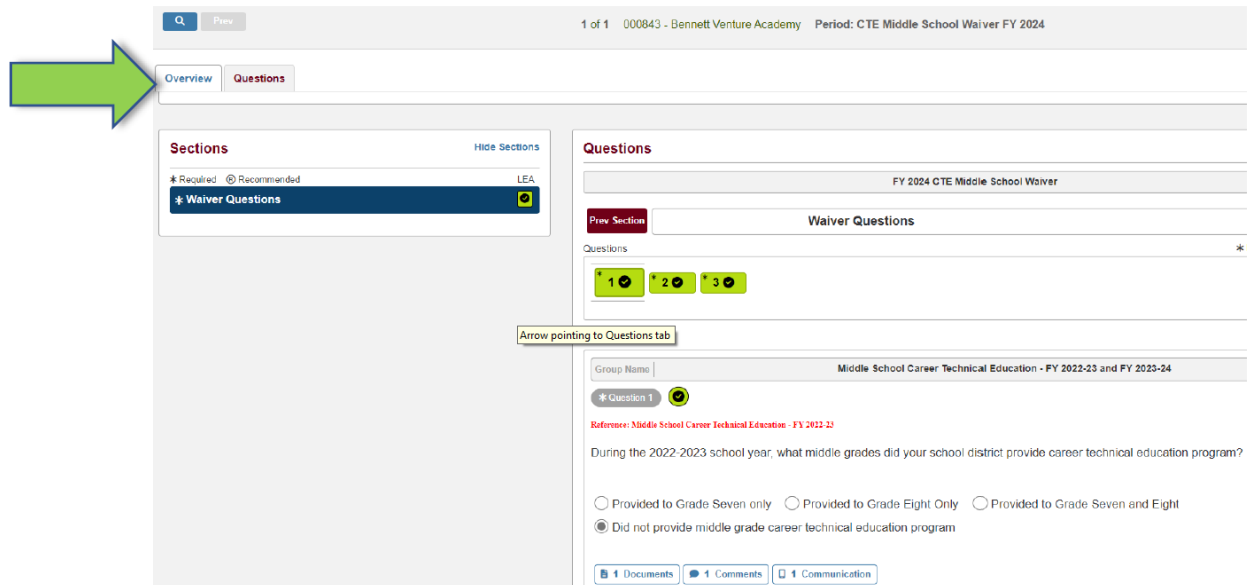


The screenshot shows a search interface with 'Basic Search' and 'Export Results' tabs. The 'Results Count' is set to 20 and 'Sort Order' is set to IRN. A search button and a 'Reset' button are visible. Below, the 'Search Results' section shows 'Returned 1 Results'. A table lists the results:

Organization	Program Period	Number Of Surveys	Overall Completion Status	Consultants	District
000843 - Bennett Venture Academy	CTE Middle School Waiver FY 2024	1	In Progress		

Below the table are buttons for 'Export Search Results', 'Previous 20 Results', 'Go to page 1 of 1', and 'Next 0 Results'. A green arrow points to the organization name in the table.

5. Click on the *Questions* tab to open the waiver form.



The screenshot shows the waiver form interface. At the top, there is a search bar and a breadcrumb trail: '1 of 1 000843 - Bennett Venture Academy Period: CTE Middle School Waiver FY 2024'. Below this are two tabs: 'Overview' and 'Questions'. A green arrow points to the 'Questions' tab. The main content area is divided into two sections: 'Sections' and 'Questions'. The 'Sections' section lists 'Waiver Questions' as a required section. The 'Questions' section shows 'FY 2024 CTE Middle School Waiver' and 'Waiver Questions'. Below this, there are three question cards labeled '1', '2', and '3'. A tooltip 'Arrow pointing to Questions tab' is visible. The 'Question 1' card is expanded, showing the question text and radio button options:

Reference: [Middle School Career Technical Education - FY 2022-23](#)

During the 2022-2023 school year, what middle grades did your school district provide career technical education program?

Provided to Grade Seven only Provided to Grade Eight Only Provided to Grade Seven and Eight

Did not provide middle grade career technical education program

At the bottom, there are buttons for '1 Documents', '1 Comments', and '1 Communication'.

6. Select the appropriate answer to the questions. You must answer each part of Question 2 and 3. If you select the *Contract with JVS* or *Contract with Career Technical Planning District* delivery methods, complete the additional requested information. **If you answer No CTE Offered For This Grade, see Step 8 to complete the Waiver**

Group Name | Middle School Career Technical Education - FY 2022-23 and FY 2023-24

* Question 1

Reference: Middle School Career Technical Education - FY 2022-23

During the 2022-2023 school year, what middle grades did your school district provide career technical education program?

Provided to Grade Seven only
 Provided to Grade Eight Only
 Provided to Grade Seven and Eight
 Did not provide middle grade career technical education program

Question box 1 in Middle School Waiver survey

1 Documents 1 Comments 1 Communication

7. After answering all three questions and you intend to provide Career-Technical Education in both grade seven and eight, change the Completion Status to *Superintendent Approved* and click on the save icon. Your survey status will change to *Completed*.

Overview Questions

Survey List

Survey Plan(s)	Started Date	Arrows indicating where to change completion status	Status
FY 2024 CTE Middle School Waiver	05/19/2023	05/19/2023	Superintendent Approved

Sections Hide Sections Questions

Overview Questions

Survey List

Survey Plan(s)	Started Date	Last Updated	Completion Status
FY 2024 CTE Middle School Waiver	05/19/2023	05/19/2023	Completed

Steps to Submit the Middle School Waiver

8. If you answered *No CTE Offered For This Grade* for Question 2 and/or Question 3 in Step 6, **you must upload the *approved school board resolution****.


*** Question 2**

Reference: Middle School Career Technical Education - 7th Grade

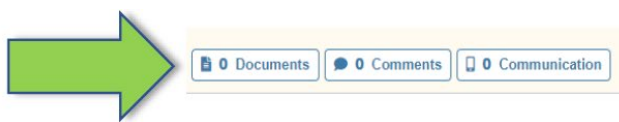
In the 2023-2024 school year, how will your school district be providing middle school career technical education for all grade seven students?

Self/Own Program
 Contract with JVS
 Contract with Career Technical Planning District
 No CTE Offered For This Grade

Superintendent or their designee has uploaded the school board's resolution to request a waiver before September 30, 2022.



9. Click on the document window option. Select *+Add Document* and choose *Board Resolution* from the drop-down list.



Documents On File ✕



+ Add Document(s)

Document Type

Board Resolution

Other Electronic Document

Arrows indicating where to upload documentation

10. Upload the district's board of education adopted resolution that specifies the district's intent not to provide career-technical education to students enrolled in seventh or eighth grade for that school year. After upload completion, *Close Add Document* window.

Documents On File ✕

+ Add Documents
📁 Import Documents

+ Add Document(s)

Document Type

Board Resolution ✕ ▾

Drag file(s) here to upload or click here to browse for files.

Queue progress

- Under Document Type drop down list select the document type you would like to have the document(s) you would have the files listed under.
- You may select up to 5 documents at a time to upload.
- Drag file from file window to the Drag and Drop window to add the file to the Documents list.
- Maximum file size is 100 MB
- Only the following file extensions are accepted
.doc, .docx, .gif, .jpeg, .jpg, .mht, .mp3, .msg, .pdf, .pjpg, .png, .txt, .wav, .x-png, .xls, .xlsb, .xlsm, .xlsx, .zip

Close Add Documents

Filter Documents

Document List 🗑 Delete Document(s)

Doc Name	Doc Type	Date	Status	Delete
Sample Board Resolution 2023-2024.pdf	Board Resolution	05/19/2023	Not Reviewed	<input type="checkbox"/>

11. Select the radio button confirming *Superintendent or their designees has uploaded the school board's resolution to request a waiver before September 30, 2023.*

*** Question 2** 👁

Reference: Middle School Career Technical Education - 7th Grade

In the 2023-2024 school year, how will your school district be providing middle school career technical education for all grade seven students?

Self/Own Program
 Contract with JVS
 Contract with Career Technical Planning District
 No CTE Offered For This Grade

Box indicating Superintendent uploaded School Board Resolution

d's resolution to request a waiver before September 30, 2022.

📄 0 Documents
💬 0 Comments
🗨 0 Communication

12. After answering all three Questions, change the Completion Status to *Superintendent Approved* and *click* on the save icon. Your survey status will change to *Waiver Requested*.

The image shows two screenshots of a web interface. The top screenshot shows a 'Survey List' table with one entry: 'FY 2024 CTE Middle School Waiver'. The 'Completion Status' dropdown is set to 'Superintendent Approved' and a red save icon is visible. A green arrow points to the save icon. Below this, there are tabs for 'Sections' and 'Questions'. The bottom screenshot shows the same 'Survey List' table, but the 'Completion Status' dropdown is now set to 'Waiver Requested'. A large green arrow points from the save icon in the top screenshot down to the 'Waiver Requested' status in the bottom screenshot.

Survey Plan(s)	Started Date	Last Updated	Completion Status
FY 2024 CTE Middle School Waiver	05/19/2023	05/19/2023	Superintendent Approved

Survey Plan(s)	Started Date	Last Updated	Completion Status
FY 2024 CTE Middle School Waiver	05/19/2023	05/19/2023	Waiver Requested

- Approved school board resolution documents must be the approved resolution or school board minutes with vote to adopt. Acceptable documents must include the school district name, the grade of students that the district will not provide career-technical education for a specified year (ex. 2023-2024 school year).