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 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 grades seven or eight 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 grades seven or eight 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, click here.
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

5. **Click on the** *Questions* **tab to open the waiver form.**
6. Select the appropriate answer to the questions. You must answer each part of Question 1 and 2. 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.

7. After answering both Question 1 and Question 2, if you intend to provide Career-Technical Education in both grades seven and eight, change the Completion Status to Superintendent Approved and click on the save icon. Your survey status will change to Completed.
8. If you answered No CTE Offered For This Grade for Question 1 and/or Question 2 in Step 6, you must upload the school for resolution.

9. Click on the document window option. Select +Add Document and choose Board Resolution from the drop-down list.
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 grades seven or eight for that school year. After upload completion, **Close Add Document** window.

<table>
<thead>
<tr>
<th>Doc Name</th>
<th>Doc Type</th>
<th>Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample Board of Resolution</td>
<td>Board Resolution</td>
<td>05/16/2022</td>
<td>Not Reviewed</td>
</tr>
</tbody>
</table>
11. Select the radio button confirming **Superintendent or their designee has uploaded the school board’s resolution to request a waiver before September 30, 2022.**

12. After answering both Question 1 and Question 2, change the Completion Status to **Superintendent Approved** and click on the save icon. Your survey status will change to **Waiver Request**.

If you have questions, contact **Rhedeshia.Young-Willingham** or (614) 387-6001.