

# 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](#).

PLEASE SELECT THE OPTION TO

**A teacher, superintendent, parent, or other customer of the Department of Education:**

The SAFE portal has now been integrated with OH|ID. In order to access your existing SAFE applications, please click the button below to access the new OH|ID platform.

**Important: Your SAFE credentials will not work in the OH|ID platform.**

Please create a new OH|ID account if you do not already have one.

[OH|ID PORTAL](#)

**Need Help?** Visit the [Department of Education OH|ID Portal Help webpage](#) for information on how to access and navigate the OH|ID portal.

**OH|ID**

One state. One Account. Your OH|ID.

OH|ID is a secure way for Ohioans and businesses to interact with multiple State agencies and access a variety of programs and services, with a single user account.

[Create Account](#)

**Log into OH|ID**

OHID (Username)

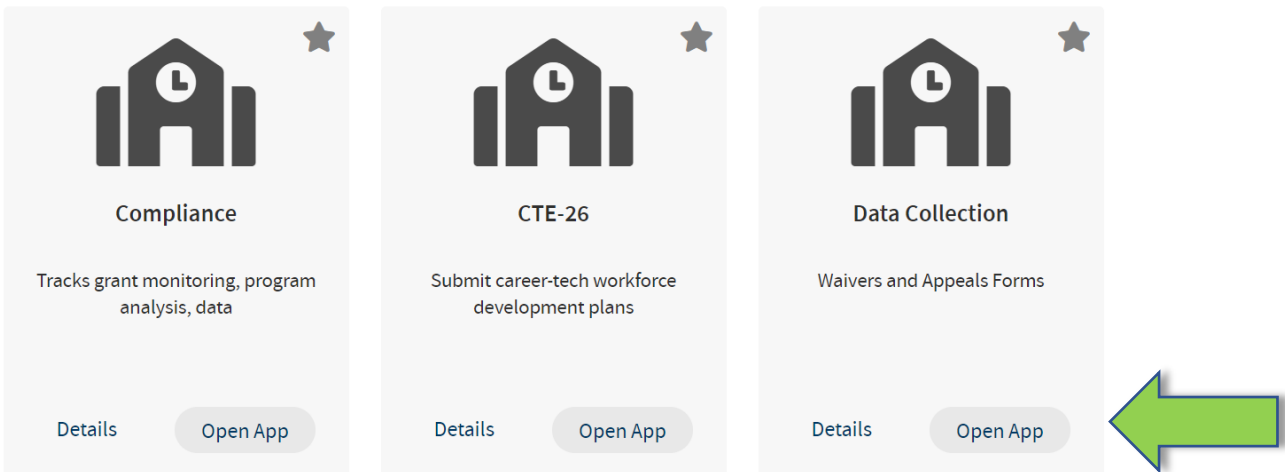
[Forgot OHID?](#)

Password

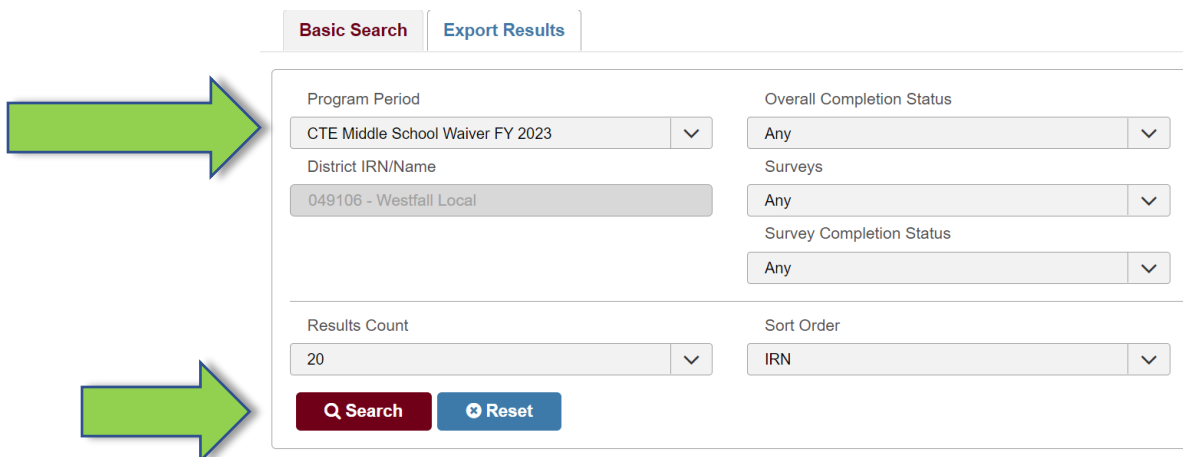
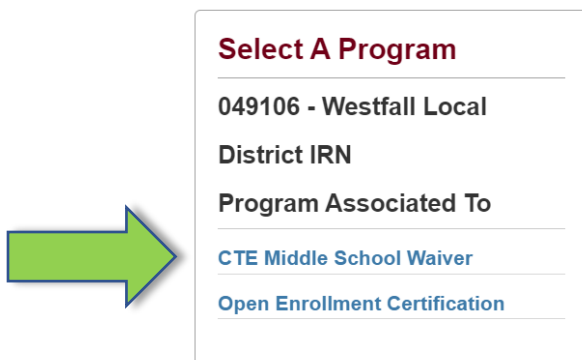
[Forgot Password?](#)

[Log in](#)

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

Basic Search   Export Results

Any

Results Count: 20   Sort Order: IRN

Q Search   Reset

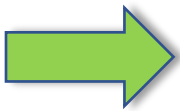
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**Search Results**

Returned 1 Results

Organization	Program Period	Number Of Surveys	Overall Completion Status	Consultants	District
<a href="#">049106 - Westfall Local</a>	CTE Middle School Waiver FY 2023	1	In Progress		

Export Search Results   Previous 20 Results   Go to page 1 of 1   Next 0 Results



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

1 of 1   049106 - Westfall Local   Period: CTE Middle School Waiver FY 2023

Overview   **Questions**

**Survey List**

Survey Plan(s)	Started Date	Last Updated	Completion Status
FY 2023 CTE Middle School Waiver	05/05/2022	05/05/2022	In Progress

**Sections**   Hide Sections

- \* Required @ Recommended LEA
- \* Waiver Questions** ✓

**Questions**

FY 2023 CTE Middle School Waiver

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Questions   \* Required @ Recommended

1   2

Group Name: Middle School Career Technical Education - 7th/8th Grades

\* Question 1

Reference: Middle School Career Technical Education - 7th Grade

How will your school district be providing middle school career technical education for all grade seven students?



- 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**

Group Name | Middle School Career Technical Education - 7th/8th Grades

\* Question 1

Reference: Middle School Career Technical Education - 7th Grade

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

[0 Documents](#)  
 [0 Comments](#)  
 [0 Communication](#)

- 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*.

Overview | Questions

**Survey List**

Survey Plan(s)	Started Date	Last Updated	Completion Status
FY 2023 CTE Middle School Waiver	05/05/2022	05/05/2022	Superintendent Approved


**Sections** Hide Sections LEA

- \* Required  Recommended  LEA
- \* Waiver Questions

**Questions** Info

FY 2023 CTE Middle School Waiver


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Overview | Questions

**Survey List**

Survey Plan(s)	Started Date	Last Updated	Completion Status
FY 2023 CTE Middle School Waiver	05/05/2022	05/18/2022	Completed



## Steps to Submit the Middle School Waiver

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.

Group Name: Middle School Career Technical Education - 7th/8th Grades

\* Question 1

Reference: Middle School Career Technical Education - 7th Grade

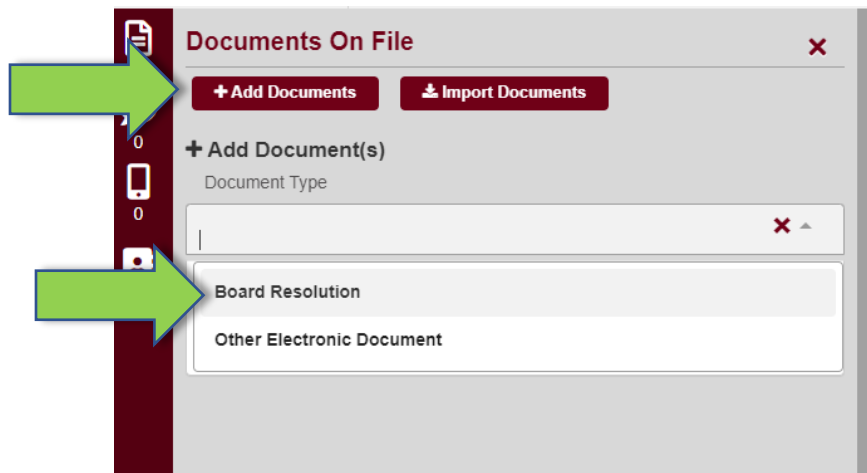
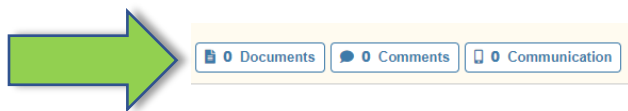
How will your school district be providing middle school career technical education for all grade seven students?

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.

Documents   Comments   Communication

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.

**Documents On File**

**+ 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, .png, .txt, .wav, .x-png, .xls, .xlsb, .xlsm, .xlsx, .zip

Close Add Documents

Filter Documents

Doc Name	Doc Type	Date	Status
Sample Board of Resolution CIT Middle Waiver.pdf	Board Resolution	05/18/2022	Not Reviewed

« Previous Results 1 Next Results »

11. Select the radio button confirming *Superintendent or their designees has uploaded the school board's resolution to request a waiver before September 30, 2022.*

Group Name | Middle School Career Technical Education - 7th/8th Grades

\* Question 1

Reference: Middle School Career Technical Education - 7th Grade

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.

0 Documents   0 Comments   0 Communication

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*.

Overview | Questions

Survey List

Survey Plan(s)	Started Date	Last Updated	Completion Status
FY 2023 CTE Middle School Waiver	05/05/2022	05/05/2022	Superintendent Approved

Sections | Questions

\* Required    Recommended   LEA

\* Waiver Questions

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Overview | Questions

Survey List

Survey Plan(s)	Started Date	Last Updated	Completion Status
FY 2023 CTE Middle School Waiver	05/05/2022	05/18/2022	Waiver Requested

If you have questions, contact [Rhodeshia.Young-Willingham](mailto:Rhodeshia.Young-Willingham) or (614) 387-6001.