



Mike DeWine, Governor
Dr. Stephanie K. Siddens, Interim Superintendent of Public Instruction

CTE Concentrator Appeals Guidance

To assist districts in determining what data may be appealed during the FY23 CTE Concentrator appeals, the Department has developed the following guidance on potential CTE Concentrator appeal scenarios. Districts should review this guidance prior to requesting a CTE Concentrator appeal.

Please note, the following guidance outlines scenarios the Department anticipates districts may encounter but is not an exhaustive list. If your district has questions regarding a potential concentrator appeal, please work with your ITC to submit an EMIS Helpdesk ticket as soon as possible prior to the Initial Follow-up collection.

The scenarios listed below does not guarantee appeals will be approved. Each appeal is reviewed considering the details provided by the appealing district. As of the 2018-2019 school year, the transition to Perkins V updated the definition of a CTE Concentrator as students who have at least two CTE workforce development completed courses within a program. As a result, appeals of concentrator status due to students only having completed two courses will NOT be considered. For more detail on the definition of concentrator status and course completion under Perkins V, please see the [Perkins V Data and Accountability Guidebook](#).

Potential Perkins V Concentrator Appeal Scenarios

Removing a student from the CTE Follow-up file:

- 1) Student was incorrectly reported as a CTE Concentrator under Perkins IV and would previously been removed using Other Follow-up Status element (GV660) option of 'X'.

Department Guidance: Appeals will be considered. Please note this applies only to CTE Concentrators who were reported under the Perkins IV definition, not those identified as CTE Concentrators under Perkins V.

- 2) Student withdrawal or graduation data were reported incorrectly:

Department Guidance: Appeals will **not** be considered. The student's home district should file for a withdrawal override or graduation appeal.

- 3) Student was identified as a CTE Concentrator and should not have been. Student was not a Perkins V CTE Concentrator:
 - a) Student was incorrectly reported in a course

- b) Student withdrew from a course early and an incorrect course end date was reported
- c) Course subject code was reported incorrectly
- d) Course curriculum code was reported incorrectly
- e) Course hours were incorrect
- f) Student course credit was reported incorrectly

Department Guidance: Appeals may be considered

- g) Student took half of a year-long course and only earned partial credit

Department Guidance: Appeals will **not** be considered

- h) Correctly reported course from another district and/or previous year should not count towards concentrator status

Department Guidance: Appeals will **not** be considered

Adding a student to the CTE Follow-up files:

1. Student was not identified as a CTE Concentrator, but the student should be a Perkins V CTE Concentrator:
 - a) Student was not reported in a course
 - b) Student course credit was incorrectly assigned
 - c) Course curriculum code was reported incorrectly
 - d) Course hours were incorrect
 - e) Course completion outside of Ohio public schools
 - f) SSID change

Department Guidance: Appeals may be considered

- g) Student workforce development course(s) were not funded
 - i) Reporting issues
 - ii) Licensure issues
 - (1) CTE teacher licensure override was not submitted or was not approved

Department Guidance: Appeals will **not** be considered

- h) Student completed CTE courses prior to the 2018-2019 school year.

Department Guidance: Appeals will **not** be considered. Only students who have completed at least one (of two or more) course under Perkins V are concentrators

under Perkins V. Students who's completed CTE courses were under Perkins IV are not considered Perkins V concentrators.

- i) Student completed CTE course(s) the district considers electives.

Department Guidance: Appeals will **not** be considered. Courses offered as part of an approved workforce development program are not considered electives by the Office of Career-Tech.

Updating a POC for a student in the CTE Follow-up file:

1. Student is a Perkins V concentrator and should be a concentrator in a program other than the POC listed in the CTE Follow-up file:

- a) The student is a CTE Concentrator in a program of concentration other than one that is listed in the CTE Follow-up file.

Department Guidance: Appeals may be considered. District must provide course information to verify the student completed a course aligned to the program of concentration the district is appealing.

- b) Student completed courses that were misreported in EMIS that would have led to the student being identified in different program of concentration
 - (i) Student was not reported in a course
 - (ii) Student course credit was incorrectly assigned
 - (iii) Course curriculum code was incorrectly reported
 - (iv) Course hours were incorrect
 - (v) Course completion outside of Ohio public schools

Department Guidance: Appeals may be considered unless the appeal involves course funding

2. Student was a concentrator in more than one CTE Pathway and only one CTE Program of Concentration is listed.

Department Guidance: Appeals will **not** be considered. Starting in 2023, only the student's most recent CTE Program of Concentration will be listed on the Follow-up file. If the student's most recent CTE Program of Concentration is correct, districts should not file an appeal to add or update the CTE Program of Concentration.