



### **FY25 CTE Program of Concentration Appeal Guidance**

To assist districts in determining what data may be appealed during the FY25 CTE Program of Concentration appeal, the Department has developed the following guidance on potential CTE Program of Concentration appeal scenarios. Districts should review this guidance prior to requesting a CTE Program of Concentration 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 Exiting Student Follow-up collection.

Beginning in FY25 data from prior FY are not appealable in the CTE Program of Concentration appeal window. The scenarios listed below do not guarantee appeals will be approved. Each appeal is reviewed considering the details provided by the appealing district.

Perkins V defines a CTE Concentrator as a student who has at least two completed CTE workforce development courses within a single program. 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 CTE Program of Concentrator Appeal Scenarios**

#### **Removing a student from the CTE Follow-up file**

1) 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.

2) Student was identified as a CTE Concentrator and should not have been

Department Guidance: Appeals will not be considered. Districts need to resolve any errors in reporting in the FY in which the data is reported.

3) 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 Exiting Student Follow-Up collection**

1) Student was not identified as a CTE Concentrator

Department Guidance: Appeals will not be considered. Districts need to resolve any errors in reporting in the FY in which the data is reported.

2) CTE teacher licensure override was not submitted or was not approved

Department Guidance: Appeals will not be considered. CTE teacher licensure overrides need to be resolved in the FY in which they occur.

- 3) 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.

- 4) 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 CTE Program of Concentration for a student already included the CTE Exiting Student Follow-Up file

- 1) Student is a Perkins V concentrator and should be a concentrator in a program other than the Program of Concentration 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.

Reasons that will not be considered to revise a student's CTE Program of Concentration (list is not all-inclusive):

- a. Student completed courses that were misreported in EMIS that would have led to the student being identified in different program of concentration
  - b. Student was not reported in a course
  - c. Student course credit was incorrectly assigned
  - d. Course curriculum code was incorrectly reported
  - e. Course hours were incorrect
  - f. Course completion outside of Ohio public schools
  - g. Course was not funded
- 2) Student was a concentrator in more than one CTE Program of Concentration 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 Exiting Student 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.