



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](#).

PLEASE CHOOSE A LOGIN OPTION

If you are an Ohio Department of Education employee, please click the "Ohio Department of Education Employees" button.

[Ohio Department of Education Employees](#)

If you are a superintendent, principal, teacher, school administrator, parent or other user, please click the "All Other Users" button.

[All Other Users](#)

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[Create Account](#)

Log In

OH|ID
YOUR USER LOGIN

Password

[Log in](#)

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

The image shows three application cards, each with a house icon and a star in the top right corner. The first card is titled "Compliance" and has the subtitle "Tracks grant monitoring, program analysis, data". The second card is titled "CTE-26" and has the subtitle "Submit career-tech workforce development plans". The third card is titled "Data Collection" and has the subtitle "Waivers and Appeals Forms". A large green arrow points to the "Data Collection" card. Each card has a "Details" link and an "Open App" button at the bottom.

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

The image shows a "Select A Program" window with a list of options: "000843 - Bennett Venture Academy", "District IRN", "Program Associated To", "CTE Middle School Waiver", and "Data Appeal". A green arrow points to the "CTE Middle School Waiver" link. Below this is a search interface with tabs for "Basic Search" and "Export Results". The search filters include: "Program Period" (CTE Middle School Waiver FY 2024), "District IRN/Name" (000843 - Bennett Venture Academy), "Overall Completion Status" (Any), "Surveys" (Any), "Survey Completion Status" (Any), "Results Count" (20), and "Sort Order" (IRN). At the bottom are "Search" and "Reset" buttons. Green arrows point to the search filters and the search button.



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

Basic Search Export Results

Results Count: 20 Sort Order: IRN

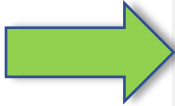
Q Search + Reset

Search Results

Returned 1 Results Filter:

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

Overview **Questions**

Sections Hide Sections

- * Required Recommended LEA
- * Waiver Questions** [icon]

Questions

FY 2024 CTE Middle School Waiver

Prev Section Waiver Questions

Questions *

* 1 [icon] * 2 [icon] * 3 [icon]

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

* Question 1 [icon]

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

1 Documents 1 Comments 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

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[1 Documents](#) [1 Comments](#) [1 Communication](#)

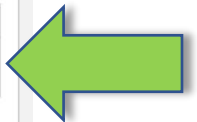
7. After answering all three questions and you intend to provide Career-Technical Education in both grade seven and eight, change the Completion Status to *Superintendent Approved* and click on the save icon. Your survey status will change to *Completed*.

Overview Questions

Survey List

Survey Plan(s)	Started Date	Last Updated	Completion 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?

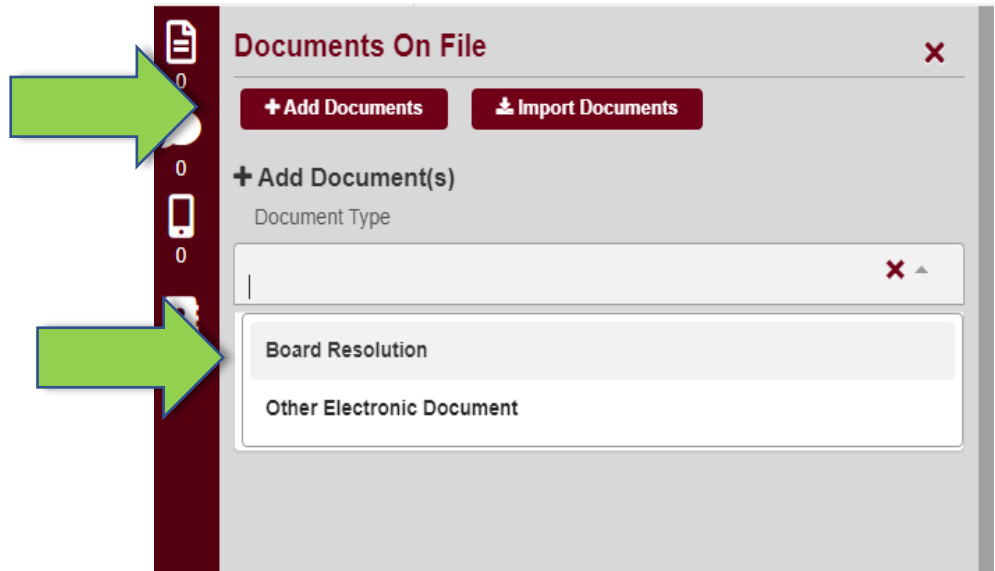
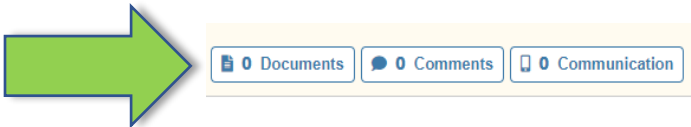
Self/Own Program Contract with JVS Contract with Career Technical Planning District No CTE Offered For This Grade

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

0 Documents 0 Comments 0 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 seventh or eighth grade for that school year. After upload completion, *Close Add Document* window.

Documents On File [X]

+ Add Documents **Import Documents**

+ Add Document(s)

Document Type

Board Resolution [X]

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

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

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*.

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	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	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).

If you have questions, please contact [Rhodeshia.Young-Willingham](#) or call (614) 387-6001.