

**Connecticut State Department of Education
Academic Office**

Career and Technical Education (CTE)

Carl D. Perkins Program Review 2017-18

General Instructions for LEAs

Documents Web link: [CTE Programs](#)

What you need to do?	Document	Action
Complete and fax or e-mail	District Information Form	Send the attached District Information Form by Monday, October 30, 2017, to Harold Mackin, Perkins Compliance Review Manager. Fax No.: 860-713-7030; e-mail: harold.mackin@ct.gov
Schedule		Establish a review date: The state consultant assigned to your district will contact your Perkins administrator to schedule a review date and snow date, if necessary.
Review	Cover letter, District Information Form, Sample Agenda and Program Review Questions Template	Read all attached documents: Cover Letter, District information Form, Sample Agenda and Program Review Questions Template.
Plan	Online Teacher Survey Sample Agenda	Instruct all Career and Technical Education (CTE) teaching staff to complete the online teacher questionnaire through Survey Monkey at CTE Survey . Assemble the work team: Required: School Administrators Teachers from each CTE Career Cluster Area School Counselor Special Education Administrator Students Other: Board Members Parents Business Advisory Member The team should assist you in preparation for the visit and be available on the day of the visit. (See the sample agenda.)

What you need to do?	Document	Action
Assemble Review Materials	Program Review Questions Template Legislative Guide	<p>Assemble Binders: Gather all documents listed in the Program Review Questions Template and answer all the related questions. Put together two identical three-ringed binders tabbed in the order of the template from A-K. Place all documents and related questions behind each tab respectively (can also be submitted electronically).</p> <p>The binders are to arrive at the Connecticut State Department of Education two weeks prior to the state visit.</p> <p>Deliver or mail to:</p> <p>Harold Mackin, PCR Program Manager Connecticut State Department of Education Academic Office 450 Columbus Boulevard, Suite 603 Hartford, CT 06103-1841</p>
Available for Site Visit	Sample Agenda	<p>Prior to the state review, all staff should be prepared to speak with the state consultant based on the Sample Agenda. The CTE staff should represent each career cluster area.</p> <p>A district administrator should be present for the morning welcome.</p> <p>Select a heterogeneous group of students who have taken CTE courses. You should have a student(s) representing each program area.</p> <p>The visit will conclude with a preliminary report to be presented to a school administrator, Perkins administrator and state team only.</p>
Post-Visit Responsibilities	Final Report	<p>The superintendent will receive the final report following the school visit. The district has one month following the date of the final report to respond in writing with program improvements for each of the recommendations. If any noncompliance issues arise, the district must respond within two weeks of the date of the final report with corrective action.</p>