

PENNSYLVANIA DEPARTMENT OF EDUCATION
Office of Elementary and Secondary Education
August 20, 2015

TO: School District Superintendents and
Area Vocational-Technical School Directors

FROM: Lee Burket, Ed.D., Director
Bureau of Career and Technical Education

SUBJECT: Secondary Vocational-Technical Education Criteria for Reporting Program Enrollments
and Documentation Required for State Audit

This pennlink is intended to provide assistance to all schools with approved secondary career and technical education programs for which students are reported to the Pennsylvania Department of Education (PDE). This pennlink will provide schools with assistance in receiving state secondary career and technical education subsidy reimbursement provided in the Pennsylvania School Code (24 P.S. § 2502.8). This statute establishes the minimum local documentation required for state school auditors. This same information is also made available to the Department of the Auditor General.

Please note that the *Annual Educational and Occupational Objectives for Students Enrolled in a PDE-Approved Career and Technical Education (CTE) Program* form (revised October 2008), which is available on PDE's website (<http://www.education.pa.gov/Documents/K-12/Career%20and%20Technical%20Education/Program%20Approval/PDE-408%20Career%20Objective%20Form.pdf>) or a locally developed form, must be used and maintained in school files for review by the Department of the Auditor General. Each student enrolled in an approved career and technical education program must annually complete and sign this form.

Also, please note, "going to college" as a stated educational and/or occupational objective is unacceptable for audit purposes. "Going to college" signifies a means to attain an occupation and is not to be construed as an occupation. Occupations would include those listed in the *Dictionary of Occupational Titles* or other sources, and are to be related to the secondary career and technical education program. Please understand that many occupations require postsecondary training to complete occupational preparation. That is acceptable and encouraged, but be sure it is annotated properly.

For further information please contact Esther Brown, in PDE's Bureau of Career and Technical Education, at ebrown@pa.gov.