

Local CTE Graduation Pathway Form Instructions

The intent of multiple pathways is to help students prepare for their next step after high school. For the CTE Graduation Pathway, course sequences that meet the requirements within the same program area, **or** Local CTE Graduation Pathways designed by districts that includes courses from differing program areas if the sequence is approved by the local school board, school board designee, or local advisory committee, and receive final approval by OSPI.

The online Local CTE Graduation Pathway form should be used by a district to submit a pathway(s) that include(s) courses from different program areas for approval as a Local CTE Graduation Pathway. Courses reflected in the sequence should have prior approval in the CTE course approval and/or program approval system.

Accessing the Form in EDS:

Request from your District Data Security Manager (DDSM) the following access:

1. Application - Graduation Alternatives
2. Role - CTE Director

District Assessment Coordinators and their Designees also have access.

Using the Form (once access has been granted):

1. Log in to EDS.
2. Choose the Graduation Alternatives application.
3. Click on the "Local CTE Graduation Pathway" tab.
4. Select the "Add Local CTE Graduation Pathway" tab.
5. Choose either:
 - a. New Local CTE Graduation Pathway, or
 - b. Use Approved State Local CTE Graduation Pathway.

Submission Information:

1. Select the appropriate button to reflect which entity initially approved the pathway; school board, Superintendent, or local advisory committee.
2. Identify the district and high school (only one high school can be entered at a time for the pathway).
3. Enter the name, phone number, and email contact of the District Superintendent and School Board Chair, or School Board Designee, or Advisory Committee Chair.
4. Input the date that the pathway achieved initial approval.



Proposed Pathway Section:

1. The district should use this section to identify the course sequence locally proposed as a CTE graduation pathway. The district should click the "Add Course" button and fill out the following course information.
 - a. **Name of Pathway:** Indicate the name of the pathway.
 - b. **CIP Code:** Select the CIP code of the course. Only CIP codes currently in the high school CEDARS Course Catalog will appear.
 - c. **Course Title:** Select the course from the drop-down box. Only course titles and course codes currently in the high school CEDARS Course Catalog will be listed.
 - d. **Program Area:** Select the appropriate CTE Program Area as identified on the state CIP code chart.
 - e. **Number of Credits:** Indicate the amount of credits for the course (i.e. .25 credit, .50 credit, etc.). The total credit available through the sequence must be at least 2 high school credits.
 - f. **Dual Credit:** If the course indicated has dual credit available, select the type of dual credit. Then identify the institution the course is articulated with, if applicable. If there is no dual credit associated with the course, please select, "Not Applicable."
 - g. **Industry Recognized Credential:** Identify the industry recognized credential that is a part of the instructional experience, or that the course leads to. Indicate "N/A" if not applicable.
 - h. **Occupational Alignment/Reasoning:** Identify the logical alignment of the sequence with an occupational/post-secondary outcome. The sequence should align the competencies learned with an identified career. The district should ensure that submitted sequences align with high-demand areas.

SAVE after completing B-G for each course. Choose "Add Course" to list additional courses for the pathway.

Final Steps

1. If the CTE advisory committee was involved with the initial approval, the district should identify the non-school employee members involved with the approval. The name, organization/representation, and email of each member should be submitted.
2. Choosing SAVE at the bottom of the form will keep the information entered but will not submit the application to OSPI. The district may continue to edit the pathway until the next step.
3. If the pathway is ready to send to OSPI, choose, "Begin Signature Process" and the form will be submitted once it has been signed in EDS by those with CTE Director and District Assessment Coordinator or Designee roles/access in Graduation Alternatives Application.
4. The district should expect a response from OSPI within 45 calendar days.

