

CTE Industry Certification District Process for Validating District Identified Students for Assessments

*Note: All lists of student names and numbers are confidential and are **not** to be sent via email either as an attachment or copied and pasted into the body of the email.*

The list of student names will be sent to the high school CTE department chair and the CTE teacher through the courier, with the envelope marked "Confidential Student Information". The list of student names may also be hand delivered.

Student numbers should be included with the list of student names.

The school CTE department chair and CTE teacher are to verify and provide additional student names/numbers for the list or delete student names/numbers on the list using the provided form. The completed form should be returned to the Director of CTE using the same mailing procedures listed above.

Reasons for changes to the list of identified students

1. Recommend additional students for testing. Teacher must validate student proficiency. (Must use form provided). Additional criteria might include:
 - a. Student is proficient and the assessment impacts school grade, diploma designation.
 - b. Student is proficient and there are no additional costs for assessment.
 - c. Student is proficient and transferred into the class.
 - d. other
2. Recommend students be deleted from the list (Must use form provided)
 - a. Student is seeking a Special Diploma
 - b. Student already passed assessment
 - c. Student transferred out of the class
3. Identify students on the modified list needing assessment accommodations and verify in student's IEP, 504, or other documentation to support the request for accommodations. Provide documentation when required by assessment sponsor.

Handle student information with confidentiality.