

Commonwealth of Pennsylvania
Department of Education
March 26, 2002

FROM: John C. Foster, Director, Bureau of Career and Technical Education

SUBJECT: Secondary Career and Technical Education Criteria for Reporting Program Enrollments and Documentation Required for State Audit, 2001-2002

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

ATTENTION: High School Principals, Career and Technical Supervisors, Curriculum Coordinators, Business Managers, Guidance Counselors, Instructional Staff and School Personnel responsible for Career and Technical Education Programs, CATS and Child Accounting, Tech Prep Coordinators, Vocational Teacher Preparation

The following "Criteria for Reporting Program Enrollments and Documentation Required for State Audit" is intended to provide assistance to all schools with approved secondary vocational-technical education programs for which students are reported to the Pennsylvania Department of Education (PDE) for purposes of receiving state vocational average daily membership (VADM) reimbursement provided in Pennsylvania School Code Section 2502.8. It is effective for the 2001-2002 school year and establishes the minimum local documentation required for state school auditors. This same information is being made available to the Office of the Auditor General.

Please note that the "Educational and Occupational Objectives for a Student Enrolled in an Approved Secondary Vocational-Technical Education Program" form PDE-408 (revised 4/00), which is available on the PDE website (www.pde.state.pa.us) under Vocational Education, or a similar, locally developed form must be used and maintained in school files for review by the Office of the Auditor General. Within the first school year of a student commencing planned courses/instruction in the program, each student must complete and sign such 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 vocational 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 (see item C.2.c).

You may contact Roberta Brown for additional information at (717) 772-4968 or at rbrown@state.pa.us.

SECONDARY CAREER AND TECHNICAL EDUCATION
CRITERIA FOR REPORTING PROGRAM ENROLLMENTS AND
DOCUMENTATION REQUIRED FOR STATE AUDIT

A. REGULATIONS

1. Regulations of the State Board of Education (Chapter 4, Section 4.31 [e]) state that a student's record "...shall include the student's educational and occupational objectives..." The PDE-408 allows for the documentation of these objectives, along with other appropriate information related to a specific student's enrollment in a given approved vocational program. As such, the PDE-408 will be accepted by the Office of the Auditor General as the necessary record of that student's program participation. A similar, locally developed form may be used in place of the PDE-408 to fulfill this requirement.

B. PROGRAM APPROVAL DOCUMENTATION

1. The approved career and technical education program is listed on the school's current PDE-320 (Pennsylvania Secondary Career and Technical Education) form or on the CATS system.

2. Locally documented school-wide and program specific information is on file. These records should include the action plan, signed assurances, evaluation, list of occupations, exit outcomes, occupational analysis source and list of planned courses/instruction.

3. Locally documented revisions to programs/plans of delivery made subsequent to initial approval are on file.

C. STUDENT ENROLLMENT DOCUMENTATION

1. Within the first school year of a student commencing planned courses/instruction in the program, each student must complete and sign an "Educational and Occupational Objectives for a Student Enrolled in an Approved Secondary Career and Technical Education Program" form (PDE-408 or a similar, locally developed form).

2. Each objectives form must contain the following information:

- a. The Classification of Instructional Program (CIP) code and CIP title of the approved vocational program in which the student is enrolled.
- b. The educational objective for which the student is preparing. This refers to the local title of the program in which the student is enrolled.
- c. The occupational objective for which the student is preparing. The objective should be an outcome of the program in which the student is enrolled. This objective may include additional post-secondary education and/or military service in order to secure employment.
- d. The student's signature and date prepared. Auditors will expect that this documentation occurred within the first school year of a student commencing planned courses/instruction in the program.

3. In addition to the information provided on the "Educational and Occupational Objectives for a Student Enrolled in an Approved Secondary Career and Technical Education Program" form (PDE-408 or similar, locally developed form), the Office of the Auditor General will review student records to determine if the courses taken by the student coincide with the planned courses/instruction documented for the program.

4. "Individual Data for Students in Approved Secondary Vocational-Technical Education Programs" (PDE-4504 or similar, locally developed form) is used to list students enrolled in each approved vocational program for each school year. The Office of the Auditor General will use this form as the basis for reviewing the "Education and Occupational Objectives for a Student Enrolled in an Approved Secondary Vocational-Technical Education Program" and documentation for planned

courses/instruction for each student listed.

5. "Membership Report for Approved Secondary Vocational-Technical Education Programs" (PDE-4014 or similar, locally-developed form) contains the data reported to Child Accounting for reimbursement. It should reflect all students enrolled in reimbursable vocational-technical education programs and should summarize the aggregate days membership (ADM) for the students listed on the PDE-4504 or similar form.