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STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

June 24, 2011

MEMORANDUM

TO: 2011-2012 TRAC Region Liaisons

FROM:  Patty Cantú, Ph.D.
Director, Office of Career and Technical Education

SUBJECT: 2011-2012 Technical Review, Assistance, and Compliance (TRAC)
Training Video Conference

The Michigan Department of Education, Office of Career and Technical Education (OCTE), has scheduled a TRAC Training session to assist your staff members in preparing for your upcoming TRAC monitoring visit. The training is designed to review, explain, and clarify the TRAC procedures and guidelines for monitoring compliance. Some of the topics covered and items reviewed at the training include:

- Details of the visit process
- Goals and objectives of the training
- Document preparation
- Clarification of areas of concern
- Document/evidence organization strategies
- Region's responsibilities
- TRAC compliance plan

Staff members responsible for any part of the TRAC process, coordination, and compliance are encouraged to attend. There is the option of attending face-to-face or via video conference. Please register at: https://mdoe.state.mi.us/fs_registration/. Handouts will be posted on the OCTE website August 1, 2011. If you have any questions please contact the OCTE TRAC Coordinator, Elizabeth Collins, by phone at 517-335-3149 or by email at collinse2@michigan.gov.

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