



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING


GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** May 11, 2020

**TO:** Local and Intermediate School District Superintendents  
Public School Academy Directors

**FROM:** Dr. Scott M. Koenigsknecht, Deputy Superintendent   
P-20 System and Student Transitions

**SUBJECT:** **UPDATED** Career and Technical Education Requirements FAQ During COVID-19 Closure – Memo #COVID-19-053

Due to the COVID-19 pandemic, the governor ordered the closure of all school buildings for the remainder of the 2019-2020 school year. This includes all state-approved career and technical education (CTE) programs directly run by intermediate school districts (ISDs) and local education agencies. This is an update to [MDE MEMO#COVID-19-038 UPDATED Career and Technical Education Requirements FAQ During COVID-19 Closure](#).

These frequently asked questions (FAQ) will be posted to the [OCTE website](#) under **COVID-19 Career and Technical Education** in addition to the [MDE website](#) (Guidance Memos) to clarify CTE requirements during this unprecedented situation. This FAQ will continue to be updated as necessary. The following questions have been updated:

Section	Question(s)
61.a1 and 61b State School Aid	4, 6 & 7
Reporting Requirements	2
CTE Programs	8, 9, 10, 11 & 12

For questions regarding this memo, please contact either Dr. Jill Kroll, CTE Supervisor at [krollj1@michigan.gov](mailto:krollj1@michigan.gov) or Dr. Joanne Mahony, CTE Supervisor at [mahonyj@michigan.gov](mailto:mahonyj@michigan.gov).

Attachment

cc: Michigan Education Alliance  
Confederation of Michigan Tribal Education Directors

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## **61.a1 and 61b State School Aid**

4. Are districts permitted to carry over 2019–2020 Section 61b formula funds?

Yes. An ISD may carry over 2019-2020 Section 61b formula funds to 2020-2021 but must request by November 30, 2020. To carry over the funds, please contact Joan Church at [Churchj@michigan.gov](mailto:Churchj@michigan.gov).

6. How will 2020-2021 Added Cost Section 61.a1 state school aid funding amounts be determined?

2020-2021 Added Cost Section 61.a1 state school aid funding amounts will be the same as the 2019-2020 amounts for each district due to the potential for student advancement through CTE programs to be inconsistently or adversely affected by the spring 2020 school building closure.

7. Due to the governor’s executive order to end all in-person instruction, our CTE EMC (and/or CTE Dual Enrolled) students were unable to complete the content of their second (or third) semester. Will the 2019-20 Section 61b funds be recaptured for this reason?

No. Section 61b funds will not be recaptured for inability to complete the content of CTE EMC or CTE dual enrollment courses due to the school closure. However, if it is determined that there were CTEIS reporting errors, or if a CTE EMC student was not coded 3500 (Early Middle College Participating), a Section 61b recapture may still be necessary, as in previous years.

## Reporting Requirements

2. How should school districts account for reduced instructional time as a result of COVID-19 school closures when reporting CTE program segments (sets of CTE program standards) in CTE course sections for the 2019-2020 school year?

Districts should accurately report the CTE program segments actually delivered in each course section when reporting CTE enrollments for 2019-2020, even if this means some students will not reach concentrator or completer status as planned. This will help OCTE in understanding and documenting the effect of COVID-19 on CTE student outcomes. Since the 2020-2021 61.a1 funding amounts will be the same as the 2019-2020 amounts, 2020-2021 funding will not be affected by any decrease in concentrators or completers. USED has instructed states not to modify their concentrator or completer definitions.

Example 1: Program A's instructional design covers segments 9, 10, and 11 during spring semester of year two of the program. Segment 11 requires hands-on instruction that the district was unable to provide in spring 2020. Due to reduced instruction time, less than 50% of the standards in segment 10 were actually covered. The district would report only segment 9 for this course section. Student course grades would follow district policy.

Example 2: Program B's instructional design covers segments 4, 5 and 6 during the third trimester of year 1 of the program. Program B's instructor provided instruction through written materials covering segment 4, and virtual instruction on segments 5 and 6 during April, May and June 2020, but some students were unable to participate in the virtual learning opportunities covering segments 5 and 6, and only received the content for segment 4. Students in program B would be reported in two separate course sections or subsections. The students who received only segment 4 would be reported in one section, and the students who received all three segments 4, 5 and 6 would be reported in a separate section. Student course grades would follow district policy.

## CTE Programs

8. In reference to the governor’s Executive Order 2020-65, what is considered “the end of the school year”?

The individual school district’s last day of school is considered the end of the school year for that district.

9. May a student who has not graduated attend a contracted training program after the school district’s last day of school?

The student may attend the contracted training program beginning July 1, 2020 consistent with the governor’s most current stay at home order criteria.

10. May a student who has graduated attend a contracted training program that is not being funded or coordinated by the local or intermediate school district after the individual school district’s last day of school?

Yes, consistent with the governor’s most current stay at home order criteria.

11. May a student who has graduated attend a contracted training program that is being funded or coordinated by the local or intermediate school district after the individual school district’s last day of school?

The student may attend the contracted training program beginning July 1, 2020 consistent with the governor’s most current stay at home order criteria.

12. May a student return to the local or intermediate school district career and technical education program after the individual school district’s last day of school?

The student may attend the local or intermediate school district career and technical education program beginning July 1, 2020 consistent with the governor’s most current stay at home order criteria.