



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** May 18, 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

Due to the COVID-19 pandemic, the governor ordered the closure of all schools 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-19-053 UPDATED Career and Technical Education Requirements FAQ During COVID-19 Closure.](#)

This Frequently Asked Questions (FAQ) will be posted to the [OCTE website](#) under **COVID-19 Career and Technical Education**. The updated (Guidance Memos) will be posted to the [MDE website](#) 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)
61a.(1) and 61b State School Aid Reporting Requirements	8 & 9
CTE Programs	3 & 4
	13

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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### **61a.(1) and 61b State School Aid**

8. May an ISD carryover the 2019-2020 61b(8) Planning Grant funds to 2020-2021?

Yes. An ISD may carryover 2019-2020 61b(8) Planning Grant funds through November 30, 2020. To carryover the funds, please contact Lisa Seigel at [Seigell@michigan.gov](mailto:Seigell@michigan.gov) by September 15, 2020.

9. If a district uses section 61a.(1) funds to pay a teacher an extra duty stipend for instruction, provided to make up for lost instruction time during school closure, will the extra duty stipend count as “program improvement for section 61a.(1)?”

No. Teacher salaries for instruction do not count as “program improvement” for section 61a.(1). The district should report the instruction under function code 127-CTE instruction, and object code 1970-Overtime salaries and extension of contract-Extra Duty Pay-Teaching. Note: The 4033 Expenditure Guidance will be updated to reflect this. [Chaperone of field trips and serving as CTSO advisor will continue to count as program improvement and should be reported under function code 127 and object code 1920—Professional-Educational].

### **Reporting Requirements**

3. Should CTE courses be reported in CTEIS as virtual or non-virtual since all students are now learning remotely?

According to MDE’s guidance, districts should proceed with TSDL requirements and report CTE courses in accordance with **how courses were classified at the time of closure** prior to COVID-19. Districts **should not** be re-designating all courses as virtual. Districts should follow this guidance when reporting in CTEIS.

4. If a college is extending a course during the 2019-2020 school year past June 30, 2020, how should the district report the course?

For state-approved CTE programs reported in CTEIS: MDE – OCTE policy is for districts to report courses that occur during the summer months on the following school year enrollment report. This includes college courses that are in session during the summer months. For the 2019-2020 school year, districts should follow this standard guidance when reporting courses that have been

unexpectedly extended beyond June 30, unless the district or college chooses to end the course by June 30 and award course grades of Incomplete. In this case the course section would be reported on the 2019-2020 enrollment report.

When a student receives a course grade of Incomplete, the segments reported for the course section are not recorded for the student. A student must receive a course grade of 2.0 or greater for the segments to be recorded. Students who received an incomplete may re-enroll in the course at a future time, such as in the Fall.

In a case where a course began Spring Semester, but was suspended to be resumed in Fall, districts should follow district policy and may choose to award students an incomplete and reenroll them in fall, or may choose to report the entire course section on the 2020-2021 enrollment report, consistent with MDE – OCTE policy regarding summer courses.

### **CTE Programs**

13. EO 2020-35 reads, "Decisions regarding the **awarding of credit**, the issuance of grades, and the use of pass or fail designations will be made at the district level by districts with due recognition of the impact of the COVID-19 pandemic." How does the EO 2020-35 apply to the State's Michigan Merit Curriculum (MMC) CTE Completer definition for purposes of granting Michigan Merit Curriculum flexibility credit during the 2019-2020 school year?

Districts have discretion in awarding MMC credit including credit awarded through the completion of a State Approved Career and Technical Education program.

The definition of a CTE Completer for CTE reports is different than the definition of a CTE program Completer for purposes of earning MMC credit. Customarily, for the purposes of earning MMC credit for graduation, the student must successfully complete all 12 segments and meet the district's definition of passing that meets the intent of the law.

For the 2019-2020 school year, a student may fulfill the Career and Technical Education Michigan Merit Curriculum flexibility options, including 4<sup>th</sup> year math related, 3<sup>rd</sup> science, 2<sup>nd</sup> foreign language and/or the Visual, Performing and Applied Arts requirements, through **enrollment** and receiving a **passing grade**, as defined by the school district, in the state approved career and technical education courses.