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## MEMORANDUM

TO: CTE Directors  
FROM: Jay Ramsey, State Director of Career Technical Education  
SUBJECT: Age Exception Prior Approval Procedure  
DATE: May 11, 2017

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This memo is intended to provide clarification to career technical education (CTE) directors about the procedure that should be followed to request prior approval from the Secretary of Education for a student below grade 10 or below the age of 16 in a non-graded education setting to access CTE.

### Background

Title 16, Chapter 37 §1551 of Vermont's Statutes establishes high level criteria for student eligibility to participate in CTE. These criteria require that the individual be a secondary student and that the student apply for and be accepted into the program. The statute also establishes that a general education development credential (GED) is not to be considered a high school diploma for the purposes of access to CTE.

The State Board of Education (SBE) in its Manual of Rules and Practices establishes additional and more specific eligibility criteria for access to CTE. The SBE outlines additional details about grades and, in some cases, age. SBE Rule 2371(3) requires the *prior* approval of the [Secretary]. There are two categories of students mentioned in this rule:

1. those that are below age 16 in a non-graded education setting, and
2. those that are below the 10<sup>th</sup> grade.

### Procedure

At any point during a school year, if a CTE center has student applicants that fit into either of the categories above, approval of the Secretary of Education must be requested prior to accepting or notifying students of their acceptance.

The request comes in two parts:

1. An e-mail to me at: [jay.ramsey@vermont.gov](mailto:jay.ramsey@vermont.gov) letting me know that an "early access waiver" is being submitted. For the sake of privacy and confidentiality, no other information should be in the e-mail.
2. Using the Globalscape secure FTP server (used for the CTE database transmittals), a letter should be submitted that contains the following information:
  - student legal name, age, grade level, home address, parent/guardian names, the program requesting access to, sending school and contact at sending school (if

applicable), and statements that the student has the maturity level to be successful in the program (or not as the case may be) and that the student has applied to and met the admissions criteria established by the CTE center and the program.

**The file name convention should be:** "SY xx-xx, center name, student last name, REQUEST" (for instance: SY 17-18 CVCC Ramsey REQUEST)

The Agency will confirm receipt of the request.

An approval/denial letter will be sent to the CTE center director, or other individual as requested in the letter within 2 weeks of the request. Letters of approval should be maintained in the student's file at the center. The approval/denial letter will also be sent via Globalscape with an e-mail informing you that it is there.

The Agency will validate regular CTE program database entries for all students below 10<sup>th</sup> grade and under age 16 in a non-graded educational setting to ensure proper approvals were obtained.