

**Career and Technical Education
Monitoring and Technical Assistance Report “Cheat Sheet”
SY 20__ - 20__**

School: Aloha High School	Date of Monitoring: March __, 2015
Monitoring Visitation Team Members Present: All members of monitoring team. LIST by name, title/position, level/org/program.	

**CTE Program Focus for the school year, in accordance with the Perkins Required Uses:
Relate to Perkins Required Uses 1-9.**

**Overall School CTE Program commendations and recommendations:
SCHOOL-WIDE or DEPARTMENT-WIDE scope.**

Example: CTE initiated Common Core State Standards in English Language Arts department-wide use of SBAC Argumentative Writing Rubric for culminating unit assessment evidence.

**Specific CTE course issues/concerns, commendations and recommendations:
Organized by CTE pathway, programs of study, and/or course(s).**

Examples:

Concerns: IET resource requests by course/program of study exceed funds available in any one school year.

Commendations: IET pathway teachers leveraged funds for mobile cart and laptops purchase to be used by all teachers in pathway according to a coordinated schedule based on units of study.

Recommendation: Coordinate dialogue and discussion within CTE department to coordinate resource requests on rotation by pathway, programs of study in order to leverage innovation and technologies equitably.

**Fiscal accountability issues/concerns, commendations and recommendations:
Organized by use of fund(s).**

Examples: Perkins allowable/unallowables, “supplanting,” off-ratio position(s), Perkins Required Uses, and/or evidence of impact on student achievement in programs of study.

School concerns and questions:

Organize according to scope, similar to sections above.

Example: Overall school CTE Program, CTE pathway/program of study/course.

**State/District/School Follow-up Actions: ANY ACTION ITEMS WILL NEED A RESPONSE BY
DECEMBER of NEXT/UPCOMING SCHOOL YEAR following Monitoring Visit.**

Follow-up Action	Person Responsible
Organized by Recommendations made in the above sections and/or concerns and questions.	Assigned by state, district, or school level roles and responsibilities.

Report Submitted by: District Resource Teacher @ Monitoring

Date Submitted: Date of completion of FINAL Monitoring Report