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To: High School Principals
From: Career and Technical Education Unit, Office of Portfolio Development
Re: The CTE Technical Endorsement on High School Graduation Diplomas

This memo is intended to clarify the eligibility of students for the CTE technical endorsement upon their graduation from a New York City high school. Information below also addresses the use of the physical endorsement on a student's diploma and the use of ATS codes for appropriately documenting these students upon graduation.

Eligibility Criteria

The use of CTE distinction (i.e.: Regents diploma with CTE Endorsement) must only be used for students who have completed a **State Approved CTE Program of Study**. A list of all the currently approved CTE Programs of Study can be found at the State's website: <http://www.emsc.nysed.gov/cte/ctepolicy/Approved.htm> under New York City Department of Education by school. If a student has completed a CTE Program of Study that is **not** on this list under your school name, they are **not** eligible for the endorsement and should **not** be coded as such.

According to the New York State Education Department document entitled, "[Technical Endorsement on Diploma](#)" students enrolled in an approved CTE program of study and who successfully complete all requirements earn a technical endorsement to be affixed to their high school diploma. [C.R. 100.5(d)(6)(ii)(b) p.11]. Requirements leading to the technical endorsement include:

Student requirements

- Completion of a minimum of 22 units of credit** (Equivalent to 44 NYC Credits) as set forth in Commissioner's Regulations 100.5(a)(3) and 100.5(d)(6)(ii)(a)(2);
- Passing grades on 5 required Regents examination(s) or approved alternatives (100.2[f]); and
- Successful completion of a 3-part technical assessment (written, demonstration, project components) [C.R. 100.5(d)(6)(f)(6)].

Program requirements:

- Completion of work-based learning experiences as provided by the approved program [C.R. 100.5(d)(6)(iv)(a)(2)(iv)]; and
- Completion of a work-skills employability profile.

We recognize there are many programs of study in operation or under development that are eligible for VTEA funding and may also meet the qualifications for State program approval. Our on-going efforts are to ensure that all eligible programs that are of quality earn State Education Department endorsement. We are committed to providing timely and appropriate information, targeted support to ensure New York City students have access to quality State approved programs of study. If you have questions about your particular programs of study at your school, please contact Miriam Sondheimer at msondheimer@schools.nyc.gov .

Actual Diploma Endorsement

The technical endorsement is imprinted on a seal to be affixed to the diploma and includes the phrase, *Career and Technical Endorsement*. Additional information on the specific design of the endorsement seal is provided to a school upon notification of CTE program approval.¹ (**Note:** in New York City, upon program approval, you will be contacted to pick up a crimper to endorse eligible diplomas).

Identification of Graduates in ATS

Once the above requirements are met and the program is State approved, schools will need to ensure the proper identification of all CTE students upon discharge. This will require that all schools review the ATS coding for all students designated as earning a CTE endorsed diploma to ensure the final year-end data is correct. Please keep in mind only students enrolled in a State approved program of study can earn a CTE distinction on their diploma. If a student has completed a CTE Program of Study that is **not** under the school name on the State approved list of approved programs: <http://www.emsc.nysed.gov/cte/ctepolicy/Approved.htm>, they are **not** eligible to receive a Technical Endorsement and should not be coded as such.

In order to ensure the most accurate data for the following year's Progress Report schools will need to identify all students with Career and Technical Education distinctions in ATS. Proper use of the ATS codes 46, 60 and 62 on the DISC and GRDT screens will ensure an accurate accounting of a student's graduation designation. Please use the following instructions to ensure students are correctly coded for discharge in ATS:

When graduation codes 27, 28, 47, and 62 are entered on the DISC or GRDT screens, the user will have the option to enter a diploma type corresponding to an Arts or CTE distinction. If a student did not earn an Arts or CTE distinction, the field should be left blank.

¹ New State Department of Education Document: Technical Endorsement on Diploma, <http://www.emsc.nysed.gov/cte/ctepolicy/docs/techendorsedip.doc>

The two ATS screen shots below (from DISC and GRDT) show where the diploma type can be entered.

DISC Discharge Screen

```

PROFILE 02-M-400      New York City Public Schools      05-30-08 19:00:03
BIOG0230-TEST-T      Discharge Student      00050-JMEGLIN
==>
NAME: RICHARD MENDEZ      DOB: 02/02/89  SEX: M  STUDENT ID: 254 233 315
  DISC CODE:  _  DISC DATE:  _ / _ / _  DIPLOMA TYP/DISC REASON:  _
DISC PENDING:  _  DISC CONFIRM DTE:  _ / _ / _  OPEN 407:  _
      RECORDS SENT DATE:  _ / _ / _  POST-SEC IND:  _
PLAN INTERVIEW OR LETTER DATE:  _ / _ / _
OLD ADDRESS:
  HOUSE NO: 216  STREET: WEST 102 STREET      APT NO: 7E
      CITY: NEW YORK      STATE: NY      ZIP: 10025
      BORO: M      DIST: 03  PHONE: 212 666 9761
NEW ADDRESS:
  HOUSE NO:  _  STREET:  _  APT NO:  _
      CITY:  _  GEO (STATE/COUNTRY):  _  ZIP:  _
      BORO:  _  DIST:  _  PHONE:  _  UPDT ADLT ADDR: Y
SCHOOL LOCATION: DIST  BORO  SCHOOL      SCHOOL NAME
      GOING TO:  _  _  _
COMMENTS:  _
Make changes to this data as required
F1/Help  F2/Save  F3/Quit-return  F4/Lookup  F5/  F6/
F7/  F8/  F9/Refresh  F10/  F11/  F12/Exit
  
```

GRDT—Mass Discharge Entry Screen

```

PROFILE 02-M-400      New York City Public Schools      05-30-08 19:07:16
BIOG0650-TEST-T      June Graduation Screen      00050-JMEGLIN
==>
                                     PAGE 1 OF 9
SCHOOL: 400  GRADE: 220  OFFICIAL CLASS:  STUDENT ID:
NAME      STUDENT ID  DOB  GRADE GL  CLS  T  CODE  L  DPL  POST  CAN
-----
BALLO, AICHATA      206 570 848  12/08/90  220  12  802  L  27  E  _  _
BEDOYA, KIARA      255 010 613  06/19/89  220  12  801  _  _  _  _
BENNETT, DANIELLE  207 581 463  10/01/90  220  12  801  _  _  _  _
BEY, CHETE      203 260 971  12/11/89  220  12  801  _  _  _  _
BIELAWSKI, PIOTR  207 603 184  08/24/88  220  12  801  _  _  _  _
CASSIDY, ERIN      255 404 212  09/20/90  220  12  802  _  _  _  _
CASTRO, BRIAN      255 750 150  02/23/90  220  12  803  _  _  _  _
CHANTANAPOKUL, THUNCH  255 163 164  12/17/90  220  12  802  _  _  _  _
CHEN, LORRAINE      255 543 993  09/29/90  220  12  802  _  _  _  _
CHENG, MAY MAY      255 609 844  04/04/90  220  12  802  _  _  _  _
Make changes to this data as required
F1/Help  F2/Save  F3/Quit-return  F4/Lookup  F5/Print  F6/
F7/  F8/Forw  F9/Refresh  F10/  F11/  F12/Exit
  
```

Diploma types for the applicable graduation codes are listed below:

Code 27: Received High School Regents Endorsed Diploma

- Regents diploma (leave “diploma type” blank)
- Regents diploma with approved Arts sequence acknowledgement (3-unit Arts sequence)
- Regents diploma with approved Arts sequence acknowledgement (5-unit Arts sequence)

Note: a High School Regents Endorsed Diploma with Career and Technical Education (CTE) endorsement has a separate graduation code (code 46).

For Discharge code 27, the F4 look-up will appear as follows:

Look-up for Discharge code 27

PROFILE 02-M-400	New York City Public Schools	05-30-08 19:08:48
ATS0100-TEST-T	Discharge Reason	00050-JMEGLIN
==>		PAGE 1 OF 1
		TABLE: 208
CODE	DESCRIPTION	SPEC
=====	=====	=====
E	ARTS SEQUENCE, 3-UNIT	27
F	ARTS SEQUENCE, 5-UNIT	27
Place cursor next to selection desired and press F2		
F1/Help	F2/Select	F3/Quit-return
F4/	F5/Srt by desc	F6/
F7/	F8/	F9/Refresh
F10/	F11/	F12/

Code 28: Received High School Regents Diploma with Honors

- Regents diploma with Honors (leave “diploma type” blank)
- Regents diploma with Honors with approved Arts sequence acknowledgement (3-unit Arts sequence)
- Regents diploma with Honors with approved Arts sequence acknowledgement (5-unit Arts sequence)
- Regents diploma with Honors with Career and Technical Education (CTE) endorsement

For Discharge code 28, the F4 look-up will appear as follows:

Look-up for Discharge code 28

PROFILE 02-M-400	New York City Public Schools	05-30-08 19:10:17
ATS0100-TEST-T	Discharge Reason	00050-JMEGLIN
==>		PAGE 1 OF 1
		TABLE: 208
CODE	DESCRIPTION	SPEC
=====	=====	=====
E	ARTS SEQUENCE, 3-UNIT	28
F	ARTS SEQUENCE, 5-UNIT	28
G	CTE ENDORSEMENT	28
Place cursor next to selection desired and press F2		
F1/Help	F2/Select	F3/Quit-return
F4/	F5/Srt by desc	F6/
F7/	F8/	F9/Refresh
F10/	F11/	F12/

Code 47: Received High School Advanced Regents Diploma

- Advanced Regents diploma (leave “diploma type” blank)
- Advanced Regents diploma with approved Arts sequence acknowledgement (5-unit Arts sequence)

Note: a High School Advanced Regents Diploma with Career and Technical Education (CTE) endorsement has a separate graduation code (code 60).

For Discharge code 47, the F4 look-up will appear as follows:

Look-up for Discharge code 47

PROFILE 02-M-400	New York City Public Schools	05-30-08 19:10:35
ATS0100-TEST-T	Discharge Reason	00050-JMEGLIN
==>		PAGE 1 OF 1
		TABLE: 208
CODE	DESCRIPTION	SPEC
=====	=====	=====
F	ARTS SEQUENCE, 5-UNIT	47



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Place cursor next to selection desired and press F2
F1/Help    F2/Select  F3/Quit-return F4/          F5/Srt by desc F6/
F7/        F8/        F9/Refresh    F10/         F11/          F12/

```

Code 62: Received High School Advanced Regents Diploma with Honors

- Advanced Regents diploma with Honors (leave “diploma type” blank)
- Advanced Regents diploma with Honors with approved Arts sequence acknowledgement (5-unit Arts sequence)
- Advanced Regents diploma with Honors with Career and Technical Education (CTE) endorsement

For Discharge code 62, the F4 look-up will appear as follows:

Look-up for Discharge code 62

```

PROFILE 02-M-400          New York City Public Schools          05-30-08 19:11:0
ATS0100-TEST-T          Discharge Reason                      00050-JMEGLIN
==>                                                                PAGE 1 OF 1
                                                                TABLE: 208

```

CODE	DESCRIPTION	SPEC
F	ARTS SEQUENCE, 5-UNIT	62
G	CTE ENDORSEMENT	62

```

Place cursor next to selection desired and press F2
F1/Help    F2/Select  F3/Quit-return F4/          F5/Srt by desc F6/
F7/        F8/        F9/Refresh    F10/         F11/          F12/

```

If you have questions about data entry and/or use of these ATS screens, please email datamanagement@schools.nyc.gov or call 212-374-4253.