

SUBMISSION INFORMATION FOR CAREER AND TECHNOLOGY EDUCATION ITEMS – CC (POSTSECONDARY)

The purpose of this document is to provide information on how to submit information and whom to notify.

| CTE CATEGORY | CTE ITEM | LOCATION | LINK | NOTIFY | EMAIL | COPY | COMMENTS |
|---|--|------------------------------|---|--|--|--|---|
| List "A" | List "A" and List "A" Verification | Mdctedata.org | https://www.mdctedata.org/cc/index.php | Nancy Hauswald | nancy.hauswald@maryland.gov | | List A verifications are performed annually online in September. Once verified, MSDE staff is electronically notified. Email additions and changes to Nancy Hauswald |
| Enrollment Data | Student Enrollment/Outcome Data | MSDE Secure Transport Server | https://sst.msde.maryland.gov | Nicassia Belton | nicassia.belton@maryland.gov | | |
| Equipment Inventory | Equipment | DocuShare | http://docushare.msde.state.md.us/docushare/dsweb//HomePage | Denise Wildy | Ethel.wildy@maryland.gov | | |
| Grants | Amendments – Budget, Programmatic, Other | DocuShare | http://docushare.msde.state.md.us/docushare/dsweb//HomePage | Jeanne-Marie S. Holly | jeanne-marie.holly@maryland.gov | Appropriate Regional Coordinator | Once the document(s) is/are uploaded, please send an e-mail to Jeanne-Marie S. Holly. Please do not attach the same documents to the e-mail that have been uploaded to DocuShare. We will download it/them from DocuShare. |
| Grants | CTE Reserve Fund Applications | DocuShare | http://docushare.msde.state.md.us/docushare/dsweb//HomePage | Jeanne-Marie S. Holly | jeanne-marie.holly@maryland.gov nina.roa@maryland.gov | Appropriate Regional Coordinator, Nina Roa | Once the document(s) is/are uploaded, please send an e-mail to Jeanne-Marie S. Holly. Please do not attach the same documents to the e-mail that have been uploaded to DocuShare. We will download it/them from DocuShare. |
| Grants | Final Financial Report | MSDE Web site | http://www.marylandpublicschools.org/programs/Pages/CTE/PerkinsIV/Reports-Postsecondary.aspx | Mailed to address on the form | | | Parts I and II are downloaded, completed, and then mailed in. |
| Grants | Reports - Interim Program Report; Final Program Report | DocuShare | http://docushare.msde.state.md.us/docushare/dsweb//HomePage | Jeanne-Marie S. Holly | jeanne-marie.holly@maryland.gov | Appropriate Regional Coordinator | Once the document(s) is/are uploaded, please send an e-mail to Jeanne-Marie S. Holly. Please do not attach the same documents to the e-mail that have been uploaded to DocuShare. We will download it/them from DocuShare. |
| LAUPL (Locally Agreed Upon Performance Levels) | LAUPL | DocuShare | http://docushare.msde.state.md.us/docushare/dsweb//HomePage | Jeanne-Marie S. Holly | jeanne-marie.holly@maryland.gov | | |
| Perkins Plan | CTE Local Plan for Program Improvement | Web-based | http://perkins.msde.state.md.us/Default.aspx | We will download the Plans by the due date or earlier if you notify the Regional Coordinator that it is ready for MSDE's review. If a plan is missing, you will be notified. | jeanne-marie.holly@maryland.gov | Appropriate Regional Coordinator | Username begins with mpgs. For password recovery, contact Rosemary Bitzel rosemary.bitzelwallace@maryland.gov |
| Pell Grant | | DocuShare | http://docushare.msde.state.md.us/docushare/dsweb//HomePage | Jeanne-Marie S. Holly | jeanne-marie.holly@maryland.gov | Appropriate Regional Coordinator | |