



APPLICATION FOR PARTICIPATION

Pathways in Technology Early High School (P-TECH) Supplemental College Grant FY23

Maryland State Department of Education

200 West Baltimore Street
Baltimore, Maryland 21211

Deadline

Fall (10/21/22), Spring (3/3/23) and Summer (6/2/23)
No later than 5:00 pm EST

MARYLAND STATE DEPARTMENT OF EDUCATION

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Kevin Bokoum (Student Member)

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Instructions

Complete this application electronically by typing directly into the fillable fields and charts. Do not alter or remove sections. When finished, save the application document as a pdf to your computer and obtain appropriate signatures. The completed Application should be saved as a pdf and emailed to:

Kellise Williamson, Career Programs and Early College Specialist
Division of Career and College Readiness
Maryland State Department of Education
Phone: 410-767-0319

Email: Kellise.Williamson@maryland.gov

Project Narrative (10-page limit)

LIST OF COLLEGE COURSES

Use the following sample table to list the college courses that P-TECH students will enroll in the identified session (fall, spring, summer). Include dates (month/date/year) courses are offered and align the courses to the specific associate degree pathway of the P-TECH program.

College Course Title and Number	Session (fall, spring, summer) Include the dates that the course was offered (mm/day/yr – mm/day/yr)	Associate degree
Example: English 101	Fall (August 25, 2019 – Dec 20, 2019)	Information Technology

COURSE ROSTER(S) FOR EACH COURSE

Include a student roster for each college course that includes the list of P-TECH students enrolled. **Do not include student names.** Use an alternative identifier such as student identification numbers. All enrolled P-TECH students should be listed on the roster for each course. Rosters must be verified by both the P-TECH College Liaison and the P-TECH School Administrator with both signatures appearing on the document in blue ink.

P-TECH STUDENT PROGRESS EVALUATION (FALL REQUESTS ONLY)

To ensure students are receiving appropriate resources to support their P-TECH pathways, community colleges must inform P-TECH high school administrators of student progress on a frequent and consistent basis. In this section, develop a process and timeline to inform the P-TECH high school of student progress in a timely manner.

List name(s) and/or position(s) of community college personnel who will be responsible for collecting student data to report to the P-TECH high school.

Click or tap here to enter text.

Identify the name(s) and/or position of the person(s) at the P-TECH high school who should receive the collected student data.

Click or tap here to enter text.

What evidence will be used to determine P-TECH student success in college courses?

Click or tap here to enter text.

Discuss what intervention strategies will be used in collaboration with the P-TECH high school when students are not progressing through college courses.

Click or tap here to enter text.

What steps will be used to ensure all appropriate personnel are informed of student progress?

Click or tap here to enter text.

P-TECH STUDENT WEEKLY PROGRESS REPORT (FALL REQUESTS ONLY)

The P-TECH Student Weekly Progress Report will be the document used by the community college to inform the P-TECH High School of student progress.

In a separate document, develop a form to be used as the **P-TECH Student Weekly Progress Report**, using the sample below. The P-TECH Student Weekly Progress Report should include the course title, course instructor name, semester, week of report, student names (or identifiers), number of classes missed within the week, currently passing/failing, missing assignments, student progress notes, name/signature of person completing the report, and date of report.

P-TECH Student Weekly Progress Report				
Course: _____		Semester: _____		
Instructor: _____		Week of Report: _____		
Student Name/Identifier	Number of Classes Missed this week	Currently Passing or Failing	Missing Assignments	Student Progress Notes
Name of person completing the report: _____				
Signature: _____ Date: _____				

***This is only an example. Community Colleges may develop forms that combine multiple courses and/or provide more extensive student data, based on the needs of the P-TECH high school ***

Budget Appendices (no page limit)

The following Appendices must be included in the proposal for funding, but do not apply to the page limit of the Project Narrative.

- [Budget \(Appendices A, C, E1 and E2\) C-125 forms](#) Please be sure all required signatures are signed in **blue ink** by the appropriate financial officer and college leader:
 - **Tuition and Fees Calculator Spreadsheet (Budget Appendix A)**: Use the first tab for the initial Fall grant request; second tab for the Spring amendment request and third tab for the summer amendment request.

Use Appendix A to calculate the tuition and mandatory fees for each college course in which P-TECH students are enrolled or will enroll over the college academic year.
 - **Postsecondary Budget C-1-25 Form (Budget Appendix C)**: (*only required for initial Fall (October 7, 2022) grant request*).

Be sure Appendix C is signed in **blue ink** by the financial officer.
 - **Postsecondary Grant Change Request Form and Budget Amendment (Budget Appendices E1 and E2)**: Use only for Spring and Summer amendment requests; and
- **Appendix D**: A [signed recipient assurances page](#)
- **Appendix F**: Grant Information Survey Form (*only required for initial Fall request*)

The State share of a P-TECH Supplemental College Grant shall be calculated and distributed by the State to college partners and equals:

- 50% for counties that received a Disparity Grant in the prior fiscal year; or
- 25% for counties that did not receive a Disparity Grant in the prior fiscal year.