

**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

**APPLICATION FOR PARTICIPATION**

MARYLAND STATE DEPARTMENT OF EDUCATION



**Mohammed Choudhury**State Superintendent of Schools
Secretary-Treasurer, Maryland State Board of Education

**Deann M. Collins, Ed D.**Deputy Superintendent, Teaching and Learning

**Nina Roa**Director of Finance and Legislation for Career Programs, Division of Career and College Readiness

**Larry Hogan**Governor

MARYLAND STATE BOARD OF EDUCATION

**Clarence C. Crawford**President, Maryland State Board of Education

Charles R. Dashiell, Jr., Esq. (Vice President)

Shawn D. Bartley, Esq.

Gail Bates

Chuen-Chin Bianca Chang

Susan J. Getty, Ed.D.

Vermelle Greene, Ph.D.

Jean C. Halle

Dr. Joan Mele-McCarthy

Rachel L. McCusker

Lori Morrow

Brigadier General Warner I. Sumpter (Ret.)

Holly C. Wilcox, Ph.D.

Kevin Bokoum (Student Member)

**Table of Contents**

[Proposal Cover Page (1 page) 3](#_Toc108610877)

[Project Narrative (10-page limit) 4](#_Toc108610878)

[List of College Courses ………………………………………………………………………………………………………………………4](#_Toc108610879)

[Course Roster(s) for Each Course ………………………………………………………………………………………………………4](#_Toc108610880)

[P-TECH Student Progress Evaluation (FALL Requests Only) ………………………………………………………………4](#_Toc108610881)

[P-TECH Student Weekly Progress Report (FALL Requests Only) ……………………………………………………….5](#_Toc108610882)

[Budget Appendices (no page limit) 6](#_Toc108610883)

# 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 an 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

# Proposal Cover Page (1 page)

Program Name: **Pathways in Technology Early High School (P-TECH) Supplemental College Grant**

Institution/Agency Name: Click or tap here to enter text.

Institution/Agency Address: Click or tap here to enter text.

Starting Date: Click or tap here to enter text.

Ending Date: Click or tap here to enter text.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of P-TECH College Representatives (list all college contacts)** | **Name of Position** | **Phone:** | **Email:** |
| Click or tap here to enter text. |  | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. |  | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. |  | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. |  | Click or tap here to enter text. | Click or tap here to enter text. |

Amount of request for grant period (July 1, 2022 – June 30, 2023): $ Click here to enter amount.

Estimated Annual Cost of Program/Project and Type of Funds Federal $ enter amount

(Should agree with Proposed Budget) State/Local $ enter amount

Other $ enter amount

|  |  |
| --- | --- |
| Signature of P-TECH College Liaison  |  |
| Signature of Community College Leadership  |  |

# 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](https://www.marylandpublicschools.org/programs/Pages/CTE/PerkinsV/Budget-and-Budget-Amendments.aspx) **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](https://www.marylandpublicschools.org/about/Documents/Grants/GrantRecipientAssurances.pdf)
* **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.