

Date

Name

Title (Superintendent/College President)

Organization

City, State Zip

Dear [Enter Name],

Thank you for hosting us at your facility for an on-site visit. The United States Department of Education's Office of Career Technical and Adult Education (OCTAE) and the Office for Civil Rights (OCR) require state agencies to facilitate reviews of school systems to ensure that all students have equitable access to CTE programs of study in alignment with federal requirements. During the 2023-2024 school year, the Maryland State Department of Education's (MSDE) Office of College and Career Pathways facilitated a Methods of Administration (MOA) Monitoring Review for [LEA].

The review process evaluated compliance with the following federal requirements:

- [Strengthening Career and Technical Education for the 21st Century Act \(Perkins V\)](#)
- [Guidelines for the Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Vocational Education Programs \(MOA Guidelines\) \(34 C.F.R. Part 100, Appendix B\)](#)
- [Title VI of the Civil Rights Act of 1964 \(34 C.F.R. Part 100\)](#)
- [Title IX of the Education Amendments of 1972 \(34 C.F.R. Part 106\)](#)
- [Section 504 of the Rehabilitation Act of 1973 \(34 C.F.R. Part 104\)](#)
- [Title II of the Americans with Disabilities Act of 1990 \(28 C.F.R. Part 35\)](#)
- [The Individuals with Disabilities Education Act \(IDEA\), as amended, and the U.S. Department of Education's implementing regulations at 34 CFR Part 300 \(P.L. 101-476;20 U.S.C. § 1400\)](#)

This Letter of Finding (LOF) summarizes MDSE’s visit and any required corrective actions across three significant areas of review:

- I. Access**
  - a. Civil Rights Assurances and Administrative Requirements
  - b. Recruitment, Admissions, and Counseling
- II. Equity**
  - a. Accessibility
  - b. Comparable Facilities
  - c. Services for Students with Disabilities
  - d. Financial Assistance
- III. Quality**
  - a. Work-study, Cooperative Programs, and Job Placement
  - b. Employment

<INSERT SCHOOL> demonstrated compliance with <#> criteria and non-compliance with <#> criteria. The attached report details areas of compliance and non-compliance with federal requirements and corrective actions for the school system.

The table below provides a bulleted list of compliance and non-compliance areas based on the review process. The [MOA Desk Audit Toolkit](#) provides an in-depth analysis of the artifacts reviewed.

Areas of Compliance	Areas of Non-Compliance

To address areas of promise, the school system must submit its completed Voluntary Compliance Plan to the Office of College and Career Pathways using the [Maryland MOA Compliance Plan Template](#). To assist with the completion of this document, your organization should:

1. Identify the individual(s) responsible for completing each area of non-compliance on behalf of the organization.
2. Address each item of noncompliance.
3. Describe the corrective action that Roosevelt High School will take to remedy each area of noncompliance.

4. Specify the target completion date (month and year) for each area of noncompliance; and,
5. Provide a brief narrative statement detailing how the completed remedy will be reported to, and verified by, OSSE.

The Maryland MOA Compliance Plan form is due by [60 days after the visit.] We appreciate your commitment to ensuring that all students have equitable learning experiences.

Sincerely,

**Richard Kincaid**

Executive Director

Office of College and Career Pathways

Cc:

Tiffany DeJesus, Director of Operations, Accountability, and Strategy

Brice Thomas, Coordinator of Equity and Civil Rights for Career Programs

LEA CTE Director

LEA Facilities Director