

**Maryland State Department of Education  
Career and Technical Education (CTE)**

**DUE DATES**

Fiscal Year 2022  
July 1, 2021 - June 30, 2022

<b>Due Date*</b>	<b>Plans/Reports/Data</b>	<b>Secondary</b>	<b>Postsecondary</b>
7/23/2021	Submit CTE student data in the End of Year (EOY) Attendance via MODE	X	
7/30/2021	Final Narrative Progress Reports due for all FY 2021 Grants	X	X
7/30/2021	Locally Developed CTE Programs of Study Proposals Due	X	
9/3/2021	Submit CTE student data in the MSDE Student, Grade, Course, Teacher (SCGT) via MODE.	X	
9/10/2021	Submit CTE student data in the MSDE High School Data Collection (HSDC) via MODE.	X	
9/10/2021	Submit CTE student Single Parent data via MSDE Secure Server.	X	
9/15/2021	CTE Data should be submitted in accordance with the Postsecondary CTE Data Collection and Reporting Specifications and Procedures Manual.		X
9/30/2021	Annual Equipment Inventory Reports Due	X	X
9/30/2021	Final Annual Financial Reports (AFR) due for all FY 2021 Grants	X	X
9/30/2021	List A Verifications Due	X	X
10/15/2021	P-TECH Enrollment File and P-TECH Outcome Files	X	
10/15/2021	P-TECH Funding File	X	
10/29/2021	Locally Developed CTE Programs of Study Proposals Due	X	
10/29/2021	P-TECH Fall Validation File	X	
10/29/2021	FY 2021 Equipment Inventory Purchase and Disposition Reports Due	X	X
11/19/2021	Financial Literacy Education Update Due	X	
1/17/2022	Interim (Mid-Year) Narrative Progress Reports for FY 2022 Due	X	X
2/1/2022	Postsecondary FY 2021 Pell Grant Recipient Reports due for FY 2023 Perkins Funding		X
2/25/2022	Locally Developed CTE Programs of Study Proposals Due	X	
5/2/2022	FY 2023 Perkins Local Applications Due	X	X
5/16/2022	Amendment Request Deadline for FY 2022 Grants	X	X
6/15/2022	Questionnaire for Work-Based Learning Students for 2022	X	
6/15/2022	Pre-Graduate Survey of High School Graduates, Class of 2022	X	

**\*\* Maryland State CTE Programs of Study may be submitted at any time to DocuShare**

**Useful Web Links:**

[MSDE Perkins V Webpages](#)

[MDCTEData.org website](#)

[DocuShare](#)

<b><i>CTE CATEGORY</i></b>	<b><i>CTE ITEM</i></b>	<b><i>DUE DATE</i></b>	<b><i>LOCATION</i></b>	<b><i>NOTIFY</i></b>	<b><i>COPY</i></b>	<b><i>COMMENTS</i></b>
<b><u>List "A"</u></b>	List "A" Programs	Ongoing	<a href="#">DocuShare</a>	<a href="#">Dean Kendall</a>	Appropriate Regional Specialist	List A is updated as new programs are added/approved. Email requests to add a postsecondary program of study to your List A to Dean Kendall and copy your Regional Specialist.
<b><u>List "A"</u></b>	List "A" Verification	9/30	<a href="#">DocuShare</a>	<a href="#">Dean Kendall</a>	Appropriate Regional Specialist	List A verifications are performed annually in September via Excel spreadsheets sent by MSDE for your review.
<b><u>Enrollment and Outcome Data</u></b>	Student CTE Enrollment and Outcome Data	9/15	<a href="#">MSDE Secure Transport Server</a>	<a href="#">Nicassia Belton</a>		Community College student CTE enrollment/outcome data and the Technical Skills Assessment file for the most recently completed reporting year is collected by October 15 <sup>th</sup> .
<b><u>Equipment Inventory</u></b>	Equipment	9/30	<a href="#">DocuShare</a>	<a href="#">Pamela Clay</a> <a href="#">Dean Kendall</a> <a href="#">Barbara Webb</a> <a href="#">Traci Verzi</a>		Notify your Regional Specialist via email after uploading to DocuShare the annual Equipment Purchase and Disposition Reports, due by September 30 <sup>th</sup> for the previous year.
<b><u>Grants</u></b>	Budget and Programmatic Amendments, Other	Provided in award notification	<a href="#">DocuShare</a>	<a href="#">Nina Roa</a>	Appropriate Regional Specialist	Once the document(s) is/are uploaded, send an e-mail to Nina Roa and copy your Regional Specialist. Please do <b>not</b> attach the documents to the notification e-mail. We will the download the materials from DocuShare upon notification.
<b><u>Grants</u></b>	CTE Reserve Fund Applications, Interim Reports, Final Reports	Appl: varies Interim: 1/15 Final: 7/31	<a href="#">DocuShare</a>	<a href="#">Jennifer Griffin</a>	Appropriate Regional Specialist	Once the document(s) is/are uploaded, send an e-mail to Jennifer Griffin and copy your Regional Specialist. Please do <b>not</b> attach the documents to the notification e-mail. We will the download the materials from DocuShare upon notification.
<b><u>Grants</u></b>	Final Annual Financial Report (AFR)	9/30	<a href="#">DocuShare</a>	<a href="#">Nina Roa</a>		The document template is downloaded from the MSDE web site. Once completed, upload the document to DocuShare, then notify Nina Roa via email.
<b><u>Grants</u></b>	Perkins Formula Applications, Interim Program Reports and Final Program Reports	Appl: varies Interim: 1/15 Final: 7/31	<a href="#">DocuShare</a>	<a href="#">Nina Roa</a>	Appropriate Regional Specialist	Once the document(s) is/are uploaded, send an e-mail to Nina Roa and copy your Regional Specialist. Please do <b>not</b> attach the documents to the notification e-mail. We will the download the materials from DocuShare upon notification.

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<b><u>Grants</u></b>	Maryland Innovation Grant Applications, Interim Reports, Final Reports	Appl: varies Interim: 1/15 Final: 7/31	<a href="#">DocuShare</a>	<a href="#">Jennifer Griffin</a>	Appropriate Regional Specialist	Once the document(s) is/are uploaded, send an e-mail to Jennifer Griffin and copy your Regional Specialist. Please do <b>not</b> attach the documents to the notification e-mail. We will the download the materials from DocuShare upon notification.
<b><u>Grants</u></b>	P-TECH Grants/Applications, Interim Reports, Final Reports	Appl: varies Interim: 1/15 Final: 7/31	<a href="#">DocuShare</a>	<a href="#">Nina Roa</a>		Once the document(s) is/are uploaded, send an e-mail to Nina Roa. Please do <b>not</b> attach the documents to the notification e-mail. We will the download the materials from DocuShare upon notification.
<b><u>Pell Grant</u></b>	Pell Recipient Head Count	2/1	<a href="#">DocuShare</a>	<a href="#">Nina Roa</a>		Pell Recipient headcount reports are due February 1 <sup>st</sup> .