



Division of Career and College Readiness Fiscal Year (FY) 2022 Due Date Chart

This document provides information for local school systems (LSS) and community colleges (CC) on the due dates for the various Career and Technical Education reports due to the Division of Career and College Readiness (DCCR) over the course of a fiscal year. The table identifies due dates, description of items due, if the item is required for secondary or postsecondary, and the Division point of contact(s).

Due Date	Description of Items Due to the Division of Career and College Readiness	Required for:		Point of Contact(s)
		Secondary	Postsecondary	
Refer to Description	<p>Career and Technical Education (CTE) Data – Secondary</p> <p>CTE Directors can refer to the <i>Secondary CTE Data Collection and Reporting Specifications and Procedures Manual</i> for details regarding data submission.</p> <ul style="list-style-type: none"> • June 25, 2021*: Submit CTE student data in the Maryland Course Catalog (MCC) via Maryland Online Data Exchange (MODE). • July 23, 2021*: Submit CTE student data in the End of Year (EOY) Attendance via MODE. • September 10, 2021*: Submit CTE student Single Parent data via MSDE Secure Server. • September 3, 2021*: Submit CTE student data in the MSDE Student, Grade, Course, Teacher (SCGT) via MODE. • September 10, 2021*: Submit CTE student data in the MSDE High School Data Collection (HSDC) via MODE. <p>CTE Directors must work with the data personnel and the Local Accountability Coordinator in their school system who prepare and format CTE data for submission via the MCC, SCGT, HSDC, and EOY Attendance files. It is advised that CTE Directors review CTE data elements in the referenced data files prior to submission.</p> <p>*Dates have been provided by MSDE’s Division of Assessment, Accountability, and Information Technology (DAAIT) and may be subject to change. All data submission dates should be confirmed with the Local Accountability Coordinator in your local school</p>	X		<p>Dr. Nicassia Belton nicassia.belton@maryland.gov</p>



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		Secondary	Postsecondary	
	system. All data must be submitted to MSDE's DAAIT via the Web Data Collection System or MODE.			
September 15, 2021	<p>Career and Technical Education (CTE) Data – Postsecondary</p> <p>CTE Data should be submitted in accordance with the <i>Postsecondary CTE Data Collection and Reporting Specifications and Procedures Manual</i>.</p> <p>File retrieval and submission must be done using the MSDE Secure Transport Server: https://sst.msde.maryland.gov/</p>		X	Dr. Nicassia Belton nicassia.belton@maryland.gov
October 15 and 29, 2021	<p>Pathways In Technology Early College High (P-TECH) School Data</p> <p>October 15, 2021</p> <ul style="list-style-type: none"> • P-TECH Enrollment File and P-TECH Outcome Files <ul style="list-style-type: none"> ○ Data for P-TECH students enrolled in P-TECH programs during the 2020-2021 school year • P-TECH Funding File; and <ul style="list-style-type: none"> ○ Funds used to support P-TECH outside of those issued via P-TECH Grants for the 2020-2021 school year <p>October 29, 2021</p> <ul style="list-style-type: none"> • P-TECH Fall Validation File <ul style="list-style-type: none"> ○ Report on the number of students enrolled in P-TECH programs as of September 30th for the current school year (2021-2022). <p>File retrieval and submission must be done using the MSDE Secure Transport Server: https://sst.msde.maryland.gov/</p>	X		Dr. Nicassia Belton nicassia.belton@maryland.gov Nina Roa nina.roa@maryland.gov



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Due Date	Description of Items Due to the Division of Career and College Readiness	Required for:		Point of Contact(s)
		Secondary	Postsecondary	
July 30, 2021 <i>(1 of 3 submission dates)</i>	Locally Developed CTE Programs of Study <ul style="list-style-type: none"> - CTE Directors will submit locally developed CTE Programs of Study to MSDE/DCCR - Proposals will be reviewed by Career Programs and Grants Specialists, MSDE Career Cluster Teams, industry representatives and other stakeholders 	X		Career Programs and Grants Specialists Dean Kendall – Region I dean.kendall1@maryland.gov Pam Clay – Region II pamela.clay@maryland.gov Barbara Poindexter Webb – Region III barbara.webb@maryland.gov
July 30, 2021	Final Narrative Progress Reports for all FY 2021 Grants <ul style="list-style-type: none"> - Perkins Formula - Reserve Fund - Career and Technical Education Innovation Grants - Pathways In Technology Early College High School (P-TECH) - Apprenticeship Maryland (AMP) 	X	X	Career Programs and Grants Specialists
September 30, 2021	Final Annual Financial Reports (AFR) for all FY 2021 Grants <ul style="list-style-type: none"> - Perkins Formula - Reserve Fund - Career and Technical Education Innovation - Pathways In Technology Early College High School (P-TECH) - Apprenticeship Maryland (AMP) <p>Local school systems submit via COGNOS System. Community Colleges upload to DocuShare and email to Nina Roa and Michelle Brownson.</p>	X	X	Nina Roa nina.roa@maryland.gov Michelle Brownson michelle.brownson@maryland.gov



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Due Date	Description of Items Due to the Division of Career and College Readiness	Required for:		Point of Contact(s)
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September 30, 2021	List A Verification Report <ul style="list-style-type: none"> - Confirm list of approved CTE programs. Local school systems must also confirm by site. - Perkins funds may only be spent on program of study that are on List A 	X	X	Dean Kendall dean.kendall1@maryland.gov
September 30, 2021	Annual Equipment Inventory Reports <ul style="list-style-type: none"> - FY 2021 Purchasing Report - FY 2021 Disposition Reports 	X	X	Career Programs and Grants Specialists
October 29, 2021 <i>(2 of 3 submission dates)</i>	Locally Developed CTE Programs of Study <ul style="list-style-type: none"> - CTE Directors will submit locally developed CTE Programs of Study to MSDE/DCCR - Proposals will be reviewed by Career Programs and Grants Specialists, MSDE Career Cluster Teams, industry representatives and other stakeholders 	X		Career Programs and Grants Specialists
November 19, 2021	Financial Literacy Education Update <ul style="list-style-type: none"> - Update the description of the school system's program of study in Financial Literacy Education at the elementary, middle and high school levels 			Jennifer Griffin jennifer.griffin@maryland.gov
January 17, 2022	Interim Narrative Progress Reports for FY 2022 <ul style="list-style-type: none"> - Perkins Formula - Reserve Fund - Career and Technical Education Innovation - Pathways In Technology Early College High School (P-TECH) - Apprenticeship Maryland (AMP) 	X	X	Career Programs and Grants Specialists
February 1, 2022	FY 2021 Pell Grant Recipient Reports for FY 2023 Perkins Funding <ul style="list-style-type: none"> - MSDE uses the audited Pell grant recipients submitted by community colleges to determine the annual Perkins fund allocations for postsecondary, in accordance with the Perkins Act. 		X	Nina Roa nina.roa@maryland.gov

March 2021



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February 25, 2022 <i>(3 of 3 submission dates)</i>	Locally Developed CTE Programs of Study <ul style="list-style-type: none"> - CTE Directors will submit locally developed CTE Programs of Study to MSDE/DCCR - Proposals will be reviewed by Career Programs and Grants Specialists, MSDE Career Cluster Teams, industry representatives and other stakeholders 	X		Career Programs and Grants Specialists
May 2, 2022	FY 2023 Perkins Applications Due	X	X	Career Programs and Grants Specialists
May 16, 2022	Amendment Request Deadline for FY 2022 Grants <ul style="list-style-type: none"> - Perkins Formula - Reserve Fund - Career and Technical Education Innovation - Pathways In Technology Early College High School (P-TECH) - Apprenticeship Maryland (AMP) 	X	X	Career Programs and Grants Specialists
On-going	Secondary State CTE Program of Study Proposals – New and Amended and Postsecondary Noncredit Course Sequence Requests	X	X	Career Programs and Grants Specialists