



Instructions for Submitting a CTE Instructional Minutes Calculation Requirement Waiver *August 2022*

All public-school districts and open-enrollment charter schools in Texas are required to submit student attendance data through the Texas Student Data System Public Education Information Management System (TSDS PEIMS). No school district or charter school official (or any other person in the district or charter school) has the authority, either implied or actual, to change or alter any rules, regulations, or reporting requirements specified in the Student Attendance Accounting Handbook.

CTE courses approved for state weighted funding must have a corresponding CTE code (V1, V2, or V3), based on the course service ID for attendance accounting purposes. A course service ID is used to calculate contact hours and tiered funding per the TEC, §48.106. Each CTE course must be reviewed separately to determine the average minutes per day students attend that course in a 10-school day period.

CTE Course's Average Minutes per Day	CTE Code
45–89	V1
90–134	V2
135–180+	V3

Districts that have implemented a 4-day school week may request a waiver to complete an alternate calculation to arrive at the total annual required CTE instructional time of 8,000 minutes for the 2022-23 school year.

Waiver Guidance

Follow the instructions below to complete a waiver request for CTE Instructional Minutes Calculation Requirement:

1. Please visit TEA's State Waivers webpage to access general information about the waiver process: <https://tea.texas.gov/texas-schools/waivers/state-waivers>
2. Please also review Waiver Process FAQ for information on how to access TEAL for the purposes of submitting a waiver request: <https://tea.texas.gov/sites/default/files/Waiver%20Process%20FAQ.pdf>
3. Once in the TEAL waiver application, under the "Create New Waiver" tab, select the waiver type "**Other Waiver**" to create and submit a waiver to complete an alternate calculation to arrive at the total annual required CTE instructional time of 8,000 minutes for the 2022-23 school year.
4. Please complete the LEA contact information, including filling in the date the board approved the waiver request.

5. For the section titled “Waiver Description” please use this language:
“CTE Instructional Minutes Calculation Requirement Waiver”
6. For “General Question #1,” please give a brief narrative description of the requested waiver.
7. For “General Question #2,” please indicate if the district or campus plan reflects a need for this waiver and the specific objective impacted by the waiver.
8. For “General Question #3,” please use this language: “*Section 5.5 CTE (Contact Hour) Code of the 2022-23 Student Attendance Accounting Handbook*”
9. For “General Question #4,” please include a plan that shows how the district will provide at least 8,000 minutes of CTE instruction over the 2022-23 school year to ensure CTE course curriculum is covered to the depth and level specified in the TEKS. (Examples of alternate means for achieving the total number of minutes include the following: After school and Saturday CTE Lab hours, asynchronous learning opportunities, etc.) If the district requires additional space beyond the character limits, please enter “See Attached” and include the information as an attachment in the “LEA Attachments” section of the application.
10. For “General Question #5,” please include how this waiver will positively impact CTE students’ college, career, and military preparedness. If the district requires additional space beyond the character limits, please enter “See Attached” and include the information as an attachment in the “LEA Attachments” section of the application.
11. For “General Question #6,” please include how the district will measure the impact of the waiver toward CTE students’ college, career, and military preparedness. If the district requires additional space beyond the character limits, please enter “See Attached” and include the information as an attachment in the “LEA Attachments” section of the application.
12. For “Requested Years,” please select only “2022-2023”
13. For “LEA Attachments,” please include the board agenda from the meeting in which the waiver application request was approved, the 2022-23 bell schedule, and the 2022-23 school calendar.
14. Please submit your completed waiver.
 - For a *District Editor*, at the end of the waiver application you will find a **Complete & Route** button. This will route the application to your Superintendent for review and approval.
 - For a *District Superintendent*, at the end of the waiver application you will find a **Review and Submit** button. This will take you to a review and submit details page. If the application is complete and ready for submission, select the **Submit to TEA** button.

The CTE Instructional Minutes Calculation Requirement waiver deadline has been extended from December 30, 2022, until **June 30, 2023**. Note that this application only applies to the 2022-2023 school year and will not be available for the 2023-2024 school year.