CTE Timeline/List of Documents
2014-15

July – 4th Quarter Report (April-June)  
✓ Email Melissa the following information:
1. Summary of activities conducted during the quarter.
2. Reasons for lack of progress towards attainment of program improvements
3. Provide an explanation for major budget changes (transferring money between different object codes.)
4. More detailed report of activities/program improvements/announcements for CTE Newsletter

Due: 7/5

Final Report
✓ Section II, Part A Checklist (per TOP Code) All 8 Requirements must be MET
✓ Section II, Part B Final Report (per TOP Code) (Updating the Local Application form)

Due: 7/23

September – Submit Division Proposals for Identified Needs for CTE $$’s
1. Rank Proposals for Identified Need Projects  
   Due: 9/19
2. Allocate Funding for Identified Need Projects  
   Due: 9/21

October – 1st Quarter Report (July-September)  
✓ Email Melissa the following information:
1. Summary of activities conducted during the quarter
2. Reasons for lack of progress towards attainment of program improvements
3. Provide an explanation for major budget changes (transferring money between different object codes.)
4. More detailed report of activities/program improvements/announcements for CTE Newsletter

Due: 10/5

January – 2nd Quarter Report (October-December)  
✓ Email Melissa the following information:
1. Summary of activities conducted during the quarter
2. Reasons for lack of progress towards attainment of program improvements
3. Provide an explanation for major budget changes (transferring money between different object codes.)
4. More detailed report of activities/program improvements/announcements for CTE Newsletter

Due: 1/5

March – Annual CTE Local Planning Team Advisory Meeting  
March 7

April – 3rd Quarter Report (January-March)  
✓ Email Melissa the following information:
1. Summary of activities conducted during the quarter
2. Reasons for lack of progress towards attainment of program improvements
3. Provide an explanation for major budget changes (transferring money between different object codes.)
4. More detailed report of activities/program improvements/announcements for CTE Newsletter

Due: 4/5

April – Local Application (Plan)  
✓ Section II, Part A Checklist (per TOP Code)
✓ Section II, Part B Program Information by TOP Code Local Application (per TOP Code)
✓ Budget Summary (per TOP Code)

Due: 4/20