

CTE SKILL CERTIFICATE PROGRAM

Performance Accountability Report Instructions

2009-2010 SCHOOL YEAR

Schools must turn in the required **Performance Documentation form** by teacher, for every test administered. All tests have a performance documentation form the teacher needs to complete. Even if there is currently not a performance part of the test, there is a form to turn in. (Note: Class rolls are not to be submitted)

The Performance Documentation forms are located on the USOE website, on the test protocol page for that test. http://www.schools.utah.gov/ate/Skills/All_Tests.htm
Industry tests (900 numbers) are not included in the performance review.

1. Assembling the forms

- **ALL** the information on the top of the performance documentation form must be completed and signed by the teacher who evaluated the performance skills of the students tested.
- Combine all trimesters/semesters together for each test by teacher. Don't separate by semester/trimester or staple different test forms together.
- **Assemble the school by test number.**
- **If there are multiple teachers giving the same test, put those tests forms alphabetically by teacher's last name.**
- Do not combine multiple schools together.

2. Returning the information

- The performance documentation forms collected each trimester/semester are kept by the test coordinator and submitted at the **end** of the school year.
- Put all forms in a manila envelope.
- Clearly label on the outside of the envelope, **CTE Accountability Report.**
- The documentation must be received by: **June 15, 2010.**

Mail to:

Cindy Hales
Utah State Office of Education
PO Box 144200
Salt Lake City UT 84114-4200

3. The Performance Documentation Accountability Report

- The submitted documentation will be compared to the CTE test state report.
- Teachers, who did not submit a form for a test administered, will be placed on probation for the next year. (2010-11)
- Teachers, who did not submit a form for a test administered and who were placed on probation last year (2008-09), will not generate funding for any tests administered during current year. (2009-10).
- The district CTE Director will receive the report in August, 2010.