

# Performance Accountability Report Instructions

## CTE SKILL CERTIFICATE PROGRAM

Schools must complete an official **Performance Documentation form for every test administered**. Some tests may not have a current performance component, but an official form for the test in question must still be completed and submitted. (Note: **Class rolls do not replace the official form.**)

Official performance documentation forms are located on the USBE-CTE Skill Certificate Program website, [All Tests](#).

*\*Industry tests are not included in the performance review.*

### 1. Assembling the forms

- **ALL** 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.
- Do not separate by semester/trimester. Combine all trimesters/semesters together for each test by teacher and **staple multiple class periods together.**
- Don't staple different **test numbers** together.
- Assemble the school by test number starting with the lowest 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. Submitting performance forms

- The performance documentation forms are no longer being collected by the State Board of Education.
- Performance documentation must be sent by the school to their respective district.
- Each district must establish a system for how the documentation will be collected (hard copy or electronic copy), who at the district level will collect it, and where the documentation will actually be stored.
- Performance documentation must be collected and in place on or before June **15** of each school year.
- USBE will visit districts on a rotating schedule to confirm that all performance documentation is completed and on file.

### 3. The Performance Documentation Accountability Report

- The submitted documentation will be compared to the District Summary Report.
- **Teachers who do not submit the form(s) for tests administered will be placed on probation for the next school year. If a teacher fails to submit the required performance documentation for a SECOND year in a row, (they were on probation the previous school year) funding will not be generated for ANY tests administered during the current year.**
- The district CTE director will receive the results of the performance audit after each audit.