

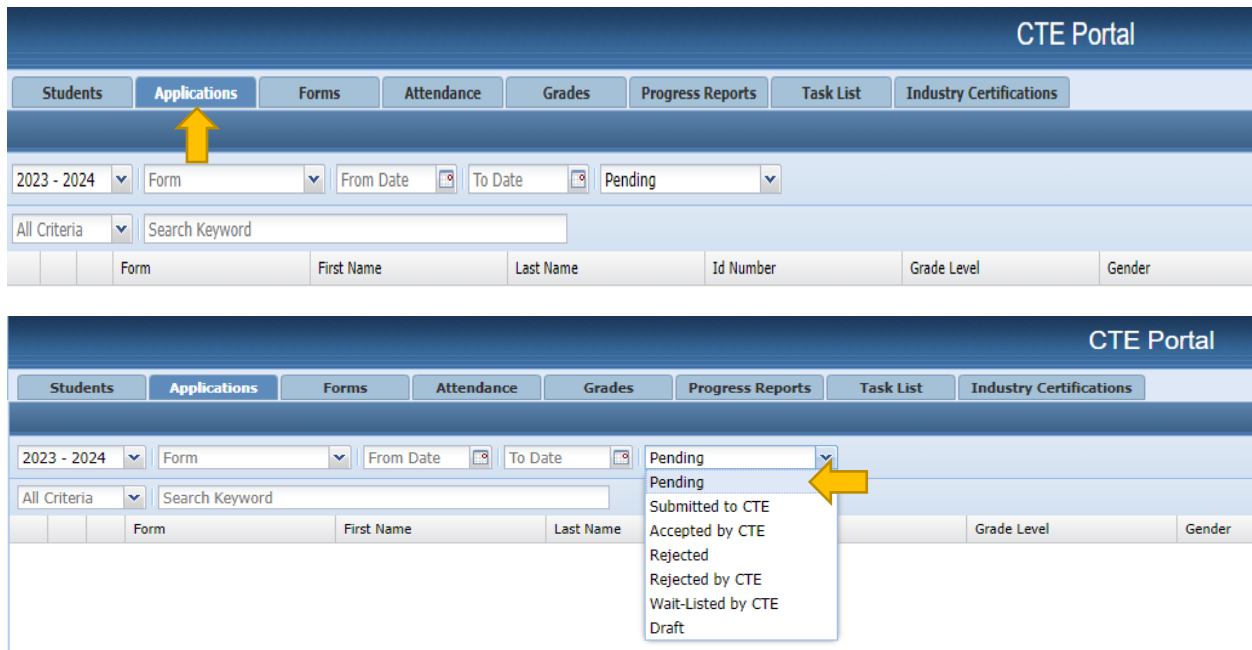


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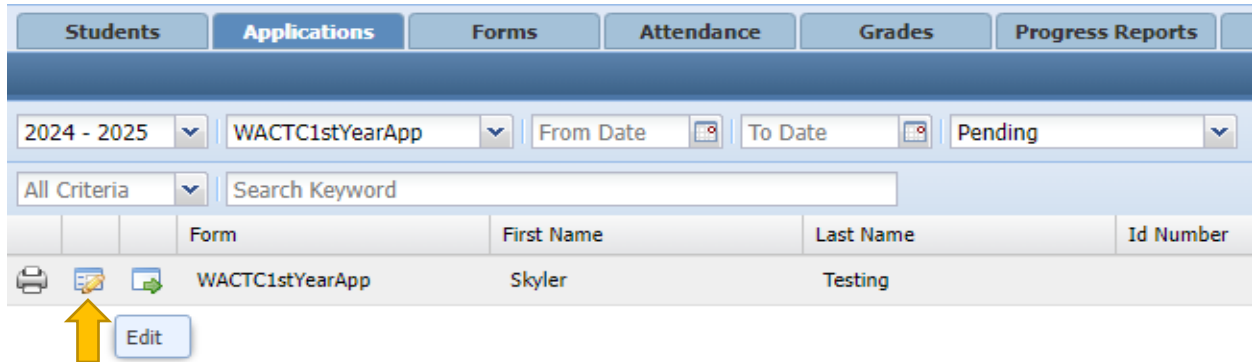
CTE Portal Application Instructions

Updated 2/5/2024

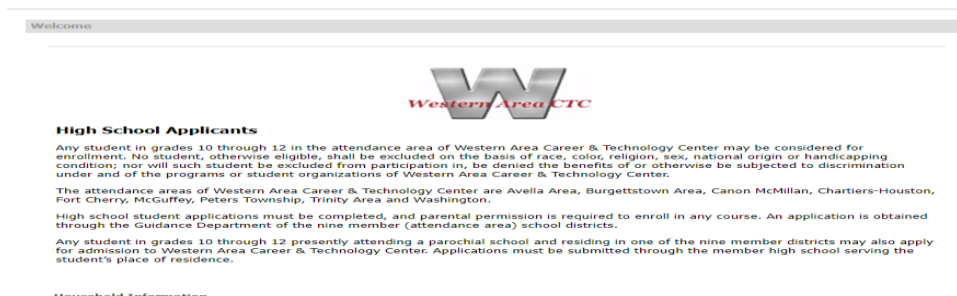
When a parent or guardian submits an application through our CTE Portal, the application will go to the appropriate sending school. The sending school can locate the completed application by logging into their **CTE Portal**, clicking on the **“Applications”** tab and select **“Pending”**.



To process an application, click on the **“Edit”** icon, the application will then appear on the screen.



Once the application populates, scroll through the first part of the application making sure all information is correct for that student. The **“State ID Number”** is where the sending school will start to fill in state information and district information.



On the application, there are fields that are set to “**School Personnel**” only. This means when the student is applying, they are unable to see certain fields, which will cause less confusion for the student and parent/guardian. The fields that are for “**School Personnel**” only have a “Gold Lock”.

🔒 * Session:

Select the Session you wish to attend at WACTC.

🔒 * Date Entering Western Area CTC - Enter July 1st for the year applying (MM/DD/YYYY):

Enter "07/01/2024".

** If the student is scheduled to start after the first day of school, enter that date instead.

Sending school personnel must review the application information and complete all required fields. Once the application has been completed click “**Submit**” at the bottom of the application, this will save all changes made to the application.

*****This does NOT submit the application to the Career & Technology Center*****

If all required information is completed on the application, the application will close. The completed application will continue to be found under “**Pending**” on the “**Applications**” tab. If required fields are missing a warning message will appear stating what fields need to be completed.

Error Information

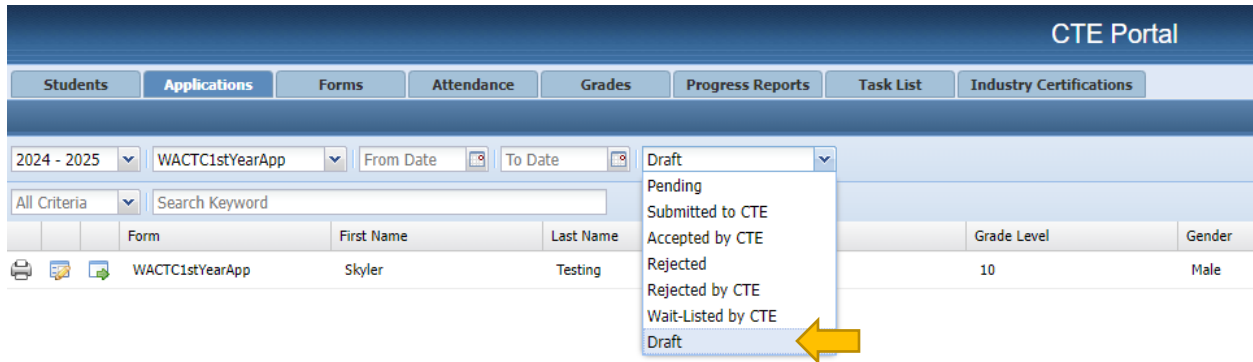
1. The form contains invalid entries.
2. Street Number is required.
3. Address Line 1 is required.
4. City is required.
5. Zip Code is required.
6. Physical Address is required.
7. City is required.
8. Zip Code is required.
9. Please provide Address Line 1 OR PO Box.
10. First Name is required.
11. Last Name is required.
12. Name is required.
13. State ID Number is required.
14. Perkins Reporting is required.
15. Session is required.
16. Date Entering Western Area CTC - Enter July 1st for the year applying (MM/DD/YYYY) is required.
17. Student School District is required.
18. Location of Residence - High Schools 4 digit PDE code is required.
19. Residency is required.
20. Educating District - Select Western Area CTC is required.
21. Exceptionalities (Check all that apply) is required.
22. First Name is required.
23. Last Name is required.
24. Name is required.
25. Phone Type is required.
26. Phone is required.
27. Phone is required.

Confirmation

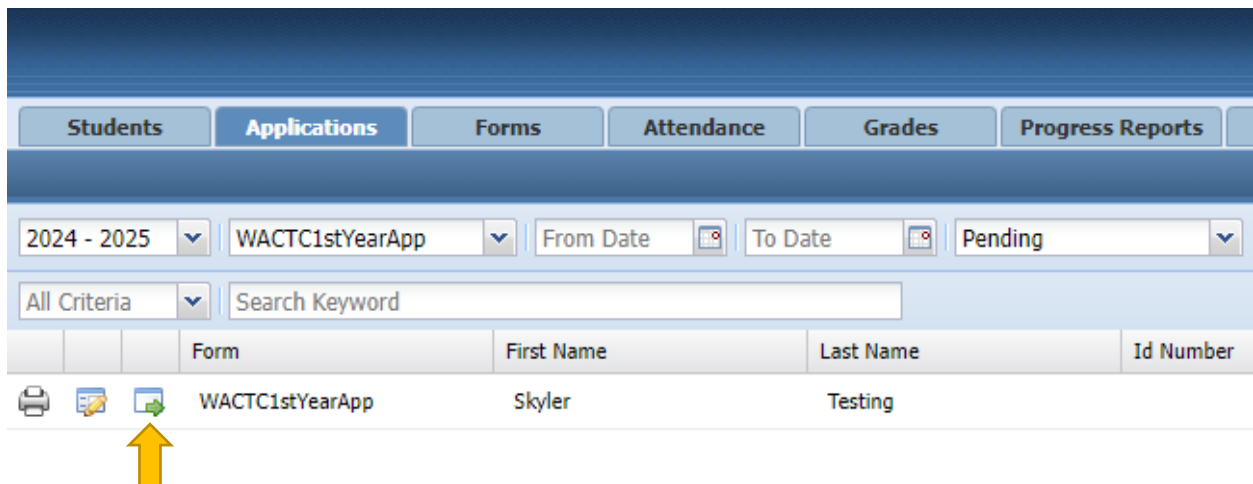
❓ Values have not been entered for all required fields. Incomplete applications cannot be submitted to BOCES centers. Would you like to continue?

Yes No

If an interruption would occur and the application cannot be completed at that time, click “Continue” and close the application. The application will then be moved to “Draft” in the dropdown menu from the CTE Portal. Any field that has not been completed, will need to be addressed before the application can be submitted to the Career & Technology Center.



Completed applications will stay in the “Pending” part of the CTE Portal or go back to the “Pending” section after the draft is completed. Any completed application can be sent to the Career & Technology Center by selecting the “Submit” icon next to the application.



The submit icon will populate the “Submitted” screen for the application. School personnel can review the application one more time before sending the application to the sending school. When the application is ready for submission, the user will select the Career & Technology Center from the dropdown menu then click the “Submit to CTE” button on the screen (see screen shot below).

CTE Portal Help Charters-Houston

Students Applications Forms Attendance Grades Progress Reports Task List Industry Certifications

Form Section: Student Information Cancel Reject Submit to CTE

CTE School: Please select a CTE school
Western Area CTC

Application Data	
District	Charters-Houston SD
* First Name	Skylar
Middle Name	
* Last Name	Testing
* Next Year Grade Level	10
* Gender	Male
* Date Of Birth	03/03/2005
* Race	White
Hispanic	No
* Language	English
* Country Of Birth	US
* State Local Id	1234567890
* Date Entering Western Area CTC - Enter July 1st for the year applying (MM/DD/YYYY)	07/01/2024
* Student School District	Charters-Houston SD
* Location of Residence - High Schools 4 digit PDE code	4235
* Residency	(A) Resident
* Educating District - Select Western Area CTC	Western Area CTC

Course Requests

Course	Course Number	Alternate

Once **“Submit to CTE”** has been selected, a confirmation message will appear. Click **“Yes”** to continue or **“No”** to return to submit screen.

Confirm ✕

Are you sure you want to continue?

Alert ✕

This application is successfully submitted

After a successful submission, the application can be found in **“Submitted to CTE”**, in the dropdown menu.

CTE Portal

Students Applications Forms Attendance Grades Progress Reports Task List Industry Certifications


2024 - 2025 Form From Date To Date Submitted to CTE

All Criteria Search Keyword


Form	First Name	Last Name	Grade Level

- Submitted to CTE
- Pending
- Submitted to CTE
- Accepted by CTE
- Rejected
- Rejected by CTE
- Wait-Listed by CTE
- Draft

New Required Fields for Sending Districts:

 * Economically Disadvantage:




 * Perkins Reporting:

- Military Family
- Economical Disadvantage
- Free Lunch
- Reduced Lunch
- English Learner
- Homeless
- Foster Care
- None


Please select all that apply to the student.
If Economical Disadvantage is selected you must check Free or Reduced Lunch.

Yes or No from the “Economically Disadvantaged drop down menu **must** be selected. If “Yes” is selected please choose whether or not the student receives “Free Lunch or Reduced Lunch”. If “No” is selected choose “None” unless the student falls under another category. Please make sure all that apply to the student are checked.


Exceptionalities:

 * Exceptionalities (Check all that apply):

- Autism
- Emotional Disturbance
- Gifted
- Intellectual Disability
- Learning Disability
- Other Health Impairment
- Physical Disability
- Speech/Language Impairment
- Visual/Hearing Impairment
- 504
- None
- Other (please specify below)

 Exceptionalities (continued):

If selecting "Other" above, please complete.

 * Exceptionalities (Which Exceptionality is Primary, Secondary, Etc.):



Any student with an exceptionality must have a corresponding “Impairment/Disability” all that apply to the student must be marked. There are now 2 boxes here where additional information can be added. In the second box down (yellow arrow), please enter which impairment or disability is primary and which is secondary. These must be noted for PIM’s reporting. If there are no exceptions, select “None” and in the two boxes type “N/A”

IEP / 504:

🔒 * IEP (Does the student have an IEP?):




🔒 IEP/504:



If a student has an IEP or 504 select which one applies from the drop down menu in the top box. The file can be uploaded by clicking "Browse" and finding the file. This will load the IEP or 504 straight into the system. Please note the corresponding drop down selection must match the uploaded document.

Transcripts:

🔒 Transcript:



Transcripts can now be uploaded in its own process. Follow the same steps as uploading the IEP/504s.