

CTE Chapter 74 Admissions Policy Superintendent Attestation Form

The CTE admissions regulations at 603 CMR 4.03(6), amended by the Board of Elementary and Secondary Education on June 22, 2021, require CVTE schools/programs to submit their admissions policies to the Department **by October 1**, along with an attestation as detailed below**.**

CTE schools/programs whose admissions policies employ selective criteria are prohibited from using criteria:

*that have the effect of disproportionately excluding persons of a particular race, color, national origin, sex, gender identity, sexual orientation, religion, or disability unless they demonstrate that*

1. *such criteria have been validated as essential to participation in vocational programs; and*
2. *alternative equally valid criteria that do not have such a disproportionate adverse effect are unavailable*

The regulations require the board of trustees or school committee of the CVTE school/program to approve any selective criteria annually.

The regulations further require the superintendent of the CTE school/program to:

*submit an annual attestation to the Department that the admissions policy of the school or program complies with federal and state law and any relevant guidelines issued by the Department or the U.S. Department of Education*.

To fulfill this attestation requirement, please complete the following statement and sign below. Then, email this form along with your admissions policy to the Office of College, Career and Technical Education (ccte@mass.gov) **by October 1** (or other approved deadline, if the Commissioner has granted an extension).

I, as superintendent/director, attest that the admissions policy of [insert school/district name here] complies with federal and state law and any relevant guidelines issued by the Department or the U.S. Department of Education.

Superintendent Printed Name

Superintendent Signature Date