

CTE DUE DATES

TVL RQST	Driving Test	#1 ROLL	UACTE Conf	BDG RQST	PERKINS RQST	#3 ROLL	CTE CONF	LDRSHP	BDG SPENT
30-Aug	September	Nov	Nov/Dec	March	TBA	April	April/May	30-Apr	May 1st

LEGEND:

TVLRQST= Request for Student Travel is due to the Sup't office by September 1st. Found on the Provo main website under Quick Links (bottom right) "Student Travel Policy and Forms". This is for any OVERNIGHT travel that will (or may) occur during the school year. (Teacher & Principal Signature)

Driving Test= If you will be driving a school vehicle, or transporting students in your personal car you **MUST** fill out the "Authorize To Transport Students" form Found on the Provo website under EMPLOYEE RESOURCES and Business and Finance. Scroll to bottom to TRAVEL (Good for two years)

#1 Roll= The CTE Office will send you 1st term roll books in the inter-district mail. You are to view them, make sure all your class periods are there, sign the yellow sheet and return everything back to the CTE Office.

UACTE Conf= You will receive an email regarding the upcoming UACTE Conference (generally held in Feb). You need to **RESPOND** to the first email whether you will be attending or not. Then follow through with registration instructions. This will be sent to you approximately November/December.

BDG RQST= You will receive a budget request in March for the following school year. There will be a deadline, approximately 3 weeks, to estimate your needs, for that following school year. Need to return this form to the CTE Office.

PERKINS RQST= IF there is Carl Perkins funding for teachers to enhance their curriculum, you will be notified. There will be a deadline on when this form is due **AND** when the project is due for payroll payment.

#3 ROLL= The CTE Office will send you 3rd term roll books in the inter-district mail. You are to view them, make sure all your class periods are there, sign the yellow sheet and return everything back to the CTE Office.

CTE CONF= You will receive an email regarding the upcoming CTE Summer Conference (generally held in June). You need to **RESPOND** the first email whether you will be attending or not and follow the instructions regarding registration. This will be sent to you approximately April/May.

LDRSHP= For those teachers who have CTSO's (FCCLA, HOSA, SkillsUSA, FBLA, DECA, FFA, etc) This Student Leadership Local Activities Report is due. You are paid your professional hourly rate x # students worked with (up to 40 students) and paid on the June 15th payroll.

BDG SPENT= Your current year budget (which began July 1st), should be spent by May 1st. This budget is **FOR** the current school year, and not meant to be spent all in the last month of school. With acceptions for parishables.