



Instructions for Submitting a CTE Instructional Minutes Calculation Requirement Waiver August 2022

All public school districts and open enrollment charter schools in Texas are required to submit student attendance data through the Texas Student Data System Public Education Information Management System (TSDS PEIMS). A school district or charter school official (or any other person in the district or charter school) has the authority, either implied or actual, to change or alter any regulations, or reporting requirements specified in the Student Attendance Accounting Handbook.

CTE courses approved for state weighted funding must have a corresponding CTE code (V1, V2, or V3), based on the course service ID for attendance accounting purposes. A course service ID is used to calculate contact hours and tiered funding per the TEC, §48E.106. Each CTE course must be reviewed separately to determine the average minutes per day students attend that course in a school day period.

CTE Course's Average Minutes per Day	CTE Code
-180+	V3

Implementing a 4-day school week may request a waiver to complete an alternate calculation of CTE instructional minutes for the 2022-23 school year. The total annual required CTE instructional time is 8,000 minutes.

Waiver Guidance

Follow the steps below to complete a waiver request for CTE Instructional Minutes Calculation.

Visit TEA's State Waivers webpage to access general information about the process.

1. Visit <https://tea.texas.gov/texas-plan/67-td/> and click on "Create and submit a waiver to complete an alternate calculation of CTE instructional minutes for the 2022-23 school year".

4. Please complete the LEA contact information, including filling in the date the board approved the waiver request.

