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**CTE DUAL CREDIT**



**TIMELINE OF WORK 2021-22**

**AUGUST**  
\* Articulation matrix’s are released, indicating which articulations are up for renewal

\* Congratulatory letters to academic year CTE Dual Credit earning students is mailed  
\* Transcription of grades for summer school students is completed by August 31st, 2021

**SEPTEMBER**

\* Districts are provided MOA document to be returned by September 10th, 2021

\* Districts are provided prior year’s teacher assignments for review and updates   
\* Districts return edited teacher assignments by September10th, 2021

**OCTOBER**  
\* Teacher Assurance forms are emailed to teachers based on assignments received  
\* Teacher Assurance forms are returned to CBC CTE Director by October 15th, 2021  
\* Special mailings of informational and promotional material to teachers   
\* Annual CTE Dual Credit Report presented to Superintendents and TAEC members  
\* New articulation and renewal requests are due to CBC CTE Director by October 8th, 2021

**NOVEMBER**  
\* SERS is updated with all new current year’s information  
\* Faculty review all new and renewal articulation requests

**DECEMBER**  
\* SERS registration windows are opened for one semester articulated classes

**JANUARY**  
\* Grades for first semester articulated courses entered by teachers by January 30th, 2022

**FEBRUARY/MARCH/APRIL**  
\* New teacher training in SERS for registering and grading students  
\* Last stay for students to register in SERS is April 30th, 2022

**MAY**

\* Student’s signed registration/confirmation pages are due by May 13th, 2022

**JUNE**  
\* Grades are reported in SERS by high school teachers by June 15th, 2022

\* Transcription of grades by the Registrar’s office is completed by June 30th, 2022

\* SERS is opened for summer articulated classes registration

**AUGUST**  
\* Congratulatory letters to academic year CTE Dual Credit earning students is mailed  
\* Transcription of grades for summer school students is completed by August 31st, 2022