



PALISADES

CHARTER HIGH SCHOOL

PCHS CTEIG FUND REQUESTS POLICY & PROCEDURES

PROCEDURES FOR FUNDING REQUESTS:

1. CTEIG Self-Review Checklist form should be completed in advance of submission. Teacher should be able to verify that the course meets the 11 elements of a High-Quality CTE Pathway.
2. Complete and submit the CTEIG Funds Request form with all pertinent supporting documents (see CTE Review Checklist)

POLICY FOR DISTRIBUTING CTEIG FUNDS:

1. Priority is given to teachers as follows:
 - a.) Tier 1 (Meets all CTE and Teacher credential standards – Clear Credential)
 - b.) Tier 2 (Eminence credential but needs EL course to complete credential)
 - c.) Tier 3 (Needs to complete CTE required coursework)
2. Funds will be allocated based upon the number of sections served and student impacted.
3. Funds will be prorated based upon funds available and most critical needs.
4. Funding requests must be reviewed by the CTE Administrative Team (Pam, Jeff, Monica, Greg, Mike) and approved by the Executive Director / Principal.
5. Approved requests and amount granted will be submitted to the teacher.