



Responsible: Department of Career and Technical Education

PURPOSE

This administrative procedure shall describe the protocol for which students are to receive a CTE endorsement on their diploma.

PROCEDURE

1. A student who successfully completes a program of career and technical education (CTE) and who otherwise satisfies the requirements for graduation from high school must be awarded a high school diploma with an endorsement indicating that the pupil successfully completed the program of career and technical education.
 - a. See <http://washoeschools.net/Domain/262>, and select CTE Diploma for a list of courses.
2. The CTE Endorsement will be affixed to the high school diploma. The CTE Endorsement will be noted in the comments section of the student transcript.

DESIRED OUTCOMES

1. This Administrative Procedure shall ensure consistency on the application of the CTE endorsement to the high school diploma.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.
2. This Administrative Procedure aligns with Nevada Revised Statutes (NRS) Chapter 389, Examinations, Courses, Standards and Graduation.

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed annually.

REVISION HISTORY

Date	Revision	Modification
2/2012	1.0	Adopted as Accepted Practice
1/03/2014	2.0	Revised: converted to Administrative Procedure