

Date: May 15, 2014

To: Superintendents  
Business Managers

From: Paula Palmer, Director  
Office of College and Career Success

Steve Dibb, Assistant Commissioner

Re: Career and Technical Education Revenue Levy Reporting – **Enter budgets by June 15, 2014**

Minnesota Statutes, section 124D.4531, as modified by the 2013 Legislature, directs the Department of Education to annually recalculate the authority of a school district to levy for costs associated with its career and technical education programs. Districts must submit annual budgets for their career and technical education programs to qualify for this permissive levy.

The Career and Technical Education (CTE) Revenue Levy Reporting system is open for entry of CTE Program expenses for 2014-2015. Budgets must be entered for approved CTE programs by **June 15, 2014**. The following links are available to assist with reporting:

[Use the Quick-Step Guide to help calculate your anticipated budget for the FY15 school year.](#)

[Use the Levy Recalculation Web-Based Reporting System manual \(spring 2014\) for guidance in entering the calculated amount.](#)

A few reminders:

- The district's *approved programs* are eligible for CTE Levy Revenue and will be available in the Program Selection link. To see what courses may be taught under each approved program, please refer to the [Table of Career and Technical Education Programs and Licenses on the Program Approvals Web page](#) (<http://education.state.mn.us/MDE/SchSup/CareerEdAdmin/ProgAppr/index.html>).
- District Users/Administrators are able to see and submit the entire list of approved budgets that have been entered under the Summary of Program Budgets link. Only one submission of the entire list of budgets is necessary.
- The District User should enter, save and be sure to submit all program budgets to the District Administrator for approval. The District Administrator will approve and submit the budgets to MDE.
- Cooperatives must allocate their costs to their member districts via the Coop Cost Allocation Summary link
- Please do not enter equipment expenditures into the system even though the field is still available.

For further information, please [contact Anne Danielson](#) ([anne.danielson@state.mn.us](mailto:anne.danielson@state.mn.us)), administrative support, Office of College and Career Success, (651) 582-8333.