



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

Peter McWalters
Commissioner

June 11th, 2007

Dear Career and Technical Center Directors and High School Principals,

RIDE Vocational Education staff will be conducting a re-alignment of vocational education courses to CTE programs offered through out the state. The first stage of this project requires all course information be submitted to RIDE from your student tracking system. Federal reporting requirements are contingent on whether this information is up to date and accurate.

Please follow the instructions below and submit the course information to RIDE by **July 16th, 2007**.

School Course Report Completion and Submission Instructions:

- Step 1** Re-name the attached "course file layout" excel file using the following naming convention:
yourschoolcode_prgofstdy_0708
- Step 2** Please populate the following columns:
Column C: Department Name
Column D: Department Number
Column E: Course Number
Column F: Course Name
Column G: Course Credit Hours
Column H: Course Description
Column I: Was this course offered for the '06-'07 school year ("Y" for yes and "N" for no)
- Step 3** Please send your completed excel spreadsheet to ricats@ride.ri.gov by July 16th.

Telephone (401)222-4600

Fax (401)222-6178

TTY 800-745-5555

Voice 800-745-6575

Step 4 Via US Mail send a hardcopy of your program of study for the '07-'08 school year to:

**Ms. Christine Arslanian
School Course Data Collection/RICATS
255 Westminster Street, 5th floor
Providence, Rhode Island 02903**

If you have any questions or concerns, please send mail to: holly.harriel@gmail.com

Thank you in advance for your efforts!