

MEMORANDUM

To: Superintendents, Principals, and CTE Directors

From: Ben Carter, Director of Workforce & Innovation, DOE

Date: July 20, 2018

Re: IC 20-20-38-14.5 (HEA 1002) – Career and Technical Education Release of Student Enrollment Information

Background:

HEA 1002, passed by the Indiana General Assembly in 2018 (IC 20-20-38-14.5), states that, emancipated students or the parent of a student enrolled in a Career and Technical Education (CTE) course may voluntarily release enrollment information. The information must be released on a form prescribed by the Department of Education, pertaining to the student's enrollment in the career and technical education course to potential employers that contact the school to recruit students with particular career and technical skills.

If an emancipated student or the parent of a student enrolled in a CTE course voluntarily releases information, the school shall also provide enrollment information to the Department of Workforce Development through the InTERS reporting system. The Department of Workforce Development may provide the student's voluntarily released enrollment information to potential employers that contact the Department of Workforce Development to recruit students with particular career and technical skills.

Guidance:

Beginning with the 2018-2019 school year, a school must provide a copy of the form, prescribed by the IDOE, to the emancipated student or the parent of the student when the student enrolls in the CTE course. Completed forms must be kept on file at the school and information must be entered in the InTERS data reporting system through your Career & Technical Education District by June 30 of each year. The functionality to report this information will be added to the InTERS system this fall. Once the data is received by the IDOE it will be shared with the Department of Workforce Development.

The prescribed Career & Technical Education Student Information Release Form may be found [here](#).

If you have any questions, please contact any of the following DOE personnel:
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