

# CTE Recruitment, Admissions, and Retention Policy and Middle School Pathway Exploration Policy Submission Request for Extension

CTE schools and programs are required to submit their Admissions, Recruitment, and Retention Policy and an annual attestation to DESE. *See* 603 CMR 4.03(6)(e)-(f). Sending districts are required to submit their Middle School Exploration Policy and an annual attestation to DESE. *See* 603 CMR 4.03(6)(i)-(j). The current regulatory deadline to submit these policies to DESE is November 1, 2025. In response to feedback from districts concerning these policies and the related attestations, DESE will consider extending this deadline for districts who are unable to meet this year’s deadline, upon request and on a case-by-case basis. *See* 603 CMR 4.13(11).

If your district is unable to meet this deadline, you may request an extension by filling in the information below and submitting the request via CHAMP before November 1.

[Select One. If a district is requesting a waiver for both, complete one form for each.]

**CTE Recruitment, Admissions, and Retention Policy** [Insert school/district name here] requests an extension of the deadline to submit the CTE Recruitment, Admission, and Retention Policy and Superintendent Attestation. We will submit our materials by [insert date], This extension will not prevent the school/district from implementing its policy for the Fall 2025 recruitment cycle, for students seeking admission for SY26-27.

**Middle School Pathway Exploration Policy** [Insert school/district name here] requests an extension of the deadline to submit the Middle School Pathway Exploration Policy. We will submit our policy by [insert date ] and will provide the required attestation. We also acknowledge this extension will not prevent our school/district from implementing a policy in line with the regulatory language in this school year.

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Superintendent Printed Name

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Superintendent Signature Date