

# College & Career Awareness

*This document and an on-site visit with the team of teachers, counselors, and administration are required the year PRIOR to application for funding. This visit is best held earlier in the year.*

## NEW SCHOOL APPLICATION

<b>School Name:</b>	
<b>School Address:</b>	
<b>School Phone:</b>	
<b>Site Administrator:</b>	
<b>Contact Email:</b>	

College and Career Awareness **Teacher Name(s)**: *This person must be available for contact during the summer if there are questions regarding application and/or End of Year Summary.*

1.		2.	
3.		4.	
5.		6.	

College and Career Awareness **Teacher(s) Email**:

1.		2.	
3.		4.	
5.		6.	

College and Career Awareness **Teacher(s) License**: *Secondary Education License or Elementary License required to teach the program.*

1.		2.	
3.		4.	
5.		6.	

CTE Endorsement(s):

1.		2.	
3.		4.	
5.		6.	

Please note and mark your acceptance of the requirements for the program:

Assurance:	Initial
College and Career Awareness is a full year, 180 days program. <i>(Board Rule)</i>	
College and Career Awareness is a stand-alone program. It cannot be integrated into other classes such as Health, Social Studies, etc. <i>(Board Rule)</i>	
College and Career Awareness is a seventh grade class. <i>(Board Rule)</i>	
College and Career Awareness is a 1.0 credit class to show on transcripts and as a Core Requirement for seventh grade. <i>(Board Rule)</i>	
College and Career Awareness is comprised of activities encouraging students to explore college and career opportunities.	
College and Career Awareness teachers must have a Secondary Education License and a qualifying endorsement or Elementary License and a qualifying endorsement in a qualifying program area.	
College and Career Awareness teachers will attend New Teacher Training and Summer Conferences for current program updates.	
College and Career Awareness budgets are determined on the previous year October 1 enrollment count for seventh graders.	
College and Career Awareness Funding Applications and Proposed Budget are due to the USBE, CTE Department June 1 each year.	
College and Career Awareness End of Year Summary Plans are due to the USBE, CTE Department June 1 each year.	

**On-site Visit**

Contact Ashley Higgs ([ashley.higgs@schools.utah.gov](mailto:ashley.higgs@schools.utah.gov) or 801.538.7594) to set up an **on-site visit** with the team of **teachers, counselors, and administration** early in the year prior to application of funding.

\_\_\_\_\_  
Signature of School Administer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of College and Career Awareness Teacher

\_\_\_\_\_  
Date