

# INTEROFFICE CORRESPONDENCE

Los Angeles Unified School District  
Division of Instruction  
Career Technical Education (CTE)

**TO:** Local District Superintendents  
Secondary Principals

**Date:** July 27, 2021

**FROM:** Esther Soliman *ES*  
Seema Puri *SP*

**SUBJECT: COHERENT SEQUENCE OF COURSES FOR HIGH SCHOOL CTE PROGRAMS IN LAUSD**

## Background

The purpose of this correspondence is to provide an update on a finding regarding sequence of Career Technical Education (CTE) courses in a CTE program during a Federal Program Monitoring review in May 2021.

## Coherent Sequence of Courses

According to the California Department of Education (CDE) Federal Perkins V State Plan, high school CTE programs supported with Perkins or CTEIG funds need to have a minimum of 300 hours of instruction that is comprised of a non-duplicative sequence of courses from the same career pathway. The schools may opt to have a two, a three, or a four-course sequence for their program based on goals of the school community.

Below are the guidelines for various course sequences:

# of courses in the CTE sequence	Introductory	Concentrator	Capstone
2 courses		√	√
3 courses	√	√	√
4 courses	√	√√	√

Additionally, please note that no course in the sequence is optional for students. All students must begin at the first level course in the sequence regardless of their grade level or enrollment date in the school (i.e. for a two-course sequence, all students begin with a concentrator course; for a three or four-year sequence, all students begin with an introductory course).

If offering a three or four-course CTE sequence, the schools may select an introductory course from a different pathway within the same industry sector.

All changes in the course sequence will need to be implemented beginning in the fall 2022-2023 school year. The CTE-Linked Learning Department will develop additional a-g approved

introductory courses to add to the CTE course catalog in 2021-2022 school year. This will allow schools to have options to offer three or four-course sequence.

To ensure equity and access for all students to be career and college ready, all students should have the opportunity to take a two-year sequenced CTE pathway (concentrator and capstone courses). School matrix must balance the number of sections offered in each level course to give all students opportunity to complete the CTE pathway. Certify MiSiS alerts are sent to school administrators biweekly alerting them on errors in student schedules in their CTE course sequence.

Increased number of students completing a pathway will be a factor in increasing the College and Career Readiness for the California School Dashboard. Pathway completion rate will also be a factor in allocating CTE grant funds to the schools beginning 2022-2023 school year.

For any additional guidance or questions regarding coherent sequence of courses, please contact your Local District CTE Pathway Advisor:

Local District	CTE Pathway Advisor	Email Address
Central	Brandon Thrasher	brandon.thrasher@lausd.net
East	Patricia Cervantes	pcervant@lausd.net
Northeast	Javier Rios	jxr8488@lausd.net
Northwest	Michael Golden	michael.t.golden@lausd.net
South	Jose Castillo	jdc2353@lausd.net
West	Elizabeth Avalos (Interim)	elizabeth.avalos@lausd.net

Thank you for offering CTE pathways, providing students with essential skills for college, career and life.

If you have any questions, please contact Seema Puri, CTE Coordinator, at [spuri@lausd.net](mailto:spuri@lausd.net) or Judy De La Torre, CTE Specialist, at [jdelat2@lausd.net](mailto:jdelat2@lausd.net).

**Attachments:**

Attachment A: 2021-22 CTE Course Catalog

Attachment B: California Department of Education (CDE) Federal Perkins V State Plan

Attachment C: Frequently Asked Questions

Attachment D: Sample Course Sequences

c: Community of Schools Administrators  
Adminstrators of Instruction