



HOUSTON INDEPENDENT SCHOOL DISTRICT

Hattie Mae White Educational Support Center

4400 West 18th Street • Houston, Texas 77092-8501

Michael Love

Executive Director, Career Readiness

www.HoustonISD.org
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August 11, 2020

RE: Student <**Mail Merge Student's Name**>

CTE Course: <**Mail Merge Student's CTE Course**>

Dear Houston ISD Parent/Guardian:

According to our records, the student addressed above has elected to take courses virtually. It is also determined that the student has selected a Career and Technology (CTE) course as part of his/her schedule that is included on a list of CTE courses that require skill development.

The purpose of this letter is to inform both the student and parent that the CTE course listed above has been designated by the Texas Education Agency (TEA) as a course that requires skills development. To that end, students may be required to attend face-to-face instruction at the school to receive practice on skills or specialized equipment to successfully complete the course. There is not a pre-determined number of minutes that students must attend to receive credit for the CTE course, however, each course instructor may require proficiency with skills as assessed in a face-to-face environment. Further communication from each CTE teacher requiring face-to-face instruction will follow this letter throughout the semester as needed for the individual course. Communication may be in the form of an email, letter, message in Microsoft Teams, or other means by which a teacher or administrator will contact the student. Transportation to and from the CTE course which requires in-person skills practice is the responsibility of the student and family. Although the district will work diligently to accommodate the scheduling of the in-person visits, the district is unable to guarantee a certain time of day. Face-to-face meetings may take place anytime from 7:00 A.M. to 6:00 P.M. or on an identified Saturday during the academic year, based on the needs of the students and availability of space.

Houston ISD continues to monitor Center for Disease Control and Prevention (CDC) and local guidelines and will operate within these guidelines whenever face-to-face instruction is required. Steps to limit exposure include but are not limited to: (1) limiting the number of students in the lab at one time, (2) wearing approved personal protective equipment (PPE), (3) collecting health screening forms from students and educators, and (4) sanitizing equipment after use.

If the student referenced in this letter chooses to decline to attend possible future face-to-face skills lessons/assessments, the student will need to contact his/her counselor and request a schedule change.

Sincerely,

Michael Love

SY 20-21 Career & Technical Education (CTE) On-Campus Course Recommendations

The TEA has determined all Career and Technical Education courses can be provided through remote instruction or a combination of remote and on-campus instruction. This list of CTE courses that may require a portion of the course to be completed on-campus has been created as a recommendation to assist LEAs with planning on-campus time for students during periods of remote only instruction. The courses included on the list require specialized equipment, direct supervision of hands-on activities, and/or specific materials and technology. LEAs may determine the appropriate amount of on-campus instruction needed to meet the TEKS and award course credit. LEAs may decide additional CTE courses need on-campus instruction and have the flexibility to make the determination based on student need and available resources.

Career Cluster	Service ID	Course
Subchapter A. Agriculture, Food, and Natural Resources Cluster	13001310	Food Technology and Safety/Agricultural Laboratory and Field Experience
Subchapter A. Agriculture, Food, and Natural Resources Cluster	13001410	Food Processing/Agricultural Laboratory and Field Experience
Subchapter A. Agriculture, Food, and Natural Resources Cluster	13002060	Greenhouse Operation and Production/Agricultural Laboratory and Field Experience
Subchapter A. Agriculture, Food, and Natural Resources Cluster	13002200	Agricultural Mechanics and Metal Technologies
Subchapter A. Agriculture, Food, and Natural Resources Cluster	13002210	Agricultural Mechanics and Metal Technologies/Agricultural Laboratory and Field Experience
Subchapter A. Agriculture, Food, and Natural Resources Cluster	13002300	Agricultural Structures Design and Fabrication
Subchapter A. Agriculture, Food, and Natural Resources Cluster	13002310	Agricultural Structures Design and Fabrication/Agricultural Laboratory and Field Experience
Subchapter A. Agriculture, Food, and Natural Resources Cluster	13002350	Agricultural Equipment Design and Fabrication
Subchapter A. Agriculture, Food, and Natural Resources Cluster	13002360	Agricultural Equipment Design and Fabrication/Agricultural Laboratory and Field Experience
Subchapter A. Agriculture, Food, and Natural Resources Cluster	13002400	Agricultural Power Systems
Subchapter A. Agriculture, Food, and Natural Resources Cluster	13002410	Agricultural Power Systems/Agricultural Laboratory and Field Experience
Subchapter A. Agriculture, Food, and Natural Resources Cluster	N1300270	Advanced Floral Design
Subchapter B. Architecture and Construction Cluster	13004900	Construction Management I
Subchapter B. Architecture and Construction Cluster	13005000	Construction Management II
Subchapter B. Architecture and Construction Cluster	13005100	Construction Technology I
Subchapter B. Architecture and Construction Cluster	13005200	Construction Technology II
Subchapter B. Architecture and Construction Cluster	13005250	Practicum in Construction Technology (First Time Taken)
Subchapter B. Architecture and Construction Cluster	13005255	Practicum in Construction Technology/Extended Practicum in Construction Technology (First Time Taken)
Subchapter B. Architecture and Construction Cluster	13005260	Practicum in Construction Technology (Second Time Taken)
Subchapter B. Architecture and Construction Cluster	13005265	Practicum in Construction Technology/Extended Practicum in Construction Technology (Second Time Taken)
Subchapter B. Architecture and Construction Cluster	13005300	Mill and Cabinetmaking Technology
Subchapter B. Architecture and Construction Cluster	13005400	Building Maintenance Technology I
Subchapter B. Architecture and Construction Cluster	13005500	Building Maintenance Technology II
Subchapter B. Architecture and Construction Cluster	13005700	Electrical Technology II
Subchapter B. Architecture and Construction Cluster	13005900	Heating, Ventilation, and Air Conditioning (HVAC) and Refrigeration Technology II
Subchapter B. Architecture and Construction Cluster	13006100	Plumbing Technology II
Subchapter B. Architecture and Construction Cluster	13006200	Practicum in Construction Management (First Time Taken)
Subchapter B. Architecture and Construction Cluster	13006205	Practicum in Construction Management/Extended Practicum in Construction Management (First Time Taken)
Subchapter B. Architecture and Construction Cluster	13006210	Practicum in Construction Management (Second Time Taken)
Subchapter B. Architecture and Construction Cluster	13006215	Practicum in Construction Management/Extended Practicum in Construction Management (Second Time Taken)
Subchapter B. Architecture and Construction Cluster	13006400	Masonry Technology II
Subchapter B. Architecture and Construction Cluster	13006450	Practicum in Masonry Technology (First Time Taken)
Subchapter B. Architecture and Construction Cluster	13006455	Practicum in Masonry Technology/Extended Practicum in Masonry Technology (First Time Taken)
Subchapter B. Architecture and Construction Cluster	13006460	Practicum in Masonry Technology (Second Time Taken)
Subchapter B. Architecture and Construction Cluster	13006465	Practicum in Masonry Technology/Extended Practicum in Masonry Technology (Second Time Taken)
Subchapter B. Architecture and Construction Cluster	N1300426	Pipefitting Technology II
Subchapter B. Architecture and Construction Cluster	N1300427	Pipefitting Technology Lab I
Subchapter B. Architecture and Construction Cluster	N1300428	Pipefitting Technology Lab II
Subchapter C. Arts, A/V Technology, and Communications Cluster	13009600	Printing and Imaging Technology I
Subchapter C. Arts, A/V Technology, and Communications Cluster	13009610	Printing and Imaging Technology I/Printing and Imaging Technology I Lab
Subchapter C. Arts, A/V Technology, and Communications Cluster	13009700	Printing and Imaging Technology II

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Career Cluster	Service ID	Course
Subchapter C. Arts, A/V Technology, and Communications Cluster	13009710	Printing and Imaging Technology II/Printing and Imaging Technology II Lab
Subchapter C. Arts, A/V Technology, and Communications Cluster	13009800	Practicum in Printing and Imaging Technology (First Time Taken)
Subchapter C. Arts, A/V Technology, and Communications Cluster	13009805	Practicum in Printing and Imaging Technology/Extended Practicum in Printing and Imaging Technology (First Time Taken)
Subchapter C. Arts, A/V Technology, and Communications Cluster	13009810	Practicum in Printing and Imaging Technology (Second Time Taken)
Subchapter C. Arts, A/V Technology, and Communications Cluster	13009815	Practicum in Printing and Imaging Technology/Extended Practicum in Printing and Imaging Technology (Second Time Taken)
Subchapter H. Health Science Cluster	13020410	Health Science Theory/Health Science Clinical
Subchapter H. Health Science Cluster	13020500	Practicum in Health Science (First Time Taken)
Subchapter H. Health Science Cluster	13020505	Practicum in Health Science/Extended Practicum in Health Science (First Time Taken)
Subchapter H. Health Science Cluster	13020510	Practicum in Health Science (Second Time Taken)
Subchapter H. Health Science Cluster	13020515	Practicum in Health Science/Extended Practicum in Health Science (Second Time Taken)
Subchapter I. Hospitality and Tourism Cluster	13022600	Culinary Arts
Subchapter I. Hospitality and Tourism Cluster	13022650	Advanced Culinary Arts
Subchapter I. Hospitality and Tourism Cluster	13022700	Practicum in Culinary Arts (First Time Taken)
Subchapter I. Hospitality and Tourism Cluster	13022705	Practicum in Culinary Arts/Extended Practicum in Culinary Arts (First Time Taken)
Subchapter I. Hospitality and Tourism Cluster	13022710	Practicum in Culinary Arts (Second Time Taken)
Subchapter I. Hospitality and Tourism Cluster	13022715	Practicum in Culinary Arts/Extended Practicum in Culinary Arts (Second Time Taken)
Subchapter J. Human Services Cluster	13025200	Cosmetology I
Subchapter J. Human Services Cluster	13025210	Cosmetology I/Cosmetology I Lab
Subchapter J. Human Services Cluster	13025300	Cosmetology II
Subchapter J. Human Services Cluster	13025310	Cosmetology II/Cosmetology II Lab
Subchapter J. Human Services Cluster	N1302531	Nail Care, Enhancements and Spa Services
Subchapter J. Human Services Cluster	N1302533	Esthetics
Subchapter J. Human Services Cluster	N1302534	Barbering I
Subchapter J. Human Services Cluster	N1302535	Barbering II
Subchapter L. Law, Public Safety, Corrections, and Security Cluster	13029900	Firefighter I
Subchapter L. Law, Public Safety, Corrections, and Security Cluster	13030000	Firefighter II
Subchapter L. Law, Public Safety, Corrections, and Security Cluster	N1303011	Disaster Response
Subchapter L. Law, Public Safety, Corrections, and Security Cluster	N1303015	Emergency Medical Technician--Basic
Subchapter M. Manufacturing Cluster	13032250	Introduction to Welding
Subchapter M. Manufacturing Cluster	13032300	Welding I
Subchapter M. Manufacturing Cluster	13032400	Welding II
Subchapter M. Manufacturing Cluster	13032410	Welding II/Welding II Lab
Subchapter M. Manufacturing Cluster	13032500	Precision Metal Manufacturing I
Subchapter M. Manufacturing Cluster	13032600	Precision Metal Manufacturing II
Subchapter M. Manufacturing Cluster	13032610	Precision Metal Manufacturing II/Precision Metal Manufacturing II Lab
Subchapter M. Manufacturing Cluster	13032650	Diversified Manufacturing I
Subchapter M. Manufacturing Cluster	13032660	Diversified Manufacturing II
Subchapter M. Manufacturing Cluster	13032700	Metal Fabrication and Machining I
Subchapter M. Manufacturing Cluster	13032800	Metal Fabrication and Machining II
Subchapter M. Manufacturing Cluster	N1303683	Basic Fluid Power
Subchapter O. STEM Cluster	13037000	Robotics I

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Career Cluster	Service ID	Course
Subchapter O. STEM Cluster	13037050	Robotics II
Subchapter P. Transportation, Distribution, and Logistics Cluster	13039400	Aircraft Airframe Technology
Subchapter P. Transportation, Distribution, and Logistics Cluster	13039410	Aircraft Airframe Technology/Advanced Transportation Systems Laboratory
Subchapter P. Transportation, Distribution, and Logistics Cluster	13039500	Aircraft Powerplant Technology
Subchapter P. Transportation, Distribution, and Logistics Cluster	13039510	Aircraft Powerplant Technology/Advanced Transportation Systems Laboratory
Subchapter P. Transportation, Distribution, and Logistics Cluster	13039600	Automotive Technology I: Maintenance and Light Repair
Subchapter P. Transportation, Distribution, and Logistics Cluster	13039700	Automotive Technology II: Automotive Service
Subchapter P. Transportation, Distribution, and Logistics Cluster	13039710	Automotive Technology II: Automotive Service/Advanced Transportation Systems Laboratory
Subchapter P. Transportation, Distribution, and Logistics Cluster	13039750	Basic Collision Repair and Refinishing
Subchapter P. Transportation, Distribution, and Logistics Cluster	13039800	Collision Repair
Subchapter P. Transportation, Distribution, and Logistics Cluster	13039810	Collision Repair/Advanced Transportation Systems Laboratory
Subchapter P. Transportation, Distribution, and Logistics Cluster	13039900	Paint and Refinishing
Subchapter P. Transportation, Distribution, and Logistics Cluster	13039910	Paint and Refinishing/Advanced Transportation Systems Laboratory
Subchapter P. Transportation, Distribution, and Logistics Cluster	13040000	Small Engine Technology I
Subchapter P. Transportation, Distribution, and Logistics Cluster	13040100	Small Engine Technology II
Subchapter P. Transportation, Distribution, and Logistics Cluster	13040150	Diesel Equipment Technology I
Subchapter P. Transportation, Distribution, and Logistics Cluster	13040160	Diesel Equipment Technology II
Subchapter P. Transportation, Distribution, and Logistics Cluster	13040170	Diesel Equipment Technology II/Advanced Transportation Systems Laboratory
Subchapter P. Transportation, Distribution, and Logistics Cluster	13040450	Practicum in Transportation Systems (First Time Taken)
Subchapter P. Transportation, Distribution, and Logistics Cluster	13040455	Practicum in Transportation Systems/Extended Practicum in Transportation Systems (First Time Taken)
Subchapter P. Transportation, Distribution, and Logistics Cluster	13040460	Practicum in Transportation Systems (Second Time Taken)
Subchapter P. Transportation, Distribution, and Logistics Cluster	13040465	Practicum in Transportation Systems/Extended Practicum in Transportation Systems (Second Time Taken)
Subchapter P. Transportation, Distribution, and Logistics Cluster	N1304662	Maritime Science I
Subchapter P. Transportation, Distribution, and Logistics Cluster	N1304663	Maritime Science II
Subchapter P. Transportation, Distribution, and Logistics Cluster	N1304667	Advanced Shipboard Engineering
Subchapter P. Transportation, Distribution, and Logistics Cluster	N1304670	Introduction to Unmanned Aerial Vehicles (UAV)
Subchapter P. Transportation, Distribution, and Logistics Cluster	N1304675	Aviation Ground School
Subchapter Q. Energy	13001255	Oil and Gas Production I/Agricultural Laboratory and Field Experience
Subchapter Q. Energy	13001265	Oil and Gas Production II/Agricultural Laboratory and Field Experience
Subchapter Q. Energy	N1300256	Oil and Gas Production III
Subchapter Q. Energy	N1300257	Oil and Gas Production IV
Subchapter Q. Energy	N1300262	Introduction to Process Technology
Subchapter Q. Energy	N1300264	Petrochemical Safety, Health, and Environment