**We can help convince your Director to subscribe your district to CTE Manager!**

Want a subscription to CTE Manager, but not sure what to say? Not to worry! We’ve created this handy sample email to help explain why it makes sense for your school district to subscribe. Simply copy and paste it into an email to your CTE director, customize it with their name, and add a catchy subject line like, “Help take our CTE program’s productivity to the next level” and you are one step closer to getting yourself (and your colleagues!) a CTE Manager subscription!

**Sample Email:**

Dear [Name],

I wanted to inform you of a great new product I recently learned about that can increase productivity in the classroom, highlight CTE students’ accomplishments, and provide valuable data to our school and district like never before. CTE Manager is a student-centered, comprehensive recordkeeping system that focuses on the three-circles of a ‘complete’ CTE program – (1) professionalism, (2) classroom instruction, and (3) project-based learning. With CTE Manager, students keep track of their time involved in these key areas, and then CTE teachers and directors are provided with impactful reports to assess involvement and achievement during students’ time in CTE.

For me, as a teacher, I’d love to use the following CTE Manager features:

1. National Common Career Technical Core (CCTC) standards reporting on students’ classroom activities
2. Work-based learning projects align to O\*NET (US Dept. of Labor) occupational tasks
3. Maintain active Employers and Supervisors contact list for student projects
4. Delegate online assessments to teacher-approved mentors
5. Unlimited photos, documents and classroom files storage
6. Manage important program events with calendar
7. …cont.

For you, as a CTE Director, here are a few examples of the reports you would have access to with a district-wide subscription:

1. Demographic information for all CTE areas
2. District-wide schools, CTE educator and student contact directory
3. Valuable statistics in professionalism activities, such as Career Technical Student Organizations (CTSO) involvement, community service and volunteerism, achievements and certifications earned
4. Detailed employers and supervisors contact list for all work-based learning projects
5. Economic impact reports which aggregates student dollars spent in the community
6. …cont.

CTE Manager is a web-based application that’s available to school districts as an annual subscription. Get all the details at: CTEManager.com, and learn more about the impact a subscription could have on our school district.

Thanks for your time, and I hope to discuss this with you soon.

Best,

[your name here]