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## **MEMORANDUM**

**TO:** District Career and Technical Education Directors

**FROM:** Kevin O'Farrell, Ph.D.

**DATE:** October 2, 2023

**SUBJECT:** **2023-2024 Appendix Y and Correction Window for Career and Professional Academies**

The registration window for middle school and high school Career and Professional Academies for the 2023-2024 school year has closed. The attached document 2023-2024 Appendix Y includes all middle school and high school academies registered by district and school.

The correction window for Career and Professional Academies is now open and will close October 31. Please review Appendix Y for any corrections or additions that need to be made. If the school district has Career and Professional Academies and did not register during the window, registration must be completed during the update window.

Instructions for academy corrections and additions:

- For corrections to an academy, highlight the row of the academy on Appendix Y that needs to be corrected. In the highlighted row make any corrections to the academy information. Save the appendix and email to [industrycertification@fldoe.org](mailto:industrycertification@fldoe.org).
- For Career and Professional Academy registrations that need to be added to Appendix Y, fill out the Form FCAPE-1: Registration of K-12 Career and Professional Academies ADD LINK and submit to [industrycertification@fldoe.org](mailto:industrycertification@fldoe.org). The form can be downloaded for the following link: <https://www.fldoe.org/core/fileparse.php/8904/urlt/2324-academyregform.xlsx>

If you have any questions, please contact Kaitlin Vickers, Career and Professional Education Manager, at [industrycertification@fldoe.org](mailto:industrycertification@fldoe.org) or 850-245-9030.

KO/kv

Kevin O'Farrell, Ph.D.  
Chancellor of Career and Adult Education