



Overview of Perkins Investment Process - 2025-26 School Year

Note: Applying for Perkins Investment is voluntary.

Process Start:

Via email, each school site Perkins Chair is provided (all site CTE teachers are also copied) a Perkins Site Funding Packet, with instructions on how to apply for Perkins Investment Funds for the 2025-2026 School Year. This packet includes all the background information, forms, and reference materials needed to submit site Perkins requests.

General Procedures for sites applying for Perkins Investment:

Each school site will receive an initial funding amount for which they may apply.

CTE Teachers:

1. CTE instructor(s) seeking investment will complete a [Materials Request Form](#), identifying the requested investment(s) related to expanding, developing, or enhancing their pathway. A [vendor's purchase quote](#) should be submitted for each requested item. Field trip and conference application forms are also provided.
2. Each CTE instructor(s) at the school site will complete a [CTE Courses Taught Form](#)
3. CTE instructor(s) seeking funding will complete an [Industry Input/Advisory Form](#)
4. CTE instructor(s) seeking funding will ELECTRONICALLY SUBMIT a copy of all required application forms to the [site Perkins Chair](#). Site Perkins Chair will [review for completeness](#) and have funding requests ready for committee discussion at a scheduled Perkins Committee funding consideration/approval meeting.

Site Perkins Chair:

1. Site Perkins Chair will [schedule/coordinate a site Perkins Committee meeting](#) at which participating CTE Teachers will [consider/approve CTE Teacher-submitted funding requests](#). Approval of items will be documented by site a Perkins Meeting Investment Chart. Total investment requested must not exceed the site's allocated funding amount.
2. Site Perkins Chair will ELECTRONICALLY submit all completed/site-approved Perkins funding documents [by email \(or by link to online folder\)](#) to Christopher Clifton, cclifton@lbschools.net [NO LATER THAN Thursday, April 24, 2025, 5:00 PM](#)

The Pathways and Business Engagement Office:

- The Pathways and Business Engagement Office staff will review, approve, or may return submitted documents. Site documents may be returned to the requesting CTE teacher with a request for clarification(s) and/or for additional details. Teachers requesting funding are responsible for responding to requests for additional or clarifying information related to their purchase request(s).
- Only those site requests, [complete and approved by](#) Pathways Business Engagement Office staff for submission to CDE by the CDE deadline, will be included in the District's 2025-26 Perkins Budget.

Questions related this funding application process may be directed to Christopher Clifton: cclifton@lbschools.net