



HIGH SCHOOL OF ART AND DESIGN

245 East 56th Street
New York City, NY 10022
Phone: 212 752-4340 Fax: 212 752-4945
www.artanddesignhs.org

Maximillian Re-Sugiura, Principal
Kevin A. Lopez, Assistant Principal, Art & CTE

RE: HSAD CTE / ART Transfer & Endorsement Memorandum (Fall 2022)

Dear Art & Design HS Parents / Guardians,

At the High School of Art & Design, we take great pride in having the best Media Design CTE Program in NYC, with clear expectations that ALL students will complete their CTE / Art requirements upon graduation, in accordance with specific NY State approved guidelines. Each one of our EIGHT Art & CTE programs have different CTE endorsement requirements, such as varying course sequence credits and technical exams. For this reason, the Art & CTE Department, in collaboration with our Guidance Office, are rolling out a new Major TRANSFER policy in efforts to ensure that ALL students remain eligible to obtain their CTE Endorsement.

Below are general requirements that all students must complete for their CTE Endorsements. A high school diploma with Career and Technical Education endorsement is granted to students enrolled in NY State-approved programs of study who complete the following requirements:

- A minimum of 44 units of credit
- Five required Regents examination(s) or approved alternatives with passing grades
- A minimum of 7 CTE credits, including one credit in Career and Financial Management
 - *Art & Design Majors require more CTE Credits depending on the discipline.*
- A three-part technical assessment (written, demonstration, and project components)
- Work-based learning experiences as provided by the approved program (learning activities that take place in the workplace or in the school in collaboration with the community to provide a service or produce a product that meets industry standard)
- A work-skills employability profile (documents student attainment of technical knowledge, work-related skills, endorsements and licenses)

Students who transfer from one major to another will impact a student's ability to fulfill all of the necessary CTE course requirements for any one of our 8 CTE programs. As a result, we are instituting a new HSAD MAJOR TRANSFER POLICY that will ensure that students who wish to transfer are approved within the appropriate window, and following the proper transfer protocols set forth by our Guidance and Art / CTE Departments. All A&D students who wish to transfer from one Art / CTE Major to another, must adhere to the following transfer protocols below:



HIGH SCHOOL OF ART AND DESIGN
245 East 56th Street
New York City, NY 10022
Phone: 212 752-4340 Fax: 212 752-4945
www.artanddesignhs.org

Maximilian Re-Sugiura, Principal
Kevin A. Lopez, Assistant Principal, Art & CTE

1. Transfer Requests are limited to 10th graders during Term 1 (preferably marking periods 1 & 2).
2. Students must meet with their Guidance Counselors to discuss the transfer request, as this may impact a student's full academic schedule.
3. Guidance must confirm if there are seats available in the requested Art / CTE Major. Note that CTE class capacity cannot exceed 28 students.
4. Art / CTE Major Teachers Must be notified and aligned with the transfer prior to final approval.
5. Parents / Guardians must approve the transfer request prior to final approval.
6. Any students who wish to transfer beyond the appropriate window must follow a different Guidance protocol, with parent / guardian understanding and written approval that a CTE Endorsement will not be obtained.
7. Final transfer approval must be given by the Assistant Principal of Art & CTE.

Students must fill out the official HSAD Major Transfer Request Form provided below:

<https://forms.gle/otVaHRAvwa6WwkDJ8>

For more information, please visit our website at www.artanddesignhs.org.

If you have any questions regarding the new CTE / Art Major Transfer Policy, please reach out directly to your guidance counselor, or to A.P. Lopez at klopez28@schools.nyc.gov, at your convenience.

Thank you,

Kevin A. Lopez

Assistant Principal of Art & CTE
Pronouns: He/Him
The High School of Art & Design
245 East 56th Street NY, NY 10022
Tel: (212) 752-4340 ext. 11192