

[School District Letterhead]

[School District Name]

[Address]

[City, State, ZIP]

[Phone Number]

[Email Address]

Date: [Insert Date]

To Whom It May Concern:

This letter serves as formal attestation, for the purposes of compliance monitoring and program review, that all information, records, documentation, data, and materials provided for review are the sole property of [School District Name] and its Career and Technical Education (CTE) Department.

All documentation has been developed, maintained, and submitted in the course of official district business and in alignment with applicable local, state, and federal requirements governing Career and Technical Education programs. The information presented accurately reflects district operations, program implementation, fiscal management, and instructional practices at the time of submission and is intended to support compliance verification, monitoring, and accountability processes.

Ownership of all submitted materials remains with the school district and the CTE Department. The documentation may be reviewed and utilized by authorized monitoring entities strictly for quality and compliance purposes and may not be reproduced, distributed, or used beyond the scope of the monitoring review without prior written authorization from the district.

This attestation applies to all formats of documentation, including but not limited to written reports, electronic records, data systems, fiscal documents, instructional materials, program plans, and supporting evidence submitted as part of the compliance monitoring process.

Should additional information, clarification, or verification be required, please contact [Name and Title] at [Phone Number] or [Email Address].

Sincerely,

[Name]

[Title]

[School District Name]

Career and Technical Education Department