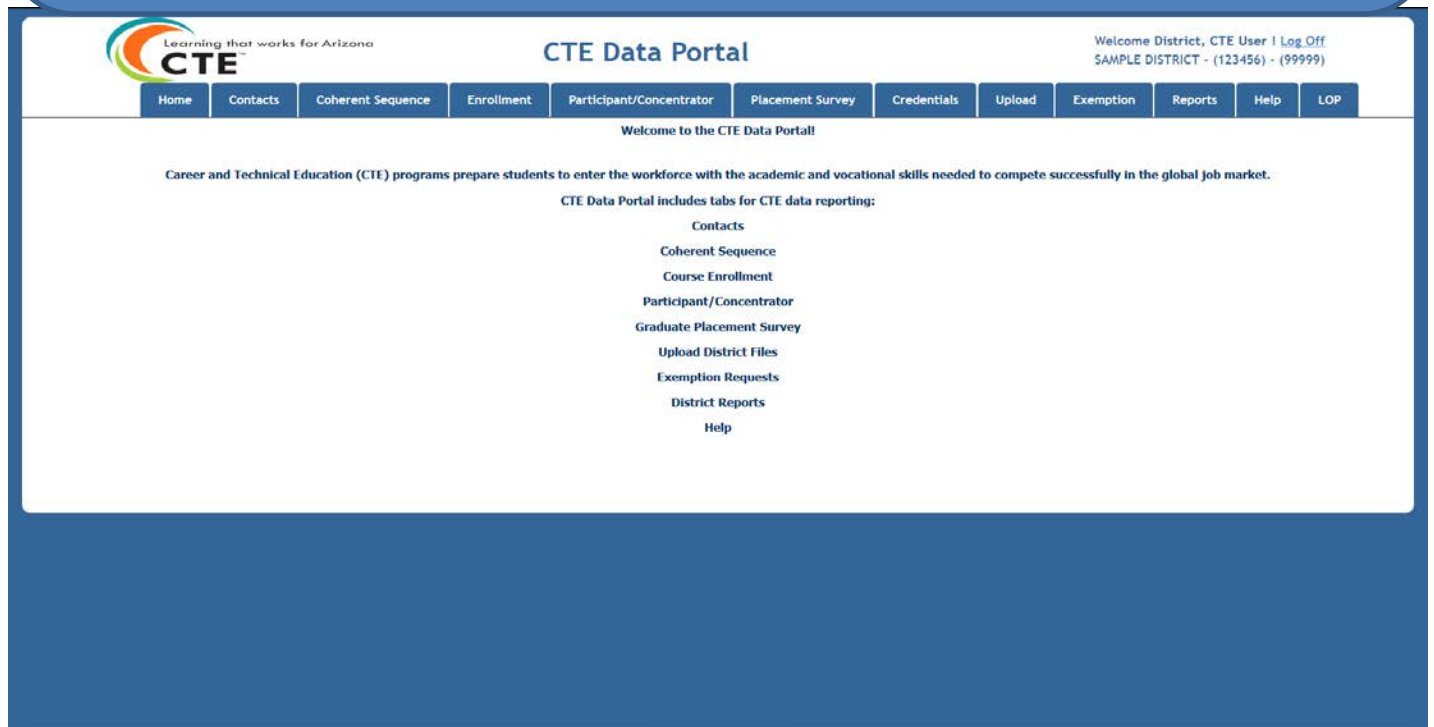




Career & Technical Education CTE Data Portal Secondary User Guide



Donna Kerwin
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High Academic Standards for Students
Arizona Department of Education



CTE DATA PORTAL USER GUIDE

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CTE DATA PORTAL USER GUIDE

Summary Enrollment and Policy Citations

Career and Technical Education (CTE) provides funding to participating school districts offering approved coursework for career and technical education areas such as agriculture, business, industrial trades, marketing, and consumer services. ADE approval for coursework is provided during an annual cycle of review and data submissions by the participating school districts. Both federal and state CTE funding awards are determined and administered by CTE staff. Funds are distributed and tracked via the ADE Grants Management system.

40TH DAY AND 100TH DAY COURSE ENROLLMENT REPORTING

Policy Citations

In alignment with A.R.S. § 15-902.I CTE requires districts to report Career and Technical Education student enrollment data to the Department of Education within twelve days after the district's 40th day in session and the district's 100th day in session.

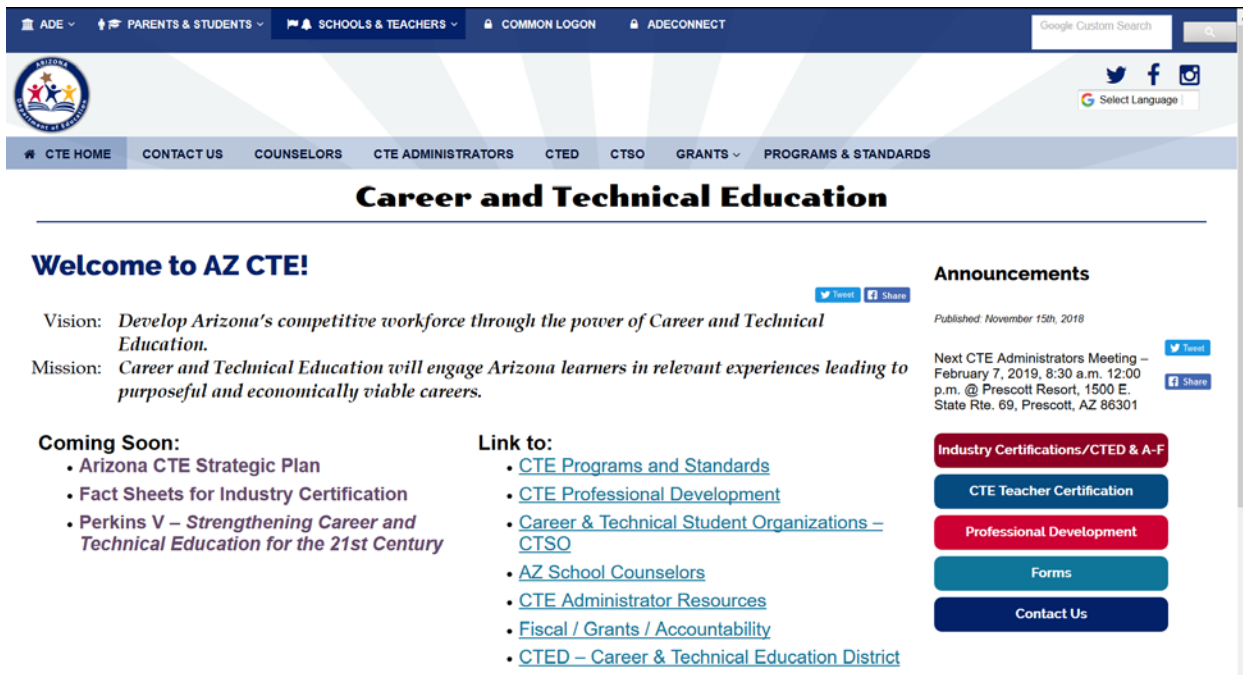
Carl D. Perkins Career and Technical Education Act of 2006 Section 113(b)(4)(C)(i-iv) requires local education agencies receiving funding to report disaggregated enrollment and performance data to the state/eligible agency.

Carl D. Perkins Career and Technical Education Act of 2006 Section 122(c)(13) requires the state agency must ensure that the data reported from local agencies are complete, accurate, and reliable.

Carl D. Perkins Career and Technical Education Act of 2006 Sections 134(b)(6) "...support Career and Technical Education programs that provide services and activities that are of sufficient size, scope and quality to bring about improvement in the quality of CTE programs."

EDGAR 2 CFR 200.328 requires that states monitor and report program performance.

Annual Arizona Appropriation Bill describes the intention of the Arizona legislature to fund the Career and Technical Education State Priority Grant Priority Funding. This funding occurs through general appropriations for supplemental funding linked to numbers of pupils in such programs and to numbers of program Concentrators who enter jobs in fields directly related to their high school CTE program.



Welcome to AZ CTE!

Vision: *Develop Arizona's competitive workforce through the power of Career and Technical Education.*

Mission: *Career and Technical Education will engage Arizona learners in relevant experiences leading to purposeful and economically viable careers.*

Coming Soon:

- Arizona CTE Strategic Plan
- Fact Sheets for Industry Certification
- Perkins V – Strengthening Career and Technical Education for the 21st Century

Link to:

- [CTE Programs and Standards](#)
- [CTE Professional Development](#)
- [Career & Technical Student Organizations – CTSO](#)
- [AZ School Counselors](#)
- [CTE Administrator Resources](#)
- [Fiscal / Grants / Accountability](#)
- [CTED – Career & Technical Education District](#)

Announcements

Published: November 15th, 2018

Next CTE Administrators Meeting – February 7, 2019, 8:30 a.m. 12:00 p.m. @ Prescott Resort, 1500 E. State Rte. 69, Prescott, AZ 86301

Industry Certifications/CTED & A-F

CTE Teacher Certification

Professional Development

Forms

Contact Us

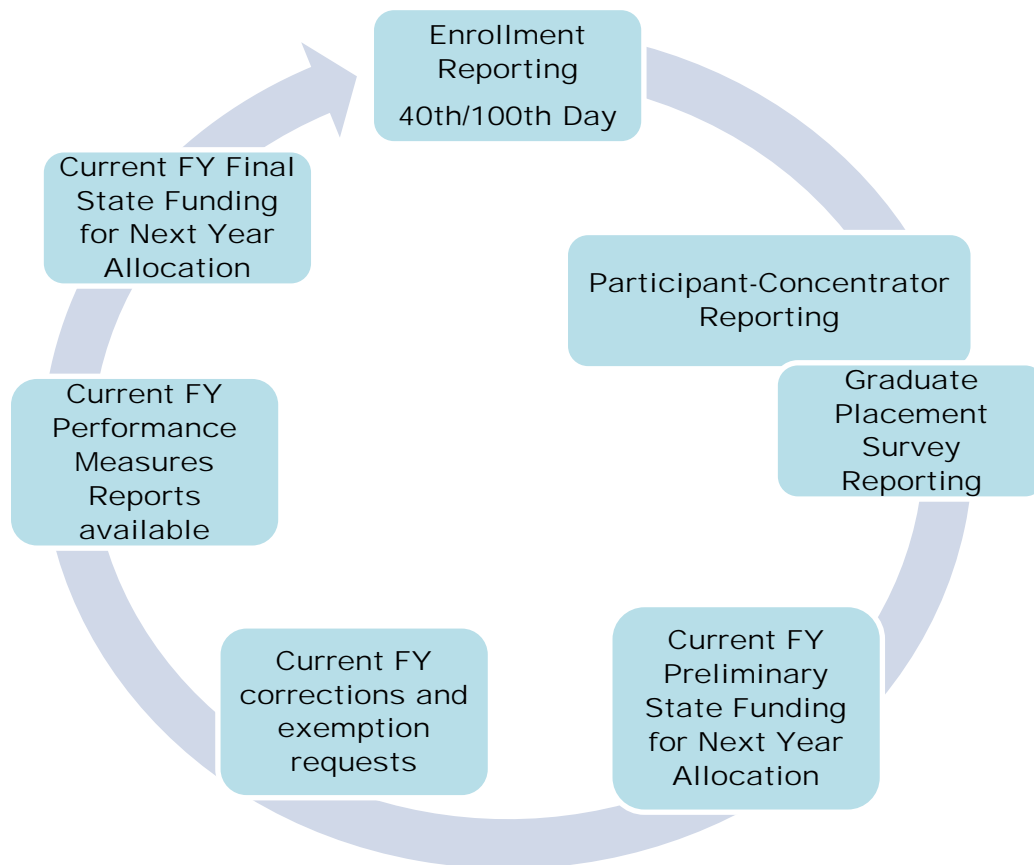
Career and Technical Education (CTE) programs prepare students to enter the workforce with the academic and vocational skills needed to compete successfully in the global job market.

CTE DATA PORTAL USER GUIDE

CTE State Priority Funding Cycle

CTE course enrollment drives annual CTE State Priority Funding. The CTE Data Portal is school-driven and accommodates both school data reporting and annual report production. Participating high schools report CTE course enrollment data annually to the Arizona Department of Education for any active/approved CTE program. All CTE course enrollment reported must have corresponding program-course information in the school's coherent sequence before it can be reported in the school's course enrollment. The CTE Data Portal will prevent any course enrollment added unless that program-course already exists in a school's coherent sequence. Course Enrollment reporting is followed annually by Participant-Concentrator and Graduate Placement Survey reporting. School districts may enter data online in the CTE Data Portal and larger districts can upload files of data for reporting. Districts are required to submit course enrollment, participants, concentrators and placements data at each school for each active program on an annual basis. Data submitted in Enrollment is used to generate the CTE State Priority Funding and the basis of the funding formula is the average student counts of 40th and 100th day course enrollments of 11th and 12th grade students. The data submitted in the online Participant-Concentrator and Placement Survey is used to calculate local results for the Arizona CTE Performance Measures reports, as well as used in CTE State Priority Funding. Data submitted must be reliable, accurate and timely.

Annual State Priority Funding Cycle



Career and Technical Education (CTE) programs prepare students to enter the workforce with the academic and vocational skills needed to compete successfully in the global job market.

Our Vision: Ensure a dynamic workforce by fully developing every student's career and academic potential.

Our Mission: Prepare Arizona students for workforce success and continuous learning.

CTE DATA PORTAL USER GUIDE

Summary Performance Measures and Policy Citations

PERFORMANCE MEASURES REPORTING

Policy Citations

Carl D. Perkins Career and Technical Education Act of 2006 Section 113(b)(4)(C)(i-iv) requires local education agencies receiving funding to report disaggregated enrollment and performance data to the state/eligible agency.

Carl D. Perkins Career and Technical Education Act of 2006 Section 122(c)(13) requires the state agency must ensure that the data reported from local agencies are complete, accurate, and reliable.

Carl D. Perkins Career and Technical Education Act of 2006 Sections 134(b)(6) "...support Career and Technical Education programs that provide services and activities that are of sufficient size, scope and quality to bring about improvement in the quality of CTE programs."

Carl D. Perkins Career and Technical Education Act of 2006 Sections 133(b)(6) "...assess the effectiveness of the state in achieving statewide progress in career and technical education and to optimize the return of investment of federal funds in career and technical education activities.

EDGAR 2 CFR 200.328 requires that states monitor and report program performance and measure student outcomes.

Participating Arizona schools report student performance measures annually to the Arizona Department of Education/Career and Technical Education for any active/approved CTE program. Performance Measures data components include Participant-Concentrator and Graduate Placement Survey student data and student credits earned in CTE programs reported in the CTE Data Portal.

The Arizona State Board of Education approved a state accountability system that measures CTE program performance using a series of performance measures. The Arizona accountability system must address federal and state data collection requirements and may change each year as new requirements are implemented. The Perkins Act emphasizes state and local accountability. The Perkins Act establishes comparable student definitions and measures for all CTE program and is based on expectations that student performance will improve each year. Expected levels of state performance must be reviewed annually by the Arizona Department of Education (ADE) and Local Education Agencies (LEAs) for each performance measure. Continuous improvement is expected in six core areas of emphasis, including:

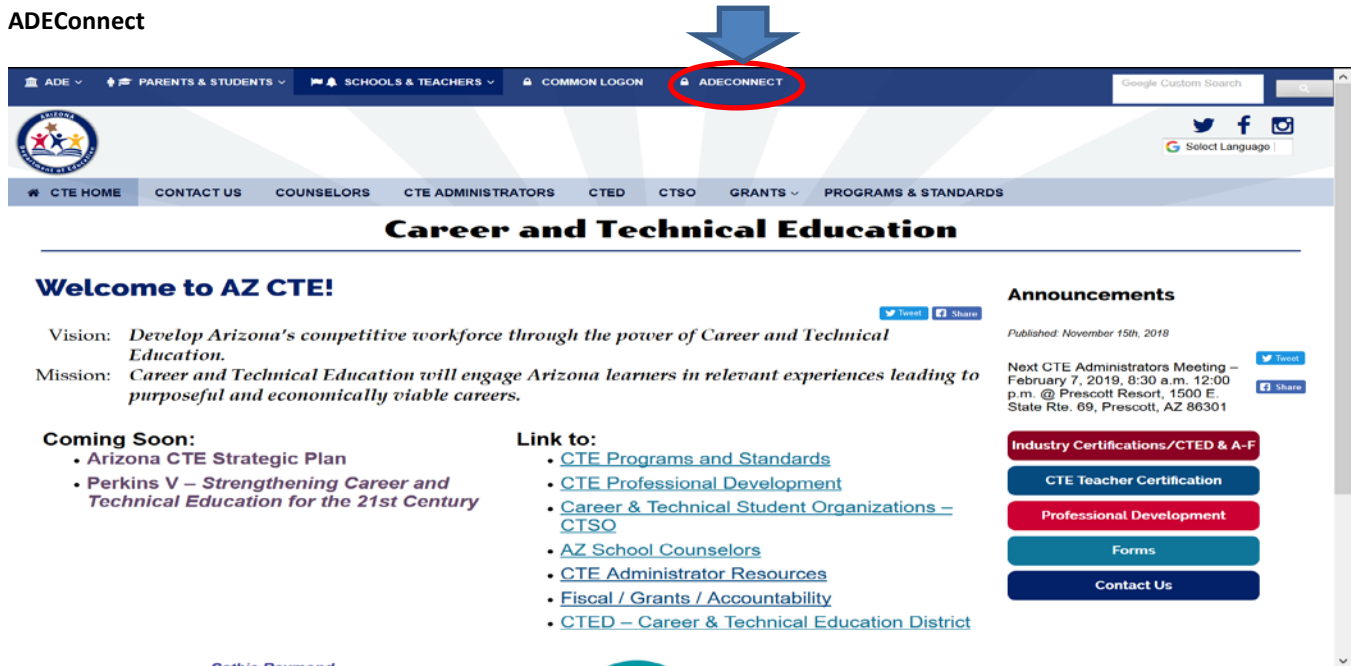
Final Agreed Upon Performance Levels (FAUPL)

Six Core Areas	Performance Measure	2015-16	2016-17	2017-18	2018-19
Academic Standards Attainment	1S1 Academic-Reading	30.00%	28.00%	29.50%	29.50%*
	1S2 Academic-Math	30.00%	17.00%	18.50%	28.00%*
Technical Skill Attainment	2S1 Technical Skill Attainment	80.00%	83.00%	83.00%	84.00%
School Completion (Grad + GED)	3S1 School Completion	91.00%	92.00%	92.50%	92.75%
Graduation	4S1 Graduation	90.00%	91.00%	91.50%	91.75%
Placement	5S1 Placement	68.00%	73.00%	74.50%	76.00%
Nontraditional Students	6S1 Nontrad Participation	27.00%	32.00%	35.00%	36.00%
	6S2 Nontrad Completion	18.00%	35.00%	82.45%	83.00%

Note: *Beginning in FY2019, Academic Standards Attainment will utilize ADE State assessment data.

CTE DATA PORTAL USER GUIDE

ADEConnect



All CTE LEAs who want to participate in annual State Priority Funding and use the CTE Data Portal must do so through ADEConnect. The CTE Data Portal is available in ADEConnect.

The CTE Data Portal application will be used by all schools that have Career and Technical Education (CTE) programs that prepare today's students to enter the 21st century workforce with the academic and vocational skills needed to compete successfully in a global job market. This application will be used to track LEA contacts, coherent sequence, enrollment, participant-concentrator, graduate placement surveys, exemption request and enrollment details and all State Priority Funding, Performance Measures, and other Federal and State reports.

District Entity Administrator adds your 'role': CTE Data Portal access

What is an Entity Administrator (Entity Admin or EA)?

Entity administrators are ultimately responsible for ensuring that their users are able to take advantage of the convenience and security ADEConnect offers. By appropriately assigning roles and permissions, Entity Admins permit users to access the ADE applications they need to do their work. Entity Administrators also maintain the security of LEA and ADE information by ensuring that users only have access to the applications and data they are authorized to see.

Find your District Entity Administrator and gain access to the CTE Data Portal via ADEConnect. To find your district entity administrator – search by Entity ID, CTDS, or Entity Name at this site: <https://home.azed.gov/PublicSite/>

Questions regarding **access to ADEConnect** should be directed to:

ADESupport

adesupport@azed.gov

602-542-2222 or 866-577-9636

6:00 AM – 6:00 PM Monday-Friday

Questions regarding **CTE Data Portal** should be directed to:

Donna Kerwin

Career & Technical Education Unit

Donna.Kerwin@azed.gov

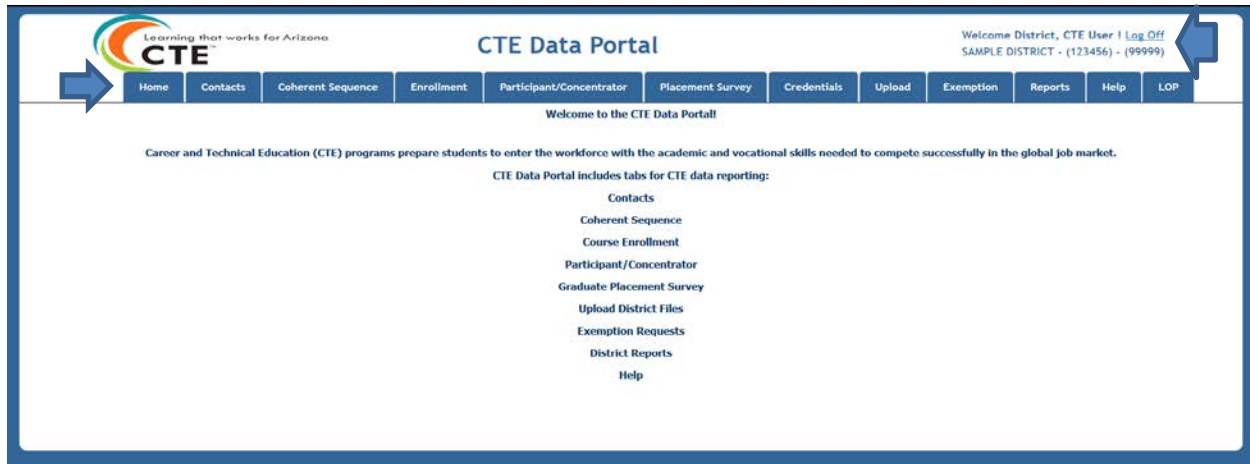
602-542-7881

CTE DATA PORTAL USER GUIDE

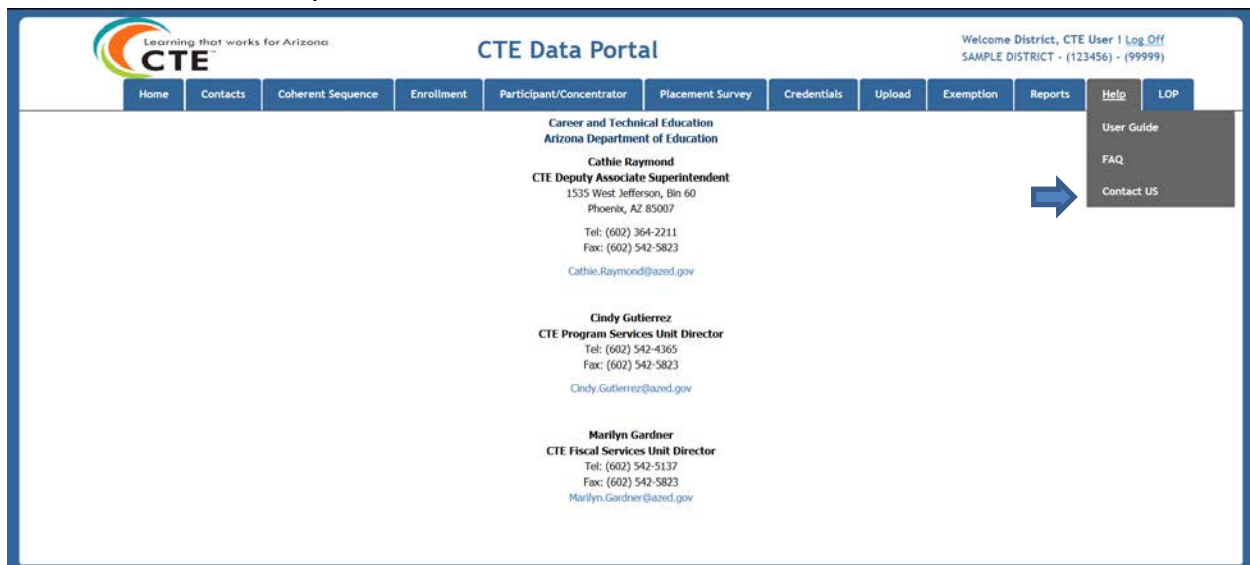
CTE Data Portal application

Login to the **CTE Data Portal** application through **ADEConnect** and the **Home** page appears.

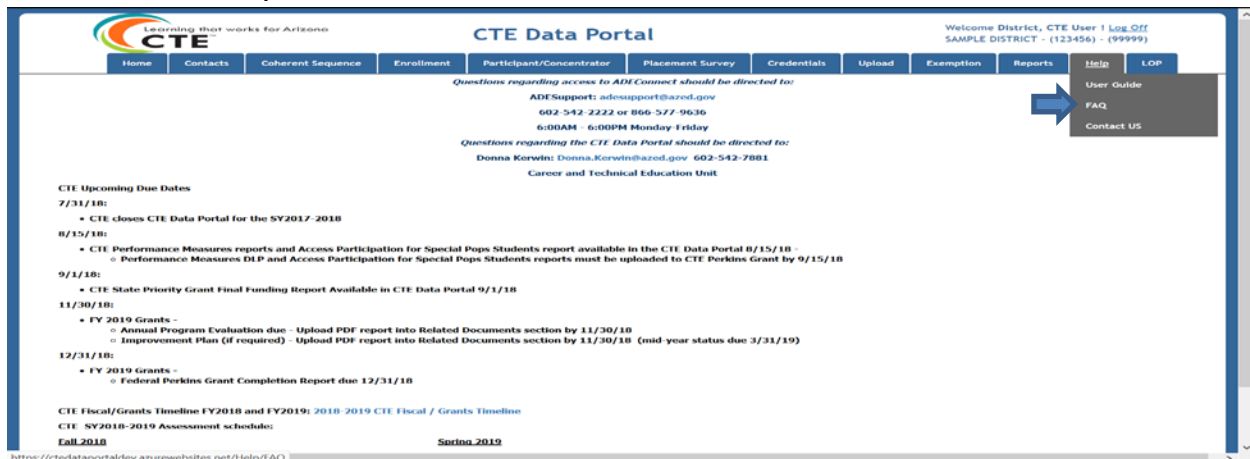
To exit the CTE Data Portal, click on **Log Off** next to your district name in the upper right corner of the screen.



CTE Contacts are available in **Help\Contact Us**



CTE FAQ are available in **Help\FAQ**

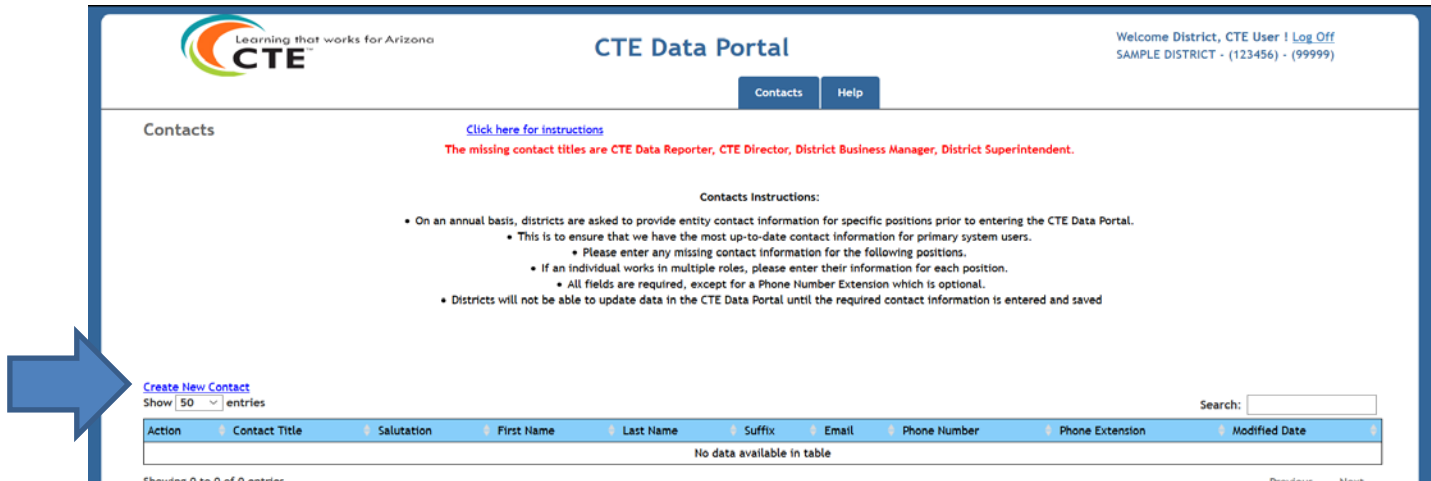


CTE DATA PORTAL USER GUIDE

Contacts instructions section:

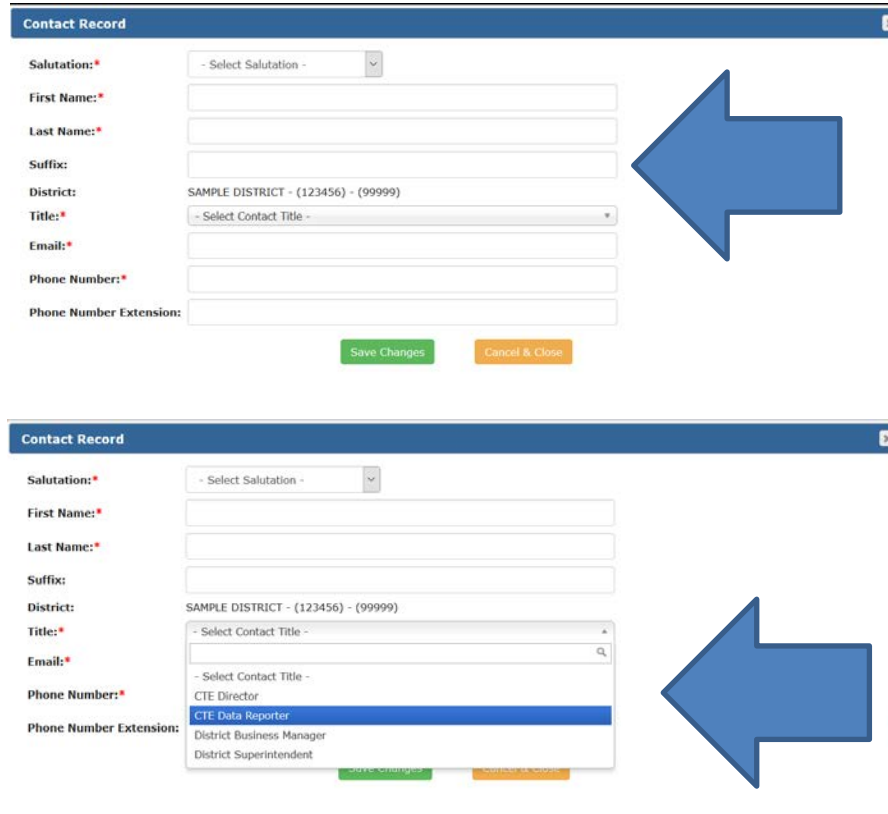
On an annual basis, districts are asked to provide entity contact information for specific positions prior to entering the CTE Data Portal. This is to ensure that we have the most up-to-date contact information for primary system users. Please enter any missing contact information for each of the positions in the drop-down boxes. If an individual works in multiple roles, please enter their information for each position. All fields are required, except for a Phone Number Extension which is optional. Districts will not be able to see any other CTE Data Portal functions or update data in the CTE Data Portal until the required contact information is entered and saved.

To add contact information click on [Create New Contact](#)



The screenshot shows the CTE Data Portal interface. At the top, there's a header with the CTE logo and the text 'Learning that works for Arizona'. The main title is 'CTE Data Portal'. On the right, it says 'Welcome District, CTE User ! Log Off' and 'SAMPLE DISTRICT - (123456) - (99999)'. Below the header, there are buttons for 'Contacts' and 'Help'. The 'Contacts' section is active, showing a message: 'Click here for instructions' and 'The missing contact titles are CTE Data Reporter, CTE Director, District Business Manager, District Superintendent.' Below this, there are 'Contacts Instructions' which state that districts are asked to provide contact information annually, and that all fields are required except for the Phone Number Extension. At the bottom, there is a table with columns: Action, Contact Title, Salutation, First Name, Last Name, Suffix, Email, Phone Number, Phone Extension, and Modified Date. The table is currently empty, showing 'No data available in table'. A blue arrow points to the 'Create New Contact' link on the left side of the page.

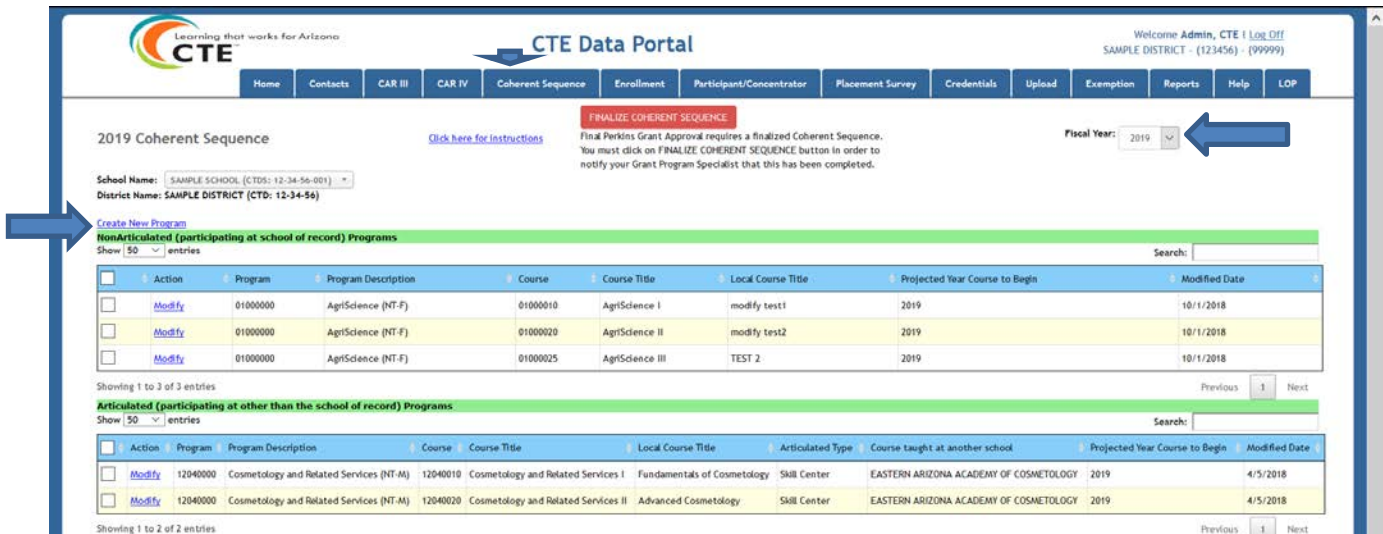
Enter all required fields (identified with *). Please enter contact information for all district staff requested in the Title field, including CTE Director, CTE Data Reporter, District Business Manager, and District Superintendent. Enter contact information for each of the required contacts and click on the Save Changes button to save the information.



The screenshots show the 'Contact Record' form. The first screenshot shows the form with empty fields for Salutation, First Name, Last Name, Suffix, District, Title, Email, Phone Number, and Phone Number Extension. The second screenshot shows the 'Title' dropdown menu open, displaying options: CTE Director, CTE Data Reporter, District Business Manager, and District Superintendent. A blue arrow points to the dropdown menu in both screenshots.

CTE DATA PORTAL USER GUIDE

Coherent Sequence Reporting instructions section:



Choose a Fiscal Year, then click on the Coherent Sequence tab to see your district's Coherent Sequence for that Fiscal Year in the CTE Data Portal. For FY2019 (SY2018-2019) only, the Coherent Sequence data will not be 'rolled over' from FY2018 (SY2017-2018), as the course names are very different in FY2019. FY2019 CTE Programs and Courses that are offered at your school district must be entered into the school's Coherent Sequence completely.

Beginning FY2020, these FY2019 programs and courses will be 'rolled over' from FY2019 Coherent Sequence to FY2020 Coherent Sequence for each of your district's schools, and the annually rollover of the Coherent Sequence will then continue.

- Coherent sequence should include all courses that will be reported on 40th and 100th day enrollment.
- Coherent sequence should reflect the **complete program sequence** that will be offered at each site.
- Coherent sequence can be modified any time during the reporting year to identify changes in course offerings.

To complete your Federal Perkins Grant application:

- **Review** the Coherent Sequence of Courses listed below for your school. Courses may be added or modified, or deleted for a **program**. All required courses and additional courses will appear for a **program**. Required courses must be included in a program and cannot be deleted.
- **Follow** the same steps for Non-Articulated (on-campus) and Articulated (off-campus) courses:
 - **Create New Record**
 - **Modify**
 - **Submit to ADE->** **Finalize Coherent Sequence**

Final Perkins Grant Approval requires a finalized Coherent Sequence.

You must click on Finalize Coherent Sequence button in order to notify your Grant Program Specialist that this has been completed.

Course Enrollment for any course cannot be added unless that course already exists in the school's Coherent Sequence. CTE Data Portal software will prevent this.

- **Projected Year Course to Begin:** Enter FY of the new course not yet reported in enrollment – the future year the district plans to offer/report enrollment in the new course.
- **Modified Date:** contains current date any time a record (course) is modified.
- **Inactive Programs:** New section contains all inactive programs at the school.

CTE DATA PORTAL USER GUIDE

Coherent Sequence Reporting instructions section continued:

Create New Program: To add a new program and courses:

- Click on [Create New Program](#).
- Select the program name.
 - The program and all its required courses and additional courses appear.
 - The required courses must be selected and completed.
 - Complete the required courses first, then add any additional courses included in this program.
 - Click on [Modify](#) to select a required course and it will appear in the **Select Course Name** box.
 - Select the 8th digit of the course number in the **Select 8th Digit** box.
 - Insert the district's Local Course Title in the **Local Course Title** box.
 - For an off-campus Articulated Course, please also select the Articulated School Name.
 - If the course has no reported enrollment, click on **Projected Year Course to Begin** box.
 - Click on Update to save the course in this online box.
 - All required courses for a program must be entered; the record will not be saved without required courses. Additional courses may also be entered and saved. Click on [Add](#) to add any additional courses.
 - After all courses are entered, click on **Save All Changes** to save all the courses in the new program.

Coherent Sequence Record

Program Name: 15130020 : Architectural Drafting

Required Courses:

Course Name	8th Digit	Local Course Title	Articulated School Name (if applicable)	Projected Year Course to Begin	Action
<div style="border: 1px solid #ccc; padding: 2px;">Select Course Name</div>	<div style="border: 1px solid #ccc; padding: 2px;">Select 8th Digit</div>	<div style="border: 1px solid #ccc; padding: 2px;"></div>	<div style="border: 1px solid #ccc; padding: 2px;">Select Articulated Sc...</div>	<div style="border: 1px solid #ccc; padding: 2px;">Sele...</div>	
15130011 : Architectural Drafting Fundamentals	1	Drafting I		2019	Modify
15130020 : Architectural Drafting	0	Drafting II		2020	Modify

Additional Courses:

Course Name	8th Digit	Local Course Title	Articulated School Name (if applicable)	Projected Year Course to Begin	Action
<div style="border: 1px solid #ccc; padding: 2px;">Select Course Name</div>	<div style="border: 1px solid #ccc; padding: 2px;">Select 8th Digit</div>	<div style="border: 1px solid #ccc; padding: 2px;"></div>	<div style="border: 1px solid #ccc; padding: 2px;">Select Articulated Sc...</div>	<div style="border: 1px solid #ccc; padding: 2px;">Sele...</div>	Add

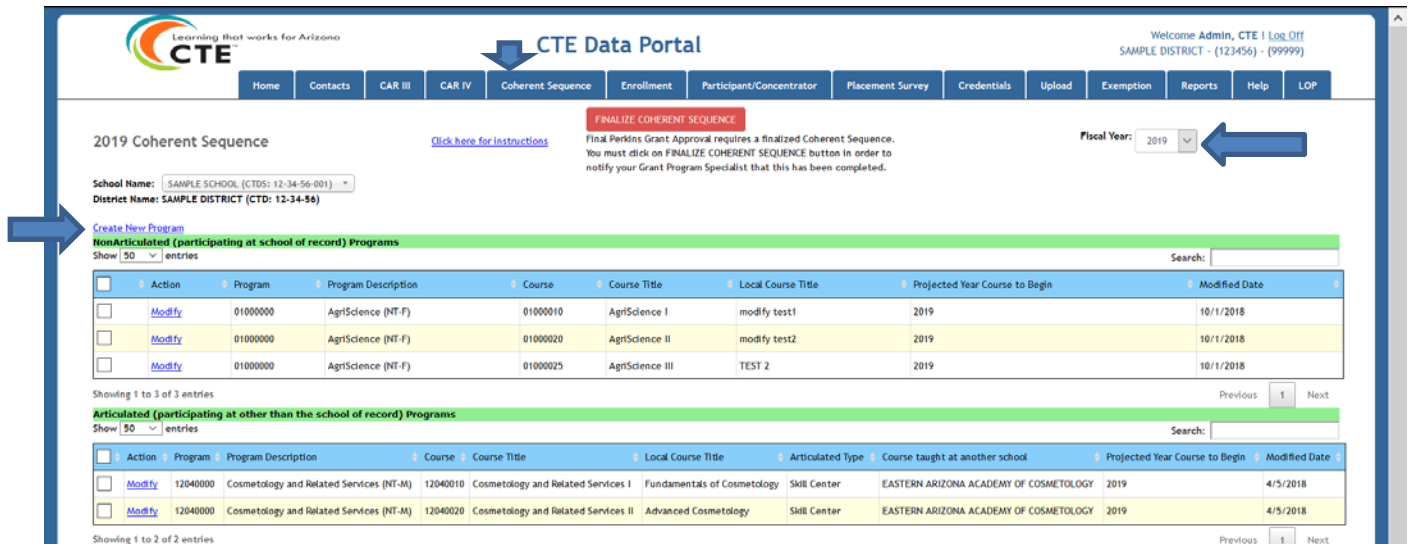
Save All Changes

Delete Entire Program

Cancel & Close

CTE DATA PORTAL USER GUIDE

Coherent Sequence Reporting instructions section continued:



CTE Data Portal

Welcome Admin, CTE | Log Off
SAMPLE DISTRICT - (123456) - (99999)

Home Contacts CAR III CAR IV Coherent Sequence Enrollment Participant/Concentrator Placement Survey Credentials Upload Exemption Reports Help LOP

2019 Coherent Sequence [Click here for instructions](#)

FINALIZE COHERENT SEQUENCE
Final Perkins Grant Approval requires a finalized Coherent Sequence. You must click on FINALIZE COHERENT SEQUENCE button in order to notify your Grant Program Specialist that this has been completed.

Fiscal Year: 2019

School Name: SAMPLE SCHOOL (CTDS: 12-34-56-001)
District Name: SAMPLE DISTRICT (CTD: 12-34-56)

Create New Program

NonArticulated (participating at school of record) Programs
Show 50 entries

Action	Program	Program Description	Course	Course Title	Local Course Title	Projected Year Course to Begin	Modified Date
Modify	01000000	Agriscience (NT-F)	01000010	Agriscience I	modify test1	2019	10/1/2018
Modify	01000000	Agriscience (NT-F)	01000020	Agriscience II	modify test2	2019	10/1/2018
Modify	01000000	Agriscience (NT-F)	01000025	Agriscience III	TEST 2	2019	10/1/2018

Showing 1 to 3 of 3 entries

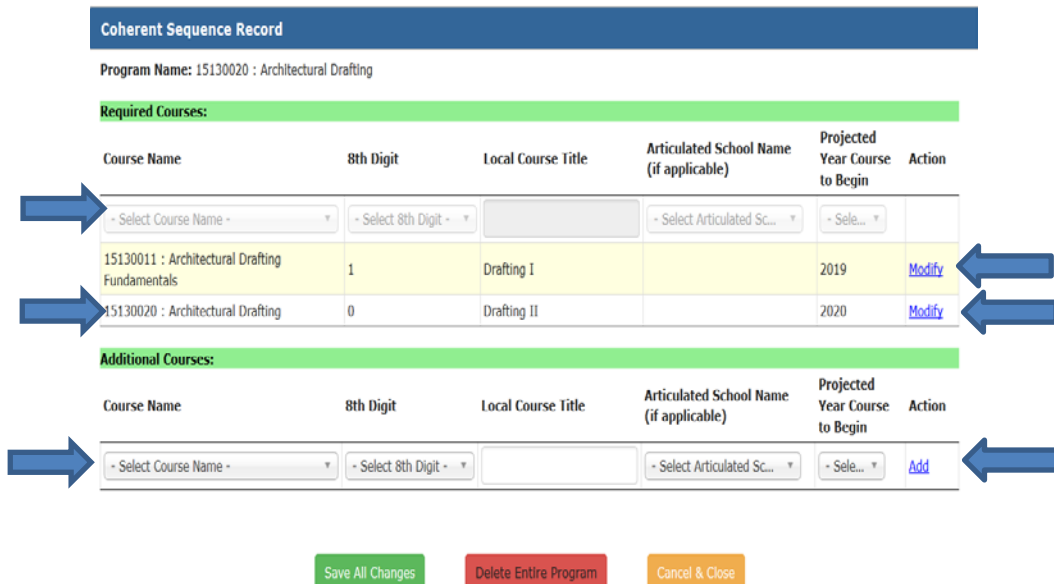
Articulated (participating at other than the school of record) Programs
Show 50 entries

Action	Program	Program Description	Course	Course Title	Local Course Title	Articulated Type	Course taught at another school	Projected Year Course to Begin	Modified Date
Modify	12040000	Cosmetology and Related Services (NT-M)	12040010	Cosmetology and Related Services I	Fundamentals of Cosmetology	Skill Center	EASTERN ARIZONA ACADEMY OF COSMETOLOGY	2019	4/5/2018
Modify	12040000	Cosmetology and Related Services (NT-M)	12040020	Cosmetology and Related Services II	Advanced Cosmetology	Skill Center	EASTERN ARIZONA ACADEMY OF COSMETOLOGY	2019	4/5/2018

Showing 1 to 2 of 2 entries

Modify:

- To **edit** a program's coherent sequence click on [Modify](#) next to the appropriate program/course number.
- The **program** and all its required courses and additional courses appear.
 - Click on [Modify](#) to select a required course and it will appear in the **Select Course Name** box.
 - Select the 8th digit of the course number in the **Select 8th Digit** box.
 - Insert the district's Local Course Title in the **Local Course Title** box.
 - For an off-campus Articulated Course, please also **select the Articulated School Name**.
 - If the course has no reported enrollment, click on **Projected Year Course to Begin** box.
 - Click on [Update](#) to save the course in this online box.
 - All required courses for a program must be entered;** the record will not be saved without required courses. Additional courses may also be entered and saved. Click on [Add](#) to add any additional courses.
 - To delete a course, click on [Delete](#). A pop-up box will appear: Do you want to delete the record? Click OK to delete the course. To Delete the entire program, click on the red box Delete Entire Program.
 - After all courses are entered, click on [Save All Changes](#) to save all the courses in the program.



Coherent Sequence Record

Program Name: 15130020 : Architectural Drafting

Required Courses:

Course Name	8th Digit	Local Course Title	Articulated School Name (if applicable)	Projected Year Course to Begin	Action
- Select Course Name -	- Select 8th Digit -		- Select Articulated Sc...	- Sele...	
15130011 : Architectural Drafting Fundamentals	1	Drafting I		2019	Modify
15130020 : Architectural Drafting	0	Drafting II		2020	Modify

Additional Courses:

Course Name	8th Digit	Local Course Title	Articulated School Name (if applicable)	Projected Year Course to Begin	Action
- Select Course Name -	- Select 8th Digit -		- Select Articulated Sc...	- Sele...	Add

[Save All Changes](#) [Delete Entire Program](#) [Cancel & Close](#)

CTE DATA PORTAL USER GUIDE

Coherent Sequence Reporting instructions section continued:

2019 Coherent Sequence

[Click here for instructions](#)

FINALIZE COHERENT SEQUENCE

Final Perkins Grant Approval requires a finalized Coherent Sequence. You must click on FINALIZE COHERENT SEQUENCE button in order to notify your Grant Program Specialist that this has been completed.

Fiscal Year: 2019

School Name: SAMPLE SCHOOL (CTDS: 12-34-56-001)

District Name: SAMPLE DISTRICT (CTD: 12-34-56)

Create New Program

NonArticulated (participating at school of record) Programs

Show 50 entries

Action	Program	Program Description	Course	Course Title	Local Course Title	Projected Year Course to Begin	Modified Date
<input type="checkbox"/> Modify	01000000	AgriScience (NT-F)	01000010	AgriScience I	modify test1	2019	10/1/2018
<input type="checkbox"/> Modify	01000000	AgriScience (NT-F)	01000020	AgriScience II	modify test2	2019	10/1/2018
<input type="checkbox"/> Modify	01000000	AgriScience (NT-F)	01000025	AgriScience III	TEST 2	2019	10/1/2018

Showing 1 to 3 of 3 entries

Articulated (participating at other than the school of record) Programs

Show 50 entries

Action	Program	Program Description	Course	Course Title	Local Course Title	Articulated Type	Course taught at another school	Projected Year Course to Begin	Modified Date
<input type="checkbox"/> Modify	12040000	Cosmetology and Related Services (NT-M)	12040010	Cosmetology and Related Services I	Fundamentals of Cosmetology	Skill Center	EASTERN ARIZONA ACADEMY OF COSMETOLOGY	2019	4/5/2018
<input type="checkbox"/> Modify	12040000	Cosmetology and Related Services (NT-M)	12040020	Cosmetology and Related Services II	Advanced Cosmetology	Skill Center	EASTERN ARIZONA ACADEMY OF COSMETOLOGY	2019	4/5/2018

Showing 1 to 2 of 2 entries

Comments: Scroll to bottom of page

Comments:

Save Comments

- Use the [checkbox](#) next to [Modify](#) to copy the existing Coherent Sequence record to another school in your district. Check the box on those records you want to copy to another school, choose the school from the drop-down box, and click on **Copy Selected Records** button.

Comments: Enter any necessary comments in the Comments section (below the Inactive Programs) and click on:

Save Comments

Final Perkins Grant Approval requires a finalized Coherent Sequence.

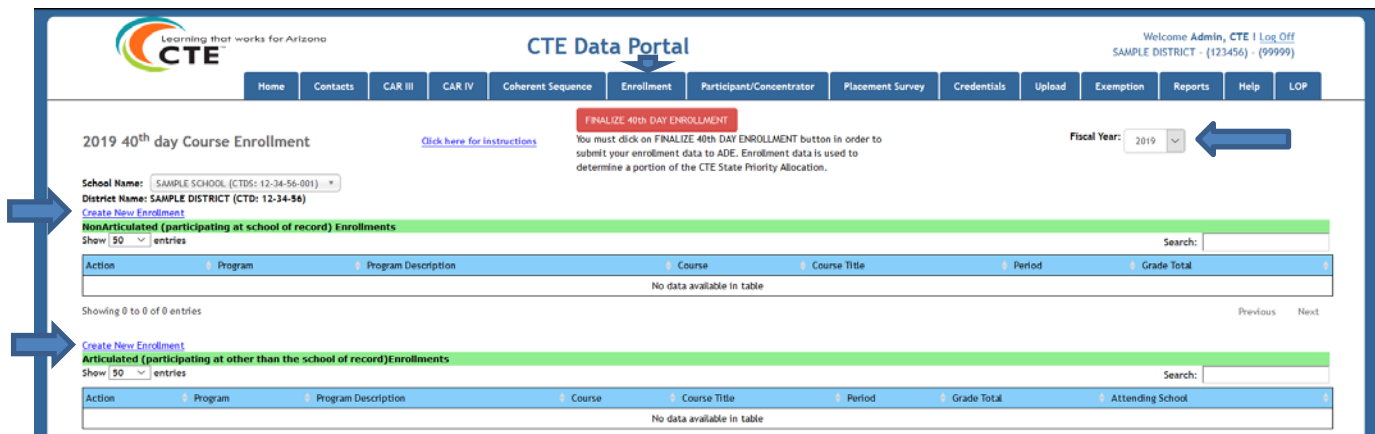
You must click on **Finalize Coherent Sequence** button at the top of the page in order to notify your Grant Program Specialist that this has been completed.

Finalize Coherent Sequence

The Coherent Sequence Information Report is available in the Reports tab. Click on Reports tab, choose a FY, and then select your district. The report can be run for all schools in the district or one school in the district.

CTE DATA PORTAL USER GUIDE

Enrollment Reporting instructions section:



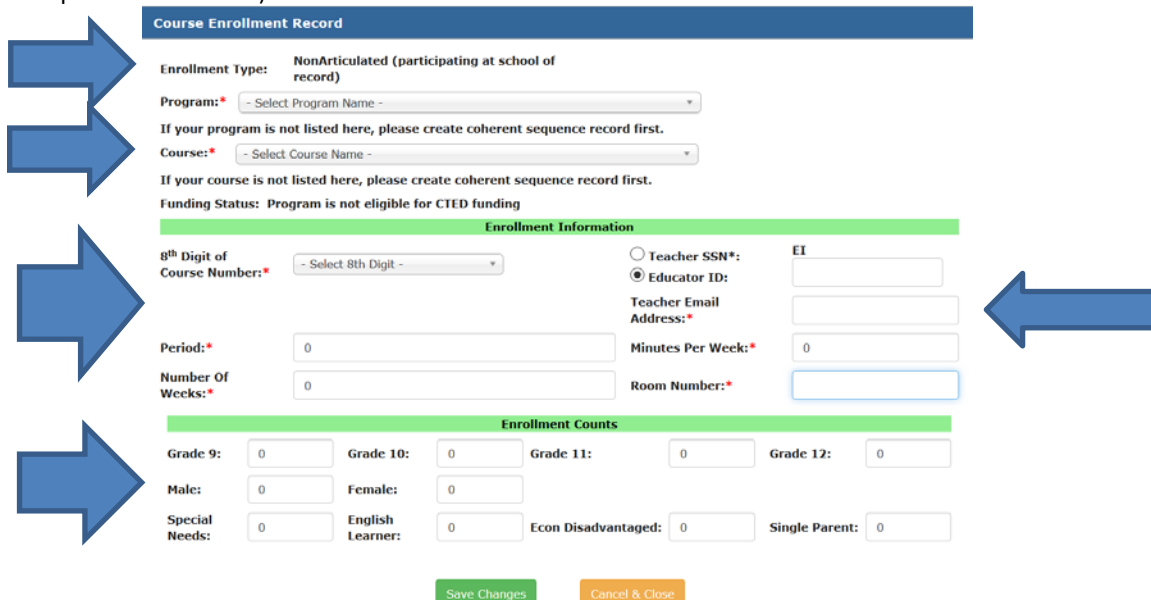
Click on the Enrollment tab to see your district's Enrollment in the CTE Data Portal.

The Fiscal Year defaults to the current FY. Click on either 40th day (term 1) or 100th day (term 2) to add/modify/delete current-year course enrollment online. Prior-year enrollment is also available for View.

- Enrollment is displayed in both Non-Articulated/Articulated Programs-Courses sections.
- Choose a school to work on: add/modify/delete enrollment records.
- Choose to work in **Non-Articulated** section or **Articulated** section.
- NOTE** A program/course must already exist in the school's CTE Data Portal Coherent Sequence before it can be added to CTE Data Portal Enrollment.

Create New Enrollment (Non-Articulated):

- Click on [Create New Enrollment](#): A new box opens – enter the following information:
- Select the Program and the Course – (If your program and/or course is not listed here, please create coherent sequence record first)



8 th digit of course number	Number of Weeks
Teacher's SSN or Educator ID	Minutes per Week
Period and Room Number	Teacher Email Address
Enrollment Counts:	Grade counts 9/10/11/12
Enrollment Counts:	Special population counts if applicable

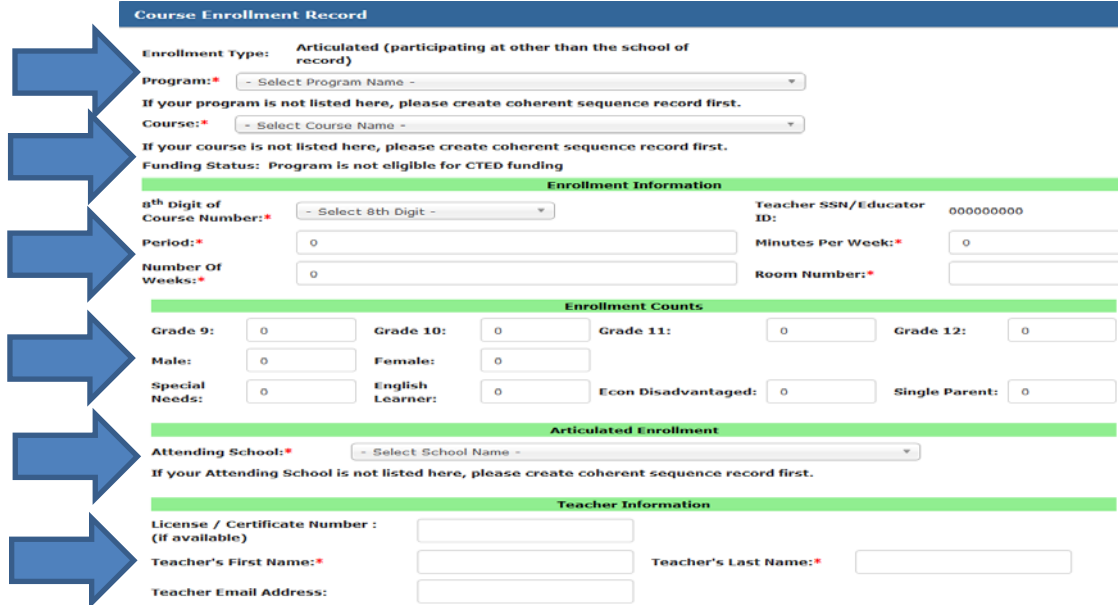
- **Save Changes** to save the record

CTE DATA PORTAL USER GUIDE

Enrollment Reporting instructions section continued:

Create New Enrollment (Articulated):

- Click on [Create New Enrollment](#): A new box opens – enter the following information:
- Select the Program and the Course – (If your program and/or course is not listed here, please create coherent sequence record first)



Course Enrollment Record

Enrollment Type: Articulated (participating at other than the school of record)

Program: *

If your program is not listed here, please create coherent sequence record first.

Course: *

If your course is not listed here, please create coherent sequence record first.

Funding Status: Program is not eligible for CTED funding

Enrollment Information

8th Digit of Course Number: *

Teacher SSN/Educator ID: 000000000

Period: *

Minutes Per Week: *

Number Of Weeks: *

Room Number: *

Enrollment Counts

Grade 9: Grade 10: Grade 11: Grade 12:

Male: Female:

Special Needs: English Learner: Econ Disadvantaged: Single Parent:

Articulated Enrollment

Attending School: *

If your Attending School is not listed here, please create coherent sequence record first.

Teacher Information

License / Certificate Number : (if available)

Teacher's First Name: *

Teacher's Last Name: *

Teacher Email Address:

8 th digit of course number	Number of Weeks
Teacher's First and Last Name	Minutes per Week
Period and Room Number	Teacher Email Address and License/Certificate Number (optional)
Enrollment Counts:	Grade counts 9/10/11/12
Enrollment Counts:	Special population counts if applicable

- For **Articulated** course enrollment, please include/select the Attending School Name (drop-down box)
- If your Attending School is not listed in the drop-down box, please create the program/course coherent sequence record first
- Enter the teacher's license/certificate number and teacher's email address (if available) and the teacher's first and last name. First and last name are required for an articulated course. The Teacher's SSN or Educator ID will default to zeros.
- Save Changes** to save the record

Modify:

- Click on Modify to modify the enrollment record
- Make changes to the enrollment record
- Save Changes** to save the record

Delete:

- Click on **Delete** to delete the enrollment record
- A new box will appear with this question: Are you sure you want to Delete Enrollment?
 - Click on **Yes** to delete the enrollment record
 - Click on **No** to keep the enrollment record



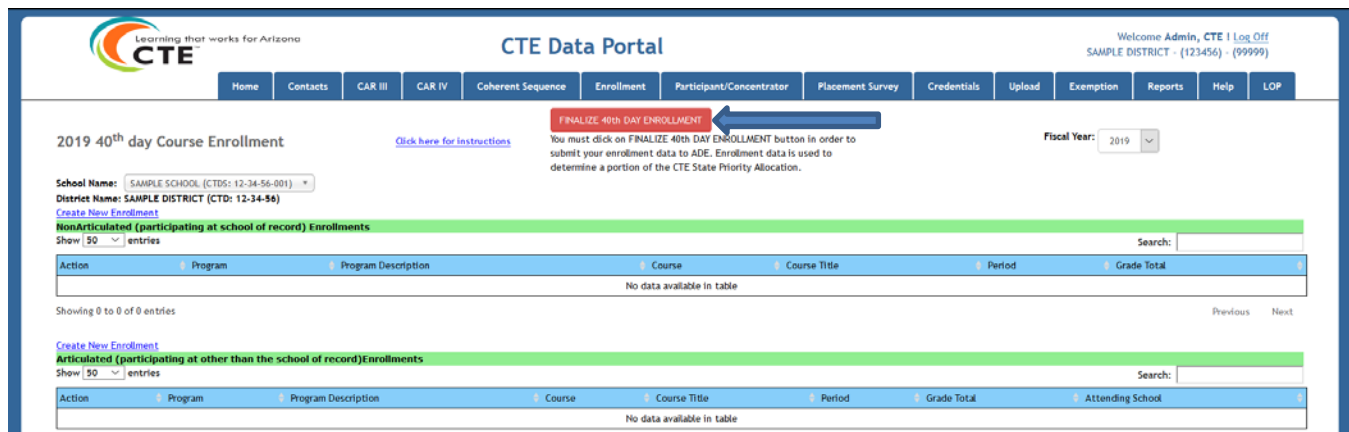
Delete Confirmation

Are you sure you want to Delete Enrollment ?

Yes No

CTE DATA PORTAL USER GUIDE

Enrollment Reporting instructions section continued:



Features also available in the CTE Data Portal Enrollment summary page:

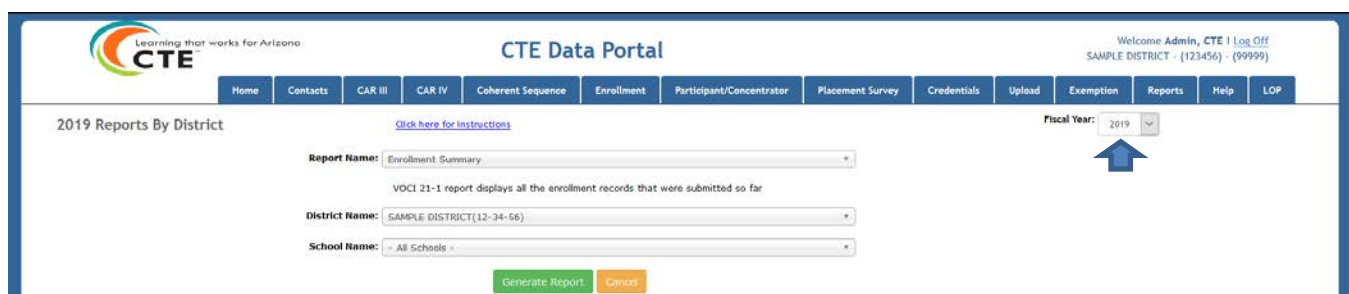
- Use Previous/Next to page up or down.
- **Search:** for a program or course.
- Sort on any field ascending/descending by clicking on that field.
- **You must click on Finalize 40th Day Enrollment or Finalize 100th Day Enrollment button at the top of the page in order to complete your 40th Day/100th Day Enrollment.**

Finalize 40th Day Enrollment

Finalize 100th Day Enrollment

You can create Verification Reports for your school when enrollment is complete to review data in a report:

- Click on **Reports** tab
- Reports may be PDF'd and saved to your computer or printed
 - Choose current FY for Enrollment
 - Records Added 40th Day/Records Added 100th Day (VOCI11-1 report)
 - Records Not Added 40th Day/Records Not Added 100th Day (VOCI11-2 report may be empty if no errors)
 - Enrollment Summary (VOCI 21-1 report) all valid records added currently for current fiscal year
 - Click on Generate Report

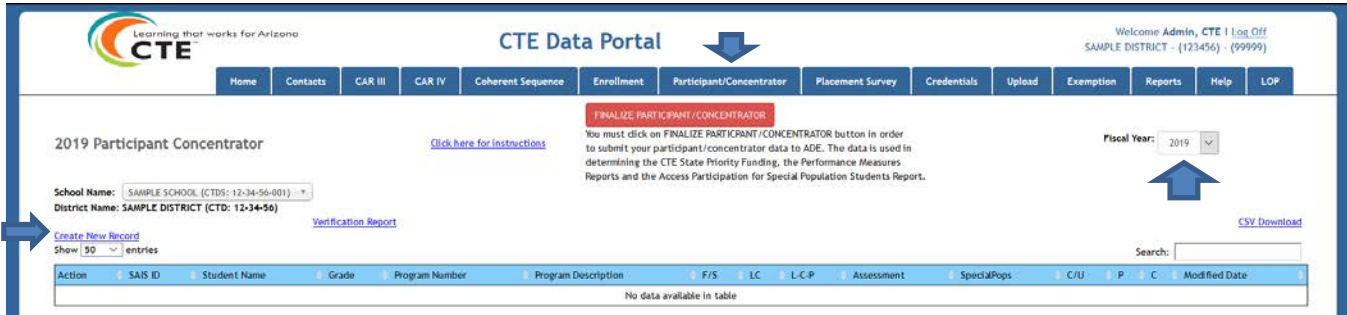


If the data is completely correct, please create copies of the reports for your school(s). The Records Not Added 40th Day/Records Not Added 100th Day (VOCI11-2 report) is for your use only to find and fix any enrollment record errors. To see all enrollment records added up to current date for current fiscal year, choose Enrollment Summary report.

For more information on CTE Data Portal Reports, see **Reports Instruction** section in this user guide.

CTE DATA PORTAL USER GUIDE

Participant-Concentrator Reporting instructions section:



Click on the Participant-Concentrator tab to see your district's Participants-Concentrators in the CTE Data Portal.

Every year at the end of September, the prior-year Participant-Concentrator student data with students still enrolled in school are loaded into the next-year Participant-Concentrator data for your school district's use in updating the district's CTE Participant-Concentrator students with current-year student credit. Students with CTE credit are rolled over from year-to-year until they leave school.

- Current school year CTE Participant-Concentrator student records are open for update until mid-June of the current school year. Prior-year credits are also available for update.
- Improved Participant-Concentrator format is available. The improved format will allow a district to work on all the programs a student has earned credit in on one screen. Non-Trad programs will be identified. CTE Assessment information (passed/did not pass) will also be available for every program a student has earned credit in. Viewing all the programs on a single page for a student will simplify the Federal/State indicator choice.
- Choosing the Federal record: Questions to ask about the program a student has earned credit in -
 - Which program should be Federal? (counted in PM reports)
 - Is the student a concentrator in the program?
 - Is the student graduating or leaving school this SY?
 - Did the student complete the entire program sequence?
 - Is the student a NonTrad Gender in a NonTrad program?
 - Did the student pass the program assessment?
 - Did the student pass AZMerit?
 - Is the student likely to have placement in this program?

Federal/State Indicator:

- If the student has only one record at the school, record will default to Federal
- If the student has multiple records, Federal/State radio button will not appear for federal record. Open any State record to change it to Federal and other records will automatically change to State.
- Improve missing prior-year student credit earned in a program:
 - Create Verification Report and print:
 - Review Verification report for students with any missing prior-year credits.
 - Before you enter any students/credits, mark students with any missing prior year credits – use in updating Participants-Concentrators student credit earned.

OR

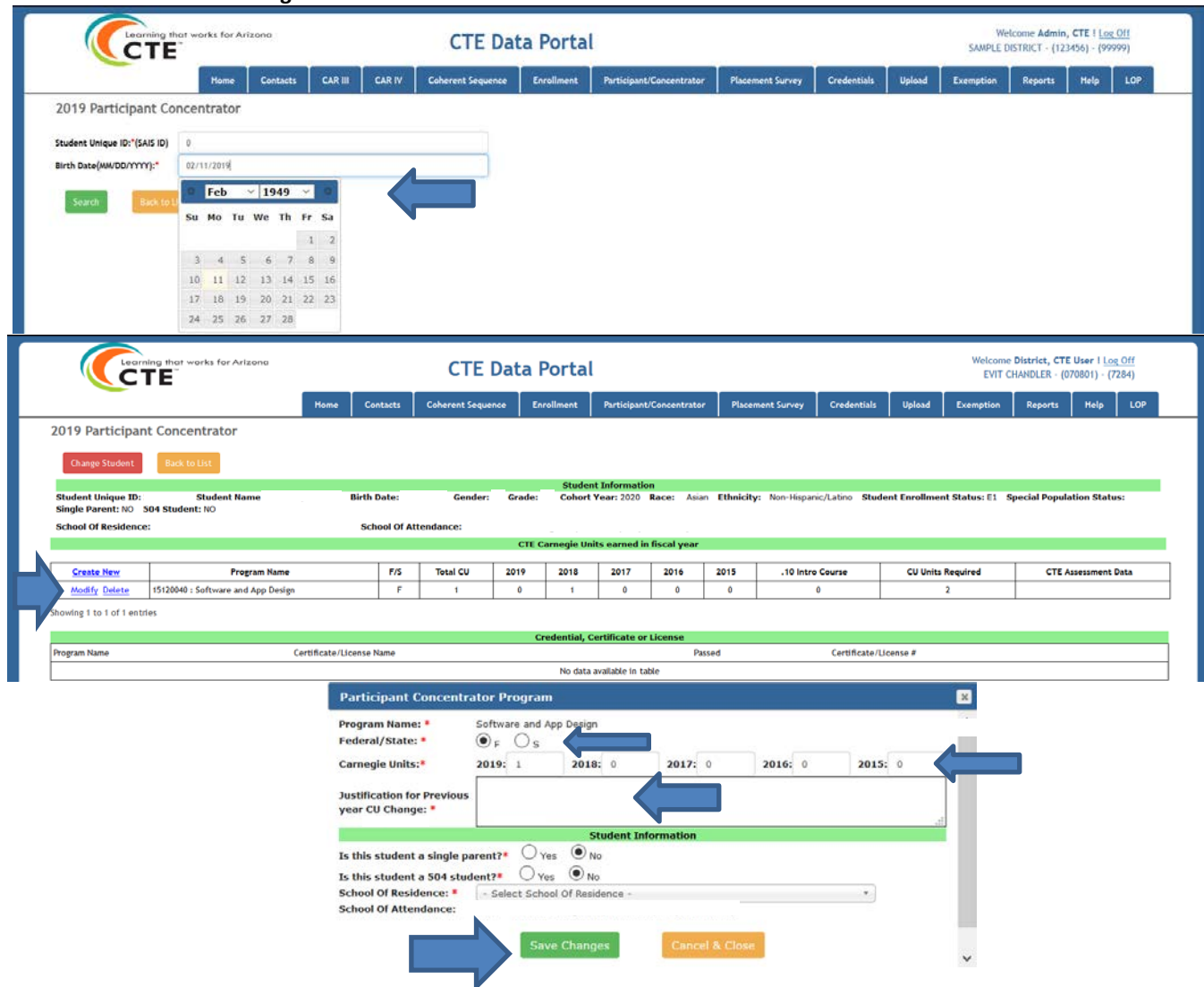
- CSV Download:
 - Pull all students per school into Excel
 - Sort by seniors (12th grade)
 - Work on seniors first as they will be leaving school
 - Students leaving school are used in PM reports

CTE DATA PORTAL USER GUIDE

Participant-Concentrator Reporting instructions section continued:

Create New Record:

- If the student is not in the summary list and has earned CTE credit, click on [Create New Record](#).
- Enter SAISID (Student Unique Identifier) and Birthdate and click Search
 - Click on Modify and add CTE Program credit earned in current year/prior years
 - If adding prior-year credit earned, also add justification
 - Choose the Federal record (see suggestions listed on page 16)
 - Credentials only available for View
 - Single parent/504 status default to No: click Yes if the student qualifies as a single parent or 504 student.
 - Student demographics pulled from AzEDs into new record
 - CTE Assessments pulled into record immediately when available (Fall/Spring CTE Assessments)
 - **Save Changes** to save the record



CTE Data Portal

Welcome Admin, CTE User | Log Off
SAMPLE DISTRICT - (123456) - (99999)

Home Contacts CAR III CAR IV Coherent Sequence Enrollment Participant/Concentrator Placement Survey Credentials Upload Exemption Reports Help LOP

2019 Participant Concentrator

Student Unique ID: (SAIS ID) 0

Birth Date (MM/DD/YYYY): 02/11/2019

Search Back to List

CTE Data Portal

Welcome District, CTE User | Log Off
EVIT CHANDLER - (070801) - (7284)

Home Contacts Coherent Sequence Enrollment Participant/Concentrator Placement Survey Credentials Upload Exemption Reports Help LOP

2019 Participant Concentrator

Change Student Back to List

Student Information

Student Unique ID: Student Name Birth Date: Gender: Grade: Cohort Year: 2020 Race: Asian Ethnicity: Non-Hispanic/Latino Student Enrollment Status: E1 Special Population Status:

Single Parent: NO 504 Student: NO

School Of Residence: School Of Attendance:

CTE Carnegie Units earned in fiscal year

Program Name	F/S	Total CU	2019	2018	2017	2016	2015	10 Intro Course	CU Units Required	CTE Assessment Data
15120040 : Software and App Design	F	1	0	1	0	0	0	0	2	

Showing 1 to 1 of 1 entries

Credential, Certificate or License

Program Name	Certificate/License Name	Passed	Certificate/License #
No data available in table			

Participant Concentrator Program

Program Name: * Software and App Design

Federal/State: * ☒ F ☐ S

Carnegie Units: * 2019: 1 2018: 0 2017: 0 2016: 0 2015: 0

Justification for Previous year CU Change: *

Student Information

Is this student a single parent? * ☐ Yes ☒ No

Is this student a 504 student? * ☐ Yes ☒ No

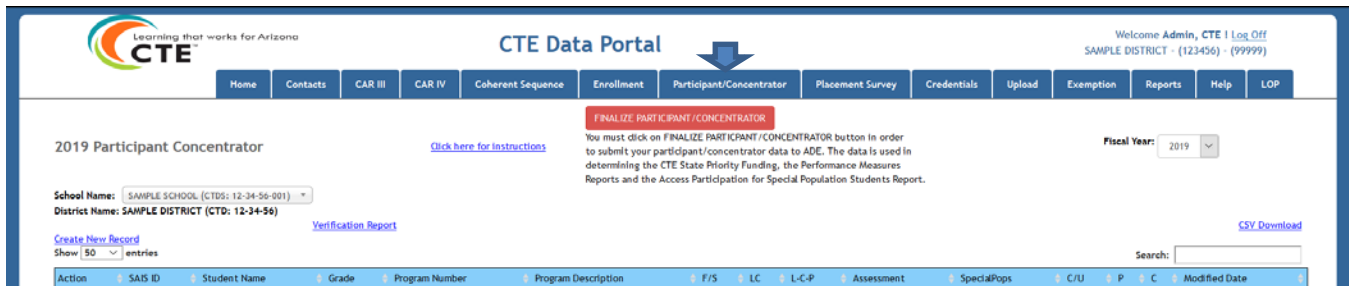
School Of Residence: * - Select School Of Residence -

School Of Attendance:

Save Changes Cancel & Close

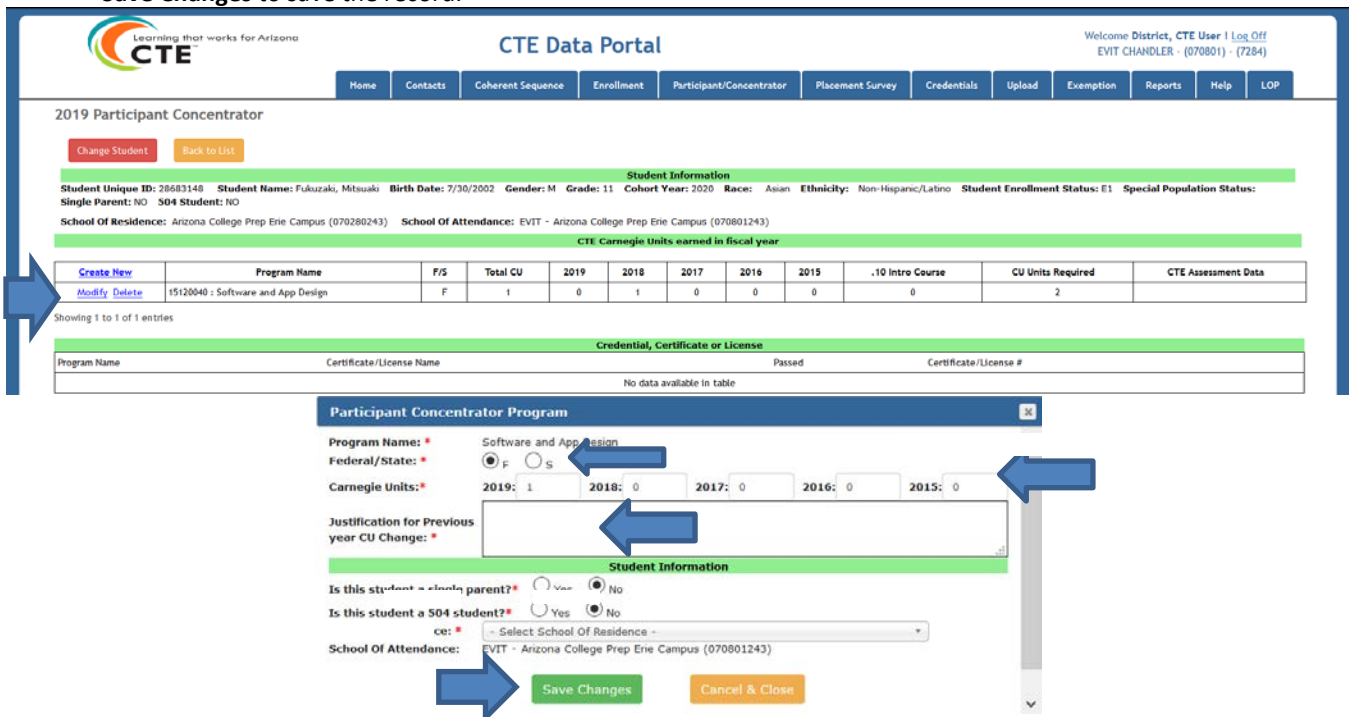
CTE DATA PORTAL USER GUIDE

Participant-Concentrator Reporting instructions section continued:



Modify:

- Click on Modify to update the existing student record and add current year/prior year student credit to any program listed. If adding prior-year credit earned, also add justification
- If the student's program is not listed, click on Create New and add program information/credits earned.
- Choose the Federal record (see suggestions listed on page 16)
- Credentials only available for View
- Single parent/504 status default to No: click Yes if the student qualifies as a single parent or 504 student.
 - CTE Assessments pulled into record immediately when available (Fall/Spring CTE Assessments)
- **Save Changes** to save the record.

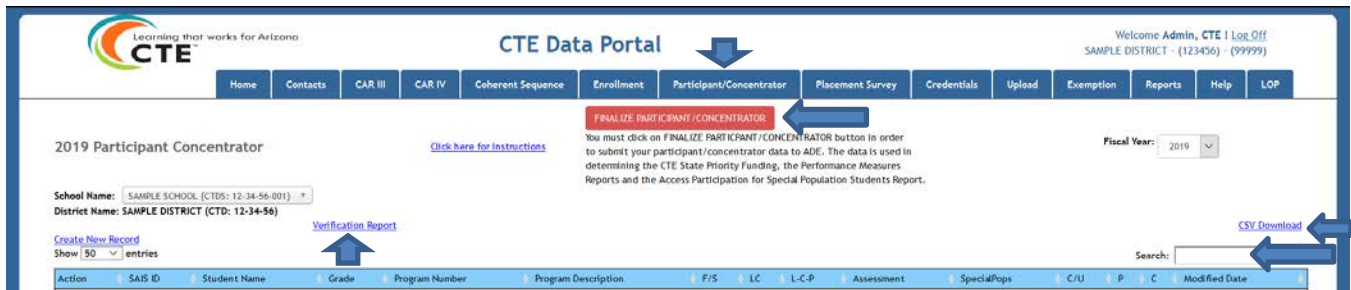


Delete:

- Do not delete any records, unless the school/program information is incorrect.

CTE DATA PORTAL USER GUIDE

Participant-Concentrator Reporting instructions section continued:

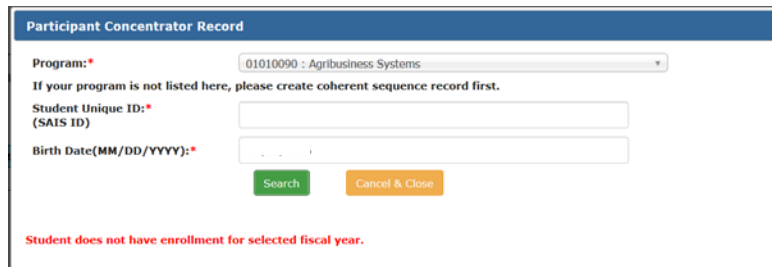


Features also available in the CTE Data Portal Participant-Concentrator summary page:

- Search on last name/first name/SAISID/program/grade-level
- Sort on any column ascending/descending by clicking on that column:
 - Hover on a column title and the full description of the column will display
- Prior-year Participant-Concentrators available for View
- CSV download – create an Excel download file of all Participants-Concentrators in the summary page. Save Excel file to your computer.
- Display 10/25/50/100/500/All students per page
- Use Previous/Next to page up or down
- Verification Report – see a printable copy of all student records – can also be PDF'd or saved to Excel.
- Student Credentials available for View-only in Participants-Concentrators. Use Credentials tab to add/modify student credentials.

Issues that can happen in Participant Concentrator record:

Student does not have enrollment at this school for selected fiscal year:



If student does not have enrollment at this school for the selected fiscal year, report student enrollment in the selected program for selected fiscal year in AZEDs. Student demographics are retrieved from existing AZEDs record.

The Verification report may be PDF'd and saved to your computer or printed. You do not have to sign/send this report. The Verification report is for your records. The Verification report may be generated at any time: before additions/modifications, during additions/modifications, after additions/modifications. It is no longer necessary to send the signature page to CTE. Please click on [Verification](#) report and review all the school's student records in the report for completeness.

If the data is completely correct, you must click on Finalize Participant-Concentrator button at the top of the page in order to complete your Participant-Concentrators.

Finalize Participant-Concentrator

[illegible]

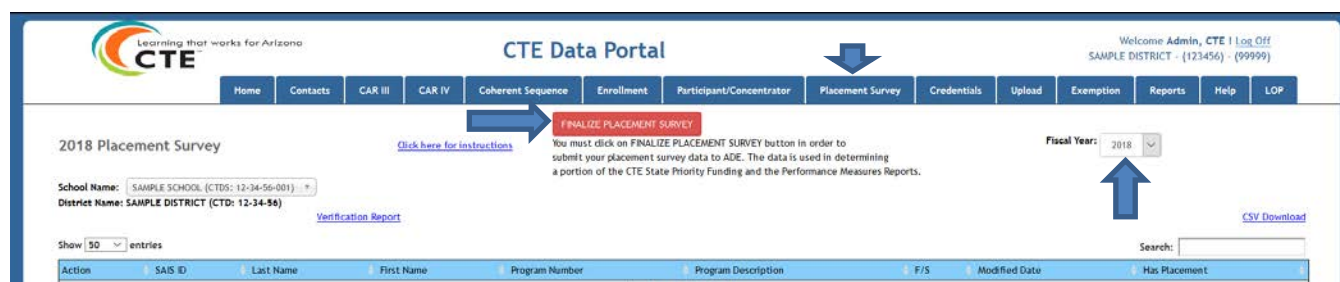
- **Yes** if record has actual placement
- **No** if record does not have actual placement and contains only the student address

- Post-Secondary placement
- Military placement
- Employment placement
- Placement may be related or not to the CTE program - Check Yes if related to the CTE program
- CTE can only fund one related student placement even if multiple related placements for the same student. Only one related placement will be saved if multiple placements checked.
- Student address or Employer address - do not use any periods (.) in the address
- **Save Changes** to save the record.

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CTE DATA PORTAL USER GUIDE

Graduate Placement Survey Reporting Instructions section continued:



Any Federal (unduplicated) placement is counted in Performance Measures Reports in PM5S1.

Any Unduplicated Related placement = \$\$\$ State Priority Funding Related Placement Dollars

CTE can only fund one related student placement even if multiple related placements for the same student.

Features also available in the CTE Data Portal Graduate Placement Survey summary page:

- Use Previous/Next to page up or down
- Search on last name/SAISID/program
- Sort on any column ascending/descending by clicking on that column:
 - Hover on a column title and the full description of the column will display
 - Prior-year Graduate Placement Surveys available for View
 - CSV download – create an Excel download file of all Graduate Placement Surveys in the summary page. Save Excel file to your computer.

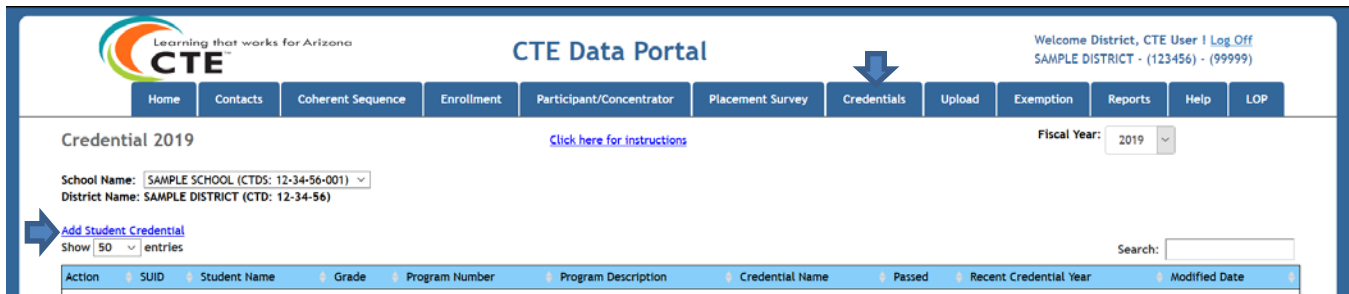
The Verification report may be PDF'd and saved to your computer or printed. The Verification report is for your records. The Verification report may be generated at any time: before additions/modifications, during additions/modifications, after additions/modifications. It is no longer necessary to send the signature page to CTE. Please click on [Verification Report](#) and review all the school's student records in the report for completeness.

If the data is completely correct, you must click on Finalize Placement Survey button at the top of the page in order to complete your Placement Surveys.

Finalize Placement Survey

CTE DATA PORTAL USER GUIDE

Credentials Reporting Instructions section:



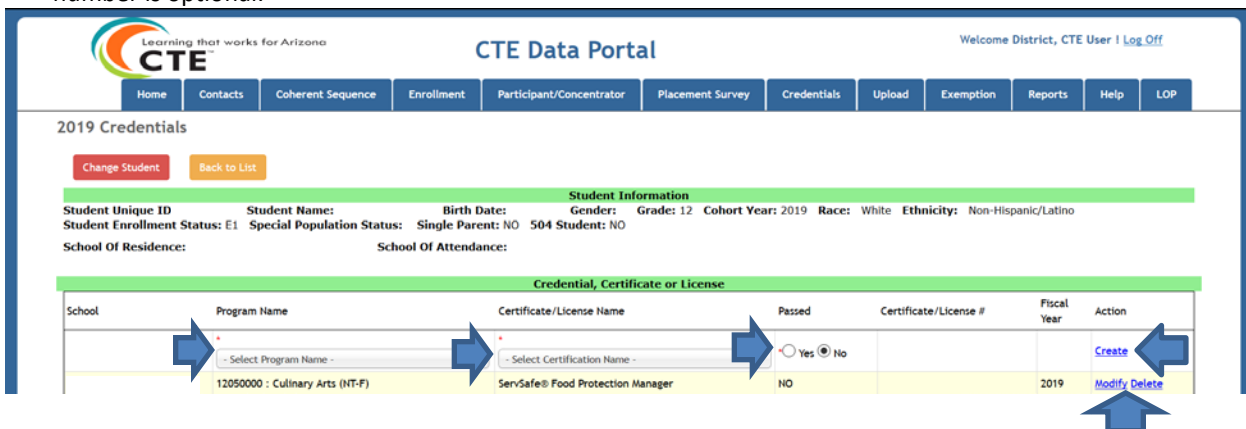
Click on the Credentials tab to view or add to your district's student credentials. Beginning with 2019 Participants-Concentrators, students who already have existing credentials in their 2019 Participant-Concentrator records will already be listed and are available for View/Modify. If no student credentials exist yet, credentials may only be added for existing Participant-Concentrator records. A student credential cannot be created by itself; it must be added (associated with) an existing Participant-Concentrator record.

Add Student Credential:

- If the student is not in the summary list and has earned a CTE Credential, click on Add Student Credential (student must already have existing Participant-Concentrator record for that fiscal year).
- Enter SAISID (Student Unique Identifier) and Birthdate and click Search.
- Add student credential by choosing the program name and certificate/license name. Click on the Passed button: Yes=student passed credential or No=student did not pass credential. The certificate/license number is optional.

Modify Student Credential:

- If the student exists in the summary list and has earned more credentials, click on Modify to add another credential to the student's record. Add student credential by choosing the program name and certificate/license name. Click on the Passed button: Yes=student passed credential or No=student did not pass credential. The certificate/license number is optional.

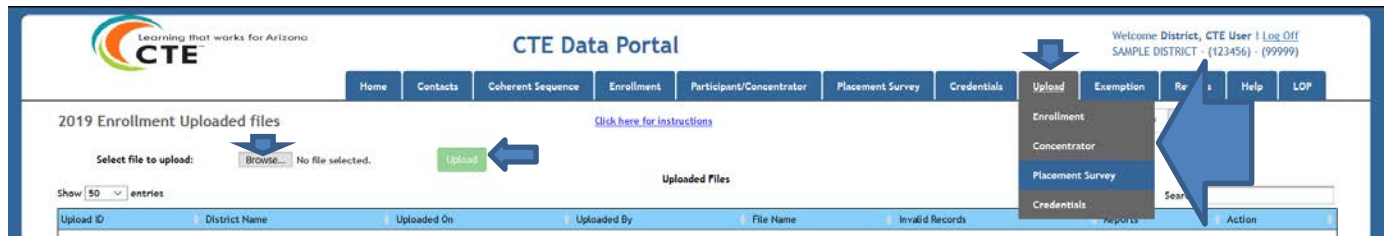


Delete Student Credential:

- If the student credential is incorrect, click on Delete and follow the prompts to delete the student credential. Only the incorrect student credential will be deleted; the existing Participant-Concentrator record will still exist.

CTE DATA PORTAL USER GUIDE

Upload File Instructions section:



Larger districts with many records to add/modify may want to upload a file versus updating online one record at a time. Successfully uploaded data will appear in the appropriate CTE Data Portal section after successful upload.

File must be Excel - .XLS or .XLSX format only.

There are 4 types of files that may be Uploaded in the CTE Data Portal:

- Upload Enrollment files -
 - NOTE** A program/course must already exist in the school's CTE Data Portal Coherent Sequence before it can be added to CTE Data Portal Enrollment.
- Upload Participant Concentrator files
- Upload Graduate Placement Survey files - Note** 'Using vocational skills' = related placement
- Upload Credentials files

To begin Upload:

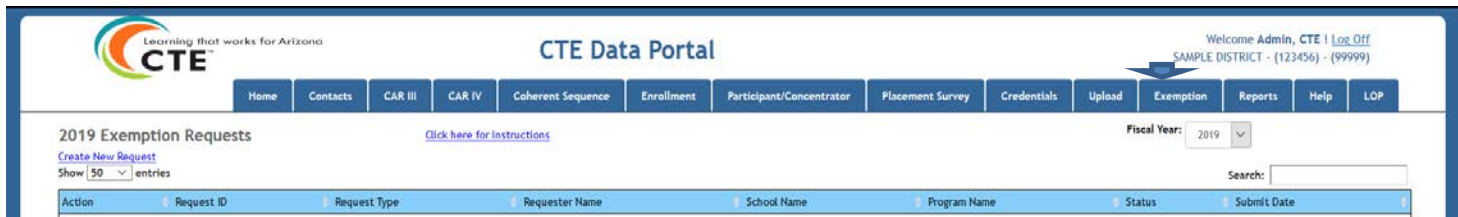
1. Select Fiscal Year
2. Select file to upload (Browse to file)
3. Click on Upload
4. See upload success
5. Open Reports to view Errors/No Errors
6. Click on function tab to see enrollment data and/or student data with updated credits/placement/credentials
7. Credentials available in both Participants-Concentrators and Graduate Placement Surveys for View-only

Common problems uploading records:

- **No apostrophes in the record. Apostrophes are not allowed.**
- **No zeros in CurrentYearCU(credit earned).** Any CurrentYear Participant-Concentrator record with CurrentYearCU<0.25 will reject and appear on the error report.
 - Report 2.0 credits as 2
 - Report 1.5 credit as 1.5
 - Report 1.0 credit as 1
 - Report 0.5 credit as .5
- **No periods or special characters (# @ \$ % & * ! ^ +)** in the Student address or Employer address.
- **No commas in the Postsecondary name or Employer name/address** in the Placement record.
- **If Single Parent status/Student 504 status is blank** and no column headings in the file, the file will not upload.
- **Column lengths cannot be exceeded.** Insure the data in each column does not exceed the column length. Spaces do count in the column length. Do not replace a special character with a space. File will not upload if column length exceeded. Student address/employer address are now 50 characters each.
- If **no column headings** and the Single Parent/Student 504 status is blank, the file will not upload

CTE DATA PORTAL USER GUIDE

Exemption Request Reporting instructions section:



The screenshot shows the CTE Data Portal interface. At the top, there's a navigation bar with links: Home, Contacts, GAR III, GAR IV, Coherent Sequence, Enrollment, Participant/Concentrator, Placement Survey, Credentials, Upload, Exemption, Reports, Help, and LOP. The 'Exemption' link is highlighted. Below the navigation bar, the page title is '2019 Exemption Requests'. There's a 'Create New Request' link and a 'Show 50 entries' dropdown. A 'Fiscal Year' dropdown is set to '2019'. A search bar is present. Below this is a table with columns: Action, Request ID, Request Type, Requester Name, School Name, Program Name, Status, and Submit Date.

Exemption Request can be submitted for current year enrollment records not meeting the following requirements:

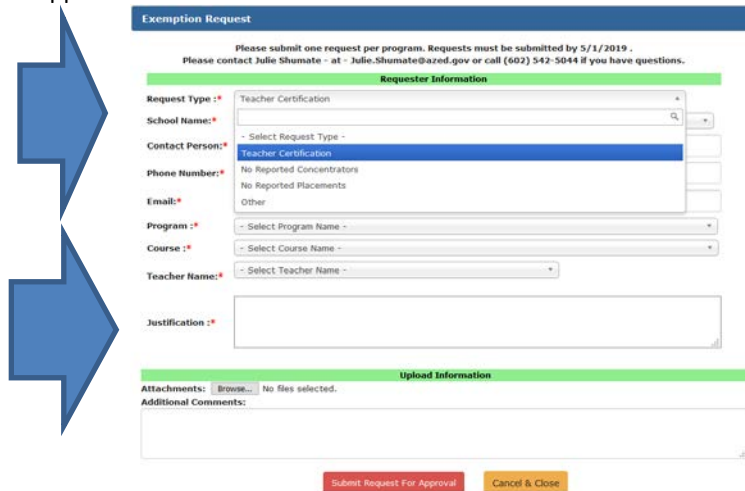
- Teacher Certification
- No Reported Concentrators or No Reported Placement Surveys missing for a program no longer in the 3-year/4-year grace period
- Other

The Exemption Request process is:

- District submits an Exemption Request for a program/course at a school
- Confirmation Email sent to District for a program/course at a school that Exemption Request has been received
- Notification Email sent to CTE Program Specialist with Pending Exemption Request information
- CTE Program Specialist Approves/Not Approves Exemption Request
- Notification Email of status of Exemption Request sent to District for a program/course at a school

To add an Exemption Request for Teacher Certification - Click on: **Create New Request** and fill out the form –

- Select the Request Type (drop-down box): Teacher Certification
- Select the School name (drop-down box)
- Enter the Contact person: District name and district contact person
- Enter the Phone: district contact person phone number
- Enter the Email: district contact person email address
- Select the Program (drop-down box)
- Select the Course (drop-down box)
- Select the Teacher Name (drop-down box)
- Enter the Justification – reasons why the Exemption Request should be approved
 - Limit comments to 250 characters. If more are needed, update the comments in a word document and attach to the request
 - Attachments: Browse to your file/attachment and any additional comments
- Submit Request for Approval – click on red button



The screenshot shows the 'Exemption Request' form. It has a header with instructions: 'Please submit one request per program. Requests must be submitted by 5/1/2019. Please contact Julie Shumate - at - Julie.Shumate@azed.gov or call (602) 542-5044 if you have questions.' The form is divided into two main sections: 'Requester Information' and 'Upload Information'. The 'Requester Information' section includes fields for Request Type (Teacher Certification), School Name, Contact Person, Phone Number, Email, Program, Course, and Teacher Name. The 'Justification' field is a large text area. The 'Upload Information' section includes an 'Attachments' field with a 'Browse...' button and an 'Additional Comments' field. At the bottom, there are two buttons: 'Submit Request For Approval' (red) and 'Cancel & Close' (orange). Two large blue arrows point to the 'Request Type' and 'Justification' fields.

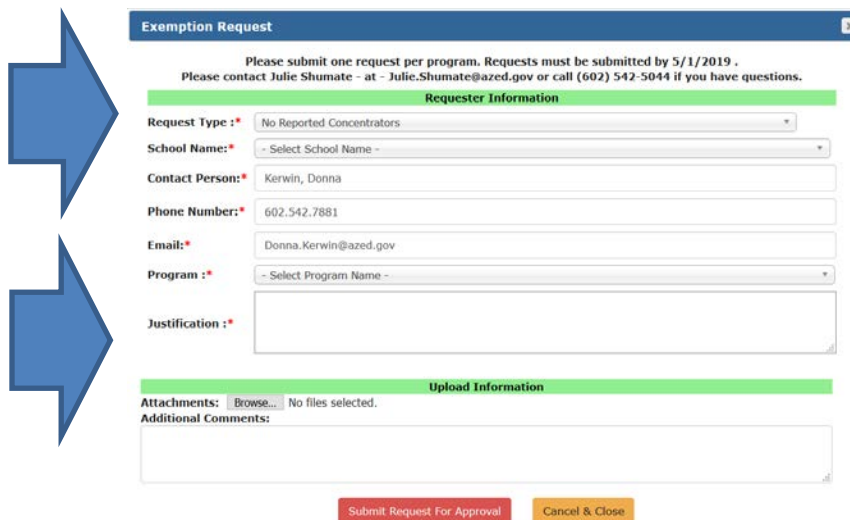
CTE DATA PORTAL USER GUIDE

Exemption Request Reporting instructions section continued:

To add an Exemption Request for No Reported Concentrators or No Reported Placement Surveys - Click on:

Create New Request and fill out the form –

- Select the Request Type (drop-down box): No Reported Concentrators or No Reported Placement Surveys
- Select the School name (drop-down box)
- Enter the Contact person: District name and district contact person
- Enter the Phone: district contact person phone number
- Enter the Email: district contact person email address
- Select the Program (drop-down box)
- Check the appropriate Performance Measure not met
- Enter the Justification – reasons why the Exemption Request should be approved
 - Limit comments to 250 characters. If more are needed, update the comments in a word document and attach to the request
 - Attachments: Browse to your file/attachment
 - Add any additional comments
- Submit Request for Approval – click on red button



Exemption Request

Please submit one request per program. Requests must be submitted by 5/1/2019 .
Please contact Julie Shumate - at - Julie.Shumate@azed.gov or call (602) 542-5044 if you have questions.

Requester Information

Request Type :* No Reported Concentrators

School Name :* - Select School Name -

Contact Person :* Kerwin, Donna

Phone Number :* 602.542.7881

Email :* Donna.Kerwin@azed.gov

Program :* - Select Program Name -

Justification :*

Upload Information

Attachments: Browse... No files selected.

Additional Comments:

Submit Request For Approval Cancel & Close

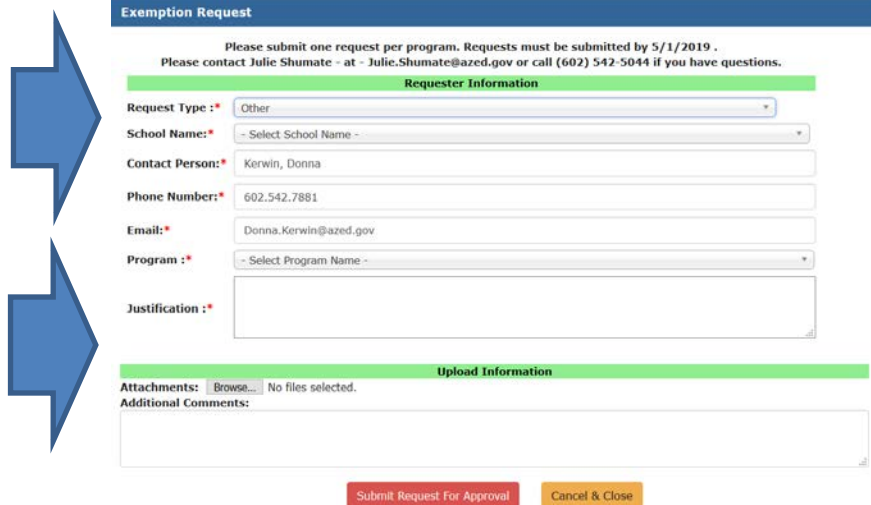
CTE DATA PORTAL USER GUIDE

Exemption Request Reporting instructions section continued:

To add an Exemption Request for Other - Click on:

Create New Request and fill out the form –

- Select the Request Type (drop-down box): Did Not Meet Performance Measures
- Select the School name (drop-down box)
- Enter the Contact person: District name and district contact person
- Enter the Phone: district contact person phone number
- Enter the Email: district contact person email address
- Select the Program (drop-down box)
- Enter the Justification – reasons why the Exemption Request should be approved
 - Limit comments to 250 characters. If more are needed, update the comments in a word document and attach to the request
 - Attachments: Browse to your file/attachment
 - Add any additional comments
- Submit Request for Approval – click on red button



Exemption Request

Please submit one request per program. Requests must be submitted by 5/1/2019 .
Please contact Julie Shumate - at - Julie.Shumate@azed.gov or call (602) 542-5044 if you have questions.

Requester Information

Request Type :* Other

School Name :* -- Select School Name --

Contact Person :* Kerwin, Donna

Phone Number :* 602.542.7881

Email :* Donna.Kerwin@azed.gov

Program :* -- Select Program Name --

Justification :*

Upload Information

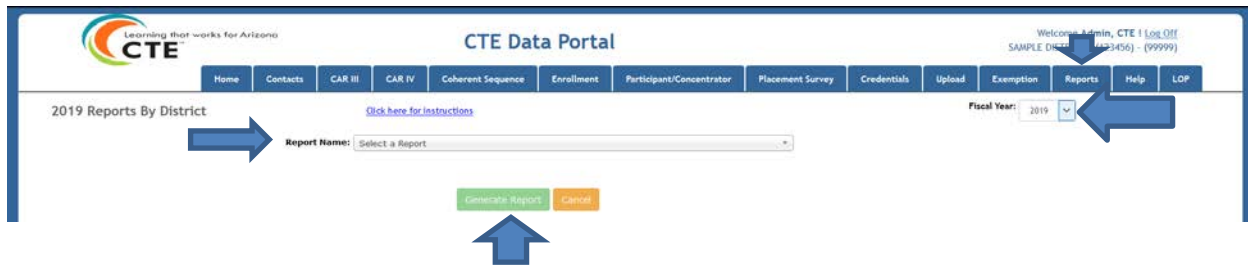
Attachments: Browse... No files selected.

Additional Comments:

Submit Request For Approval Cancel & Close

CTE DATA PORTAL USER GUIDE

Reports Instructions section:



- To view a report:
 - Click on Reports tab
 - Select the FY
 - Select the report name.
 - District name defaults to your district.
 - Choose the school or all schools for an 'all-schools' report.
 - Performance Measures reports are also available by all programs or a single program.
 - Click on Generate Report.
 - The report opens as a web page.
 - Click the Export icon drop-down menu at the top upper-left corner of the webpage and choose PDF



This will create the report as a PDF

- Save the report
- Note: 5 years of reports are kept in the CTE Data Portal (current year + 4 prior years)
- Reports can also be saved as Excel or CSV files.

Coherent Sequence reports:

- Coherent Sequence Information report

Coherent Sequence reports description

List by district and school of the complete program sequence by course a district has entered online.

Report includes the program number, program name, course number, course name, courses taught at another school, projected year future courses to be offered, and modified date. The report can be run at district-level for all schools, or by school within the district. Districts can choose from a drop-down box in the Coherent Sequence function the projected year that a future course will be offered. Every time the Coherent Sequence is updated, the modified date will reflect the current date. This information is displayed online in the Coherent Sequence web pages and in the Coherent Sequence Information report.

CTE DATA PORTAL USER GUIDE

Enrollment and Funding reports:

- Access/Participation for Special Pops Students (Desk Monitoring Program Assurances) report (retired FY2018)
- Enrollment Summary report
- Funded District Course Detail report
- Funded School Course Detail report
- NonFunded District Course Detail report
- NonFunded School Course Detail report
- Funding Summary report
- Improper Teacher Certification report
- Records Added 100th Day report
- Records Added 40th Day report
- Records Not Added 100th Day report
- Records Not Added 40th Day report
- Related Graduate Placement Funding report

Enrollment and Funding reports descriptions

Access/Participation for Special Pops Students (Desk Monitoring Program Assurances) report: Available annually September 15 through SY2017-2018. SY2017-2018 is the final year this report will be available. Newer special populations reports will replace this report. Current year totals at District-level: CTD/District Name included on cover page, along with date/report title. Unduplicated October Enrollment, Unduplicated Participants, and Unduplicated Concentrators used in report. Districts open report/Save as PDF → upload PDF report into district GME-CTE Perkins Grant.

Includes Program Assurance - Equal Access: Assurance determines the level of access for student populations by students with disabilities, male, and female. The percentages for students with disabilities include only the disabled student count. Other Special Population counts are not included.

Includes Program Assurance - Level of Student Success: Assurance determines the level of success for students groups. Calculations include non-Special Populations and Special Populations concentration percentages. All Special Population counts are included.

(Disabled, LEP, Economically Disadvantaged, Single Parent). Non-Special Pops Unduplicated Participants + Special Pops Unduplicated Participants = Total Participants.

Enrollment Summary report:

Report provides a summary of all enrollment records for school or district by FY as of the current date.

Funded District Course Detail report:

Report provides notification of district-level funding detail State Priority Grant dollars available by course. Produced by Preliminary Funding and Final Funding annually. Data submitted in Enrollment is used to generate the CTE State Priority Funding and the basis of the funding formula is the average student counts of 40th and 100th day course enrollments of 11th and 12th grade students.

Funded School Course Detail report:

Report provides notification of school-level funding detail State Priority Grant dollars available by course. Produced by Preliminary Funding and Final Funding annually. Data submitted in Enrollment is used to generate the CTE State Priority Funding and the basis of the funding formula is the average student counts of 40th and 100th day course enrollments of 11th and 12th grade students.

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Enrollment and Funding reports descriptions continued:

NonFunded District Course Detail report:

Report provides notification of district-level funding detail State Priority Grant dollars lost by course if a course does not meet the requirements. Produced by Preliminary Funding and Final Funding annually.

NonFunded School Course Detail report:

Report provides notification of school-level funding detail State Priority Grant dollars lost by course if a course does not meet the requirements. Produced by Preliminary Funding and Final Funding annually.

Funding Summary report:

Report provides the total amount of State Priority Grant dollars generated by district Enrollment reporting and the Related Graduate Placement reporting. Data submitted in Enrollment is used to generate the CTE State Enrollment Priority Funding and the basis of the funding formula is the average student counts of 40th and 100th day course enrollments of 11th and 12th grade students. Related Graduate Placement reporting (unduplicated) is used to generate the CTE State Related Graduate Placement Priority Funding. The summary of two totals generates a district's CTE State Priority Funding.

Improper Teacher Certification report:

Report includes the teachers at a school that do not have the required certifications to teach the CTE program by May 1 annually. Report also lists the required certifications for the CTE program. Exemption Requests may be submitted for improper teacher certification annually. If Exemption Request is approved by CTE, State Priority Funding will be generated for that program's course enrollment.

Records Added 100th Day report:

Report includes valid records added for 100th day enrollment as of the current date.

Records Added 40th Day report:

Report includes valid records added for 40th day enrollment as of the current date.

Records Not Added 100th Day report:

Report includes invalid records rejected for 100th day enrollment as of the current date. Invalid records do not appear on the Enrollment Summary report.

Records Not Added 40th Day report:

Report includes invalid records rejected for 40th day enrollment as of the current date. Invalid records do not appear on the Enrollment Summary report.

Related Graduate Placement Funding report:

Related Graduate Placement Survey funding paid in the current fiscal year is for CTE program Concentrators who graduated and are in a related Graduate Placement by the second quarter following graduation. Graduate Placements may be in postsecondary education or advanced training, military service, or employment. Funding is earned only if the Graduate Placement is related to the graduate's secondary CTE program of study. A related Graduate Placement is one that obviously uses or builds on the occupational standards acquired in the graduate's secondary CTE program. CTE can only fund one related student placement even if multiple related placements for the same student.

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Performance Measures reports: Available in CTE Data Portal annually August 15 (uses unduplicated student data)

- Performance Measures Summary report
- PM Results by District All Programs (District Level Performance-DLP) report
- PM Results by District by Program report
- PM Results by School All Programs report
- PM Results by School by Program report
- PM Results Graph report
- Performance Measures Secondary State Adjusted Levels of Performance – Three Year Comparison
- Performance Measures Secondary State Adjusted Levels of Performance – Three Year Comparison District by Program
- Performance Measures Secondary State Adjusted Levels of Performance – Three Year Comparison School by Program
- Performance Measures District Data Snapshot report
- All Student Groups report

Performance Measures Results:

Produces a school-level or district-level one-page report displaying all Performance Measures data for one CTE program. All programs at a school-level or district-level can also be selected. Performance Measures: 1S1, 1S2, 2S1, 3S1, 4S1, 5S1, 6S1, 6S2 are included. AIMS Writing is also included, but not evaluated for FY2013-2015. As of FY2016 onward, AZMerit is used for 1S2, 1S2. The report can be produced by:

- PM Results by District All Programs (District Level Performance-DLP) report
- PM Results by District by Program report
- PM Results by School All Programs report
- PM Results by School by Program report

Performance Measures Results Graph Report:

Produces a school-level or district-level one-page graph report displaying all Performance Measures data for one CTE program. All programs at a school-level or district-level can also be selected.

Performance Measures Summary Report:

Produces a summary report displaying Performance Measures data for each CTE program at each school. Each program at each school is listed separately and Performance Measures are calculated separately for each program at each school.

Performance Measures Secondary State Adjusted Levels of Performance – Three Year Comparison:

Produces a district summary report displaying all eight Performance Measures data results for the last 3 consecutive years. Report also includes the SALP levels and 90% SALP levels for the last 3 consecutive years, and also includes the Arizona State levels for the last 3 consecutive years. The report is color-coded to indicate levels of performance, and should be printed on a color printer.

Performance Measures Secondary State Adjusted Levels of Performance – Three Year Comparison District by Program:

Produces a district summary report displaying all eight Performance Measures data results for the last 3 consecutive years by program. Report also includes the SALP levels and 90% SALP levels for the last 3 consecutive years, and also includes the Arizona State levels for the last 3 consecutive years. The report is color-coded to indicate levels of performance and should be printed on a color printer.

Performance Measures Secondary State Adjusted Levels of Performance – Three Year Comparison School by Program:

Produces a school summary report displaying all eight Performance Measures data results for the last 3 consecutive years by program. Report also includes the SALP levels and 90% SALP levels for the last 3 consecutive years, and also includes the Arizona State levels for the last 3 consecutive years. The report is color-coded to indicate levels of performance and should be printed on a color printer.

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Performance Measures District Data Snapshot Report:

Produces a one-page summary report with boxes for displaying the total number of high school enrollment vs. CTE enrollment, numbers of CTE program concentrators and completers, placements who passed their assessment and related placements that passed their assessment, and percent of students who met or exceeded the standards set for AZMerit/AIMS Reading and Mathematics components. AIMS Writing component used in FY2015 and prior reports. FY2016 and later reports use AZMerit and/or SAT/ACT Reading and Mathematics components.

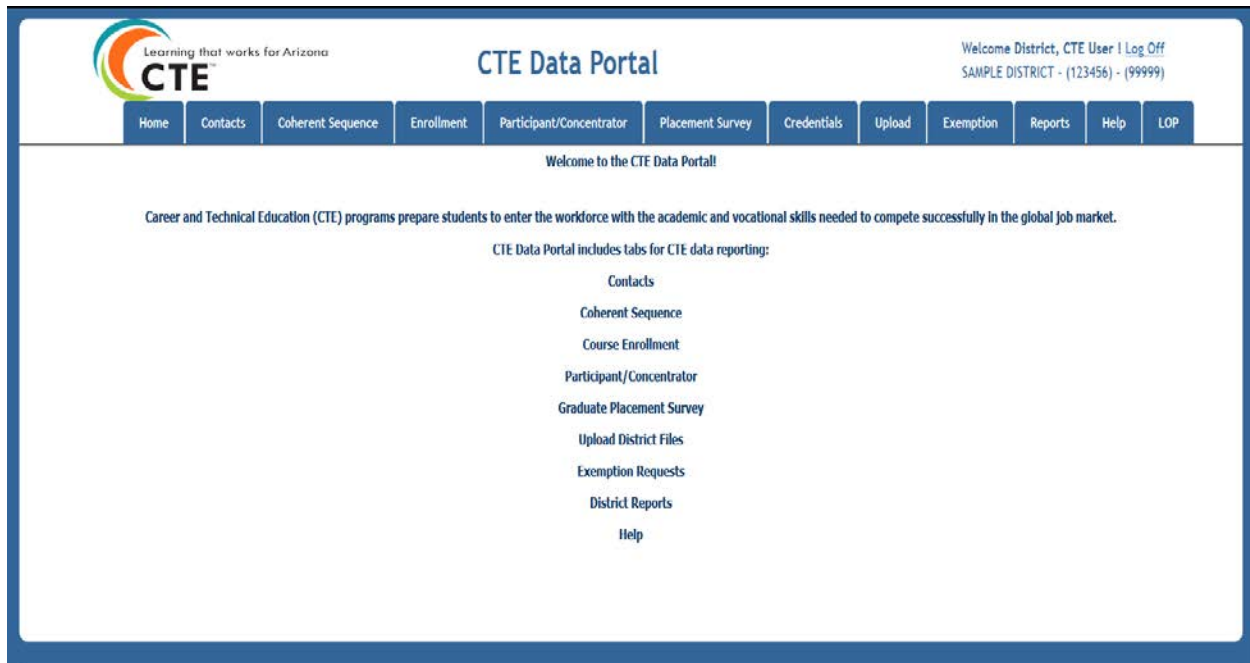
All Student Groups: (coming soon!)

Produces a five-page report displaying Performance Measures data by student group (total, gender, race, special populations and NonTraditional) for one CTE program at one school. Data for each Performance Measures is reported separately.

For detailed information on Performance Measures, see the CTE Secondary Guidelines Performance Measures that work for Arizona on the CTE website under Forms.

CTE DATA PORTAL USER GUIDE

CTE Data Portal Support section:



Find your District Entity Administrator and gain access to the CTE Data Portal via ADEConnect. To find your district entity administrator – search by Entity ID, CTDS, or Entity Name at this site: <https://home.azed.gov/PublicSite/>

Questions regarding **CTE Data Portal** should be directed to:

Donna Kerwin
Career & Technical Education Unit
Donna.Kerwin@azed.gov
 602-542-7881

Questions regarding **access to ADEConnect** should be directed to:

ADESupport
adesupport@azed.gov
 602-542-2222 or 866-577-9636
 6:00 AM – 6:00 PM Monday-Friday