

Career & Technical Education CTE Data Portal Secondary User Guide

Welcome to the CTE Data Portall 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 includes tabs for CTE data reporting: Contacts Coherent Sequence Course Enrolliment Participant/Concentrator Graduate Placement Survey Upload District Files Exemption Requests District Reports Help	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 includes tabs for CTE data reporting: Contacts Coherent Sequence Course Enrollment Participant/Concentrator Graduate Placement Survey Upload District Files Exemption Requests District Reports	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 includes tabs for CTE data reporting: Contacts Coherent Sequence Course Enrollment Participant/Concentrator Graduate Placement Survey Upload District Files Exemption Requests District Reports	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 includes tabs for CTE data reporting: Contacts Coherent Sequence Course Enrollment Participant/Concentrator Graduate Placement Survey Upload District Files Exemption Requests District Reports	Home Con	tacts Coherent Sequence	Enroliment	Participant/Concentrator	Placement Survey	Credentials	Upload	Exemption	Reports	Help
CTE Data Portal includes tabs for CTE data reporting: Contacts Coherent Sequence Course Enrollment Participant/Concentrator Graduate Placement Survey Upload District Files Exemption Requests District Reports	CTE Data Portal includes tabs for CTE data reporting: Contacts Coherent Sequence Course Enrollment Participant/Concentrator Graduate Placement Survey Upload District Files Exemption Requests District Reports	CTE Data Portal includes tabs for CTE data reporting: Contacts Coherent Sequence Course Enrollment Participant/Concentrator Graduate Placement Survey Upload District Files Exemption Requests District Reports	CTE Data Portal includes tabs for CTE data reporting: Contacts Coherent Sequence Course Enrollment Participant/Concentrator Graduate Placement Survey Upload District Files Exemption Requests District Reports				Welcome to the CI	E Data Portal!					
CTE Data Portal includes tabs for CTE data reporting: Contacts Coherent Sequence Course Enrollment Participant/Concentrator Graduate Placement Survey Upload District Files Exemption Requests District Reports	CTE Data Portal includes tabs for CTE data reporting: Contacts Coherent Sequence Course Enrollment Participant/Concentrator Graduate Placement Survey Upload District Files Exemption Requests District Reports	CTE Data Portal includes tabs for CTE data reporting: Contacts Coherent Sequence Course Enrollment Participant/Concentrator Graduate Placement Survey Upload District Files Exemption Requests District Reports	CTE Data Portal includes tabs for CTE data reporting: Contacts Coherent Sequence Course Enrollment Participant/Concentrator Graduate Placement Survey Upload District Files Exemption Requests District Reports										
Contacts Coherent Sequence Course Enrollment Participant/Concentrator Graduate Placement Survey Upload District Files Exemption Requests District Reports	Contacts Coherent Sequence Course Enrollment Participant/Concentrator Graduate Placement Survey Upload District Files Exemption Requests District Reports	Contacts Coherent Sequence Course Enrollment Participant/Concentrator Graduate Placement Survey Upload District Files Exemption Requests District Reports	Contacts Coherent Sequence Course Enrollment Participant/Concentrator Graduate Placement Survey Upload District Files Exemption Requests District Reports	Career and Te	hnical Education (CTE) program	s prepare student				to compete s	successfully in th	e global job n	narket.
Coherent Sequence Course Enrollment Participant/Concentrator Graduate Placement Survey Upload District Files Exemption Requests District Reports	Coherent Sequence Course Enrollment Participant/Concentrator Graduate Placement Survey Upload District Files Exemption Requests District Reports	Coherent Sequence Course Enrollment Participant/Concentrator Graduate Placement Survey Upload District Files Exemption Requests District Reports	Coherent Sequence Course Enrollment Participant/Concentrator Graduate Placement Survey Upload District Files Exemption Requests District Reports						:				
Course Enrollment Participant/Concentrator Graduate Placement Survey Upload District Files Exemption Requests District Reports	Course Enrollment Participant/Concentrator Graduate Placement Survey Upload District Files Exemption Requests District Reports	Course Enrollment Participant/Concentrator Graduate Placement Survey Upload District Files Exemption Requests District Reports	Course Enrollment Participant/Concentrator Graduate Placement Survey Upload District Files Exemption Requests District Reports										
Participant/Concentrator Graduate Placement Survey Upload District Files Exemption Requests District Reports	Participant/Concentrator Graduate Placement Survey Upload District Files Exemption Requests District Reports	Participant/Concentrator Graduate Placement Survey Upload District Files Exemption Requests District Reports	Participant/Concentrator Graduate Placement Survey Upload District Files Exemption Requests District Reports										
Graduate Placement Survey Upload District Files Exemption Requests District Reports	Graduate Placement Survey Upload District Files Exemption Requests District Reports	Graduate Placement Survey Upload District Files Exemption Requests District Reports	Graduate Placement Survey Upload District Files Exemption Requests District Reports										
Upload District Files Exemption Requests District Reports	Upload District Files Exemption Requests District Reports	Upload District Files Exemption Requests District Reports	Upload District Files Exemption Requests District Reports										
Exemption Requests District Reports	Exemption Requests District Reports	Exemption Requests District Reports	Exemption Requests District Reports										
District Reports	District Reports	District Reports	District Reports										
нер	нер	Help	Help					Const of Strength					
							Help						

Donna Kerwin CTE IT Specialist/Business Analyst Career and Technical Education High Academic Standards for Students Arizona Department of Education



Table of Contents

Updated:2/20/2019



Summary Er	nrollment	and Policy Citations
State Priorit	y Funding	g Cycle4
Summary Pe	erformand	ce Measures and Policy Citations5
		cation7
Contac	cts	
Cohere	ent Seque	nce Reporting Section
Enrollr	ment Ren	orting Section
	-	-
Partici	pant-Con	centrator Reporting Section16
Placen	nent (Grad	duate Placement Surveys) Reporting Section20
Creder	ntials Rep	orting Section
Unlos	d Eilo Soct	
Exemp	otion Requ	uest Reporting Section
Report	ts Section	
•	Coherer	nt Sequence
	0	Coherent Sequence Information Report
•	Enrollm	ent and Funding Reports
	0	Access/Participation for Special Pops Students (Desk Monitoring Program Assurances) report
	0	Enrollment Summary report
	0	Funded District Course Detail report
	0	Funded School Course Detail report
	0	NonFunded District Course Detail report
	0	NonFunded School Course Detail report
	0	Funding Summary report
	0	Improper Teacher Certification report
	0	Records Added 100 th Day report
	0	Records Added 40 th Day report
	0	Records Not Added 100 th Day report
	0	Records Not Added 40 th Day report
	0	Related Graduate Placement Funding report
•	Perform	ance Measures Reports (PM reports)
	0	Performance Measures Summary report
	0	PM Results by District All Programs (District Level Performance-DLP) report
	0	PM Results by District by Program report
	0	PM Results by School All Programs report
	0	PM Results by School by Program report
	0	PM Results Graph report
	0	Performance Measures Secondary State Adjusted Levels of Performance – Three Year Comparison
	0	Performance Measures Secondary State Adjusted Levels of Performance – Three Year Comparison
		District by Program
		Derformance Massures Cocondany State Adjusted Levels of Derformance - Three Veer Comparison

- Performance Measures Secondary State Adjusted Levels of Performance Three Year Comparison School by Program
- Performance Measures District Data Snapshot report *coming soon!*



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.

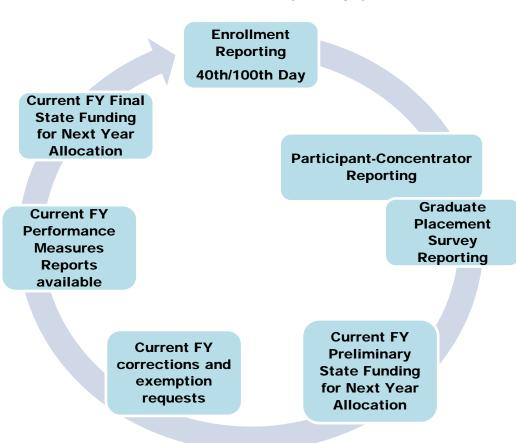
ADE 🗸 🛊 🗢 PARENTS & STUDENTS 🗸 🍽 🌲 SCHOOLS & TEACHERS				Google Custom Search
3				G Select Language
CTE HOME CONTACT US COUNSELORS CTE ADMINIS	TRATORS CTED	CTSO GRANTS ~	PROGRAMS & STANDARDS	
Caree	r and Tec	hnical Ed	lucation	
Welcome to AZ CTE!			₩ Tweet 🚺 Share	Announcements
Vision: Develop Arizona's competitive workford Education. Mission: Career and Technical Education will eng purposeful and economically viable care	gage Arizona learne	-	eclmical eriences leading to	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
Coming Soon: • Arizona CTE Strategic Plan	Link to: • CTE Progra	ams and Standard		Industry Certifications/CTED & A-F
Fact Sheets for Industry Certification	<u>CTE Profe</u>	ssional Developm	ent	CTE Teacher Certification
 Perkins V – Strengthening Career and Technical Education for the 21st Century 	 <u>Career & T</u> <u>CTSO</u> 	echnical Student	<u>Organizations –</u>	Professional Development
	<u>AZ School</u>	Counselors		Forms
	Fiscal / Gra	nistrator Resource ants / Accountabili areer & Technical	ty	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 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	Our Mission: Prepare Arizona students for
developing every student's career and academic	workforce success and continuous learning.
potential.	



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.

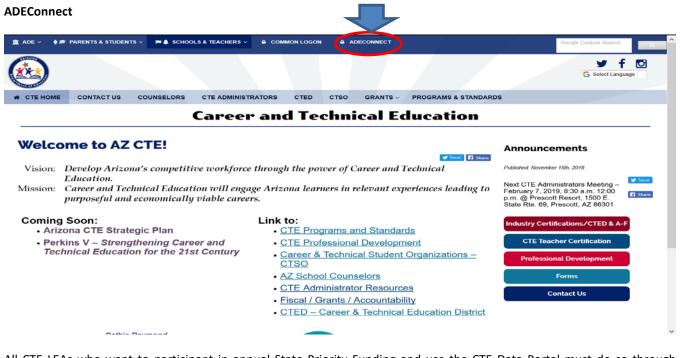
The Arizona State Board of Education approved a state accountability system that measures CTE program performance using a series of performance measures. The Arizona accountability system must address federal and state data collection requirements and may change each year as new requirements are implemented. 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	1S1 Academic-Reading	30.00%	28.00%	29.50%	29.50%*
Standards	1S2 Academic-Math	30.00%	17.00%	18.50%	28.00%*
Attainment					
Technical Skill	2S1 Technical Skill	80.00%	83.00%	83.00%	84.00%
Attainment	Attainment				
School	3S1 School Completion	91.00%	92.00%	92.50%	92.75%
Completion (Grad					
+ GED)					
Graduation	4S1 Graduation	90.00%	91.00%	91.50%	91.75%
Placement	5S1 Placement	68.00%	73.00%	74.50%	76.00%
Nontraditional	6S1 Nontrad	27.00%	32.00%	35.00%	36.00%
Students	Participation	18.00%	35.00%	82.45%	83.00%
	6S2 Nontrad Completion				

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





All CTE LEAs who want to participant 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: <u>https://home.azed.gov/PublicSite/</u>

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 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.

	e that works	for Arizona	C	CTE Data Porta	al				District, CTE DISTRICT - (12		
Home	Contacts	Coherent Sequence	Enrollment	Participant/Concentrator	Placement Survey	Credentials	Upload	Exemption	Reports	Help	LOP
		,		Welcome to the CT	E Data Portal!						
Caroor	and Technical I	Education (CTE) program	nearan chudante	to enter the workforce with the	to acadomic and upcati	anal chills naodod	to compote	nuccosciully in th	o global tob m	arkat	
Career	and reclinical i	Education (CTE) programe	prepare scouene	CTE Data Portal includes tabs			to competes	successionly in th	e giobai job ii	larret.	
				Contac							
				Coherent Se	quence						
				Course Enro	liment						
				Participant/Con	ncentrator						
				Graduate Placen	ent Survey						
				Upload Distr	ict Files						
				Exemption R	equests						
				District Re	ports						
				Help							

CTE Contacts are available in Help\Contact Us

*	Clearn	ing that works	o for Arizona	(CTE Data Porta	al				District, CTE DISTRICT - (12		
	Home	Contacts	Coherent Sequence	Enroliment	Participant/Concentrator	Placement Survey	Credentials	Upload	Exemption	Reports	Help	LOP
				_	Career and Techni Arizona Departmen				_		User Gi	id e
					Cathie Ray CTE Deputy Associate 1535 West Jeffer Phoenix, AZ	Superintendent rson, Bin 60				\Rightarrow	FAQ Contact	US
					Tel: (602) 36 Fax: (602) 54							
					Cathie.Raymond	@azed.gov						
					Cindy Guti CTE Program Service Tel: (602) 54 Fax: (602) 54	es Unit Director 12-4365						
					Cindy.Gutlerrez	@ared.gov						
					Marilyn Ga CTE Fiscal Services Tel: (602) 54 Fax: (602) 55 Marilyn,Gardner	s Unit Director 12-5137 12-5823						

CTE FAQ are available in Help\FAQ

	rks for Arizona		CTE Data Por	tal				District, CTE		
Home Contacts	Coherent Sequence	Enroliment	Participant/Concentrator	Placement Survey	Credentials	Upload	Exemption	Reports	Help	LOP
		Qu	estions regarding access to AL	DEConnect should be dire	scted to:				User Guid	le
			ADESupport: ades	upport@azed.gov					FAQ	
			602-542-2222 o							
			6:00AM - 6:00PM					· · · · ·	Contact U	IS
		•	Questions regarding the CTE Da							
			Donna Kerwin: Donna.Kerwi		381					
			Career and Technic	cal Education Unit						
CTE Upcoming Due Dates 7/31/18:										
• CTL closes CTL Data Portal fo										
8/15/18:	4 the \$12017-2016									
CTE Performance Measures re			Pops Students report available ops Students reports must be u							
9/1/18:										
 CTE State Priority Grant Final 	Funding Report Available	in CTE Data Port	al 9/1/18							
11/30/18:										
			Documents section by 11/30/1 Documents section by 11/30/1		3/31/19)					
12/31/18:										
 FY 2019 Grants - Federal Perkins Grant C 	Completion Report due 12/	31/18								
CTE Fiscal/Grants Timeline FY2018	and FY2019: 2018-2019 (TE Fiscal / Gran	ts Timeline							
CTE_SY2018-2019 Assessment sch	edule:									
Fall 2018		Sprin	a 2019							
ttps://ctedataportaldev.azurewebsites.net/H	lelp/FAQ									



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

Learning that	t works for Arizona	CTE Data Portal		Welcome District, CTE User ! Log Off SAMPLE DISTRICT - (123456) - (99999)	
		Contacts	Help		
Contacts		or instructions ntact titles are CTE Data Reporter, CTE Director, Dist	rict Business Manager, District Su	uperintendent.	
		Contacts Instructions	a		
	• ۳	istricts are asked to provide entity contact information is is to ensure that we have the most up-to-date conta • Please enter any missing contact information • If an individual works in multiple roles, please enter • All fields are required, except for a Phone Num to be able to update data in the CTE Data Portal until 1	act information for primary system n for the following positions. r their information for each positio liber Extension which is optional.	n users.	
Y					
Create New Contact Show 50 ~ entries				Search:	
Action Contact Title	Salutation		Email 🕴 Phone Number	Phone Extension Modified Date	\$
		No data available in tal	ble		

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.

Salutation:*	- Select Salutation - V				
irst Name:*					
ast Name:*					
ouffix:					
istrict:	SAMPLE DISTRICT - (123456) - (99999))			
itle:*	- Select Contact Title -		*		
mail:*					
hone Number:*					
hone Number Extension:					
Intact Record	Save Ch	Cancel & Close			
ontact Record		Cancel & Close			
	- Select Salutation -	Cancel & Close			1
alutation:*		anges Cancel & Close		_	
alutation:* irst Name:*		Cancel & Close			
alutation:" irst Name:" ast Name:"		Cancel & Close			
alutation:" irst Name:" ast Name:" uffix:					
alutation:* irst Name:* ast Name:* uffix: istrict:	- Select Salutation - V				
ialutation:" irst Name:" ast Name:" iuffix:	- Select Salutation - 🗸				
ialutation:* irst Name:* ast Name:* iuffix: Jistrict: itle:*	- Select Salutation - 🗸		•		
ialutation:* irst Name:* ast Name:* iuffix: bistrict: itle:* mail:*	- Select Salutation - V SAMPLE DISTRICT - (123456) - (99999) - Select Contact Title Select Contact Title -		• 9		



Coherent Sequence Reporting instructions section:

	CT	that works for	Arizona		CTEI	Data Porta	al						NSTRICT - (1234)	
		Home	Contacts C	AR III CA	R IV Coherent Sequence	Enrollment	Participant/Concentra	tor Placem	ent Survey	Credentials	Upload	Exemption	Reports	Help LOF
2019	Coherent Se	quence		Olde	Y	ou must dick on FINAL	SEQUENCE roval requires a finalized LIZE COHERENT SEQUENCI am Specialist that this ha	button in order	to		,	iscal Year: 2011		
	Name: SAMPLE SC Name: SAMPLE DIS													
	New Program Iculated (particip	ating at school	of record) Program	ms										
	i0 🗸 entries												Search:	
	Action	C Program	Program Desc	ription	Course	E Course Title	Local Course T	tle	Project	ed Year Course to	Begin		Modified	Date
	Modify	01000000	AgriScience ((NT-F)	01000010	AgriScience I	modify test1		2019				10/1/2018	3
	CONTRACT OF A					AgriScience II	modify test2		10000				10000000	
	Modify	01000000	AgriScience ((NT-F)	01000020	Agriscience ii	mouny cesca		2019				10/1/2018	
	Contraction of the	01000000	AgriScience (AgriScience (10.000	01000020	AgriScience II	TEST 2		2019				10/1/2018	
C Showin	Modify		17.6339.9469	10.000		356577657	1103030203							B INCOME IN
Articul	Modify Modify g t to 3 of 3 entries ated (participatin	01000000	17.6339.9469	(NT-F)	01000025	356577657	1103030203						18/1/2018 Previ	8
Articul Show	Modify Modify § 1 to 3 of 3 entries ated (participation 0 ~) entries	01000000 g at other than	AgriScience ((NT-F) ord) Programs	01000025	AgriScience III	TEST 2		2019				10/1/2018 Previ	8 043 1 N
Articul Show	Modify Modify g t to 3 of 3 entries ated (participatin	01000000 g at other than	AgriScience ((NT-F) ord) Programs	01000025	356577657	TEST 2	iculated Type	2019	at another school	(Projected Ye	18/1/2018 Previ	8 043 1 N
Articul Show 3	Modify Modify g t to 3 of 3 entries ated (participatin 0 ~ entries Action Program	01000000 g at other than Program Descrip	AgriScience (the school of reco	(NT-F) ord) Programs Course	01000025	AgriScience III	TEST 2		2019 Course taught	at another school			10/1/2018 Previ	8 043 1 N

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->

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 <u>cannot be added</u> 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.
- o Modified Date: contains current date any time a record (course) is modified.
- o Inactive Programs: New section contains all inactive programs at the school.



Coherent Sequence Reporting instructions section continued:

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

- Click on <u>Create New Program.</u>
- 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 <u>Modify</u> to select a required course and it will appear in the <u>Select</u> 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 <u>select the Articulated School Name</u>.
 - 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.
 - <u>All required courses for a program must be entered</u>; the record will not be saved without required courses. Additional courses may also be entered and saved. <u>Click on Add</u> to add any additional courses.
 - After all courses are entered, click on Save All Changes to save all the courses in the new program.

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



Coherent Sequence Reporting instructions section continued:

		CTI	that works for Ar	izono			Data Porta	al						Icome Admin, CT ISTRICT - (12345	
			Home	Contacts CAR III	CAR IV	Coherent Sequence	Enrollment	Participant/Concer	trator Placen	ment Survey	Credentials	Upload	Exemption	Reports	Help LOP
2	019 Co	oherent See	quence		<u>Oick here</u>	for instructions P	ou must dick on FINA	SEQUENCE proval requires a finaliz LIZE COHERENT SEQUE ram Specialist that this	NCE button in orde	r to		,	iscal Year: 2019		
			OOL (CTDS: 12-34-56 RICT (CTD: 12-34-5				, ,								
N			iting at school of i	record) Programs										Search:	
C	•	Action	Program	Program Description		Course	Course Title	Local Cours	e Title	Project	ed Year Course to	Begin		Modified D	ate
C		Modify	01000000	AgriScience (NT-F)		01000010	AgriScience I	modify tes	tl	2019				10/1/2018	
		Modify	01000000	AgriScience (NT-F)		01000020	AgriScience II	modify tes	t2	2019				10/1/2018	
	-	Modify	01000000	AgriScience (NT-F)		01000025	AgriScience III	TEST 2		2019				10/1/2018	
L Sh	owing 1 t	o 3 of 3 entries												Previo	us 1 Next
Ar	ticulated) at other than the	e school of record) Pre	ograms									Previo	us 1 Next
Ar	ticulated ow 50	(participating	at other than the Program Descriptio		ograms Course 🕴 C	ourse Title	🍦 Local Cou	irse Title 🔹 🛊	Articulated Type	Course taught	at another schoo		+ Projected Yes		
Ar	ticulated ow 50	d (participating ✓ entries on ♦ Program ♦	Program Descriptio	n +	Course 🕴 C	ourse Title osmetology and Related S				-	at another school			Search:	

Modify:

- To edit a program's coherent sequence click on <u>Modify</u> next to the appropriate program/course number.
- The program and all its required courses and additional courses appear.
 - o Click on <u>Modify</u> to select a required course and it will appear in the <u>Select</u> 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 pox.
 - 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 <u>Update</u> to save the course in this online box.
 - <u>All required courses for a program must be entered</u>; the record will not be saved without required courses. Additional courses may also be entered and saved. Click on <u>Add</u> to add any additional courses.
 - To delete a course, click on <u>Delete</u>. 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.
 - o After all courses are entered, click on
- Save All Changes
- to save all the courses in the program.

Program Name: 15130020 : Architectural D	rarang				
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	<u>Modify</u>
15130020 : Architectural Drafting	0	Drafting II		2020	<u>Modify</u>
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



Coherent Sequence Reporting instructions section continued:

			ing that works for A	rizona			ata F	Portal						elcome Admin, C DISTRICT - (12345	
			Home	Contacts CAR III	CARIN	/ Coherent Sequence	Enrol	llment Participant/Co	oncentrator Place	ement Surve	Credentials	Upload	Exemption	Reports	Help LOP
		9 Coherent			<u>Click her</u>	re for instructions Fi	nal Perkins (u must dick	OHERENT SEQUENCE Grant Approval requires a t k on FINALIZE COHERENT S rant Program Specialist that	EQUENCE button in or	der to		I	Fiscal Year: 201	⁹ ~	
			SCHOOL (CTDS: 12-34-56 DISTRICT (CTD: 12-34-5												
	Create	New Program													
		rticulated (parti	cipating at school of	record) Programs										Search:	
П		4 Action	Program	Program Description		Course	Course T	Dila Land	Course Title	A 0m	jected Year Course	to Rogio		Modified D	
Ш		Modify	01000000	AgriScience (NT-F)		01000010	AgriScier		v testi	20		to begin		10/1/2018	ate
									,						
Ш		Modify	01000000	AgriScience (NT-F)		01000020	AgriSclei		iy test2	20				10/1/2018	
	\Box	Modify	01000000	AgriScience (NT-F)		01000025	AgriScie	nce III TEST	2	20	9			10/1/2018	
		ng 1 to 3 of 3 entr	es											Previo	us 1 Ne
		slated (participa	ting at other than the	e school of record) Pr	ograms									Search:	
		Action Progra	m 🕴 Program Descriptio	on (Course (Course Title	Ŷ	Local Course Title	Articulated Type	Course ta	ight at another scho	ool	Projected Ye	ar Course to Begin	Modified Da
		Modify 12040	100 Cosmetology and F	Related Services (NT-M)	12040010	Cosmetology and Related Se	rvices I	Fundamentals of Cosmetol	ogy Skill Center	EASTERN	ARIZONA ACADEMY	OF COSMETOLO	GY 2019		4/5/2018
						Cosmetology and Related Se			Skill Center		ARIZONA ACADEMY				4/5/2018

Use the <u>checkbox</u> next to <u>Modify</u> 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

Save Comments

click on:

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.



Enrollment Reporting instructions section:

		tona			CTE Dat	ta Porta	l						, CTE ! <u>Log 0</u> 3456) - (9999		
		Home	Contacts	CAR III	CAR IV	Coherent Sequence	Enrollment	Participant/Concentrator	Placement Survey	Credentials	Upload	Exemption	Reports	Help	LOP
	2019 40 th day Course En			٤	lick here for i	instructions You mu submit	t your enrollment o	OLLMENT ZE 40th DAY ENROLLMENT butt fata to ADE. Enrollment data is he CTE State Priority Allocatio	s used to		F	Fiscal Year: 2019	•		
	School Name: SAMPLE SCHOOL (CTD District Name: SAMPLE DISTRICT (CT Create New Enrolment NonArticulated (participating at s	D: 12-34-56)		monte											
	Show 50 \checkmark entries	schoolorite	cord) Enrolin	nents								Si	arch:		
	Action Program	m	9.1	Program Desc	ription		÷ C	ourse 🔶 C	ourse Title	9.1	Period	🕴 Grade	lotal		•
							No data	available in table							
	Showing 0 to 0 of 0 entries													Previous	Next
	Create New Enrolment Articulated (participating at othe	er than the s	school of reco	ord)Enrollm	ients										
	Show 50 🗸 entries											Se	arch:		
	Action 🕴 Program		Program Des	scription		Course	¢ (lourse Title	Period	🕴 Grade Total		Attending Sch	lool		0
							No data	available in table							

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 <u>Create New Enrollment</u>: 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)

E	nrollment Ty		NonArticula record)	ited (part	icipating at sc	hool of					
Р	rogram:*	Select	Program Nan	ne -				¥			
I	your progra	m is na	t listed her	e, please	create coherer	nt sequence r	ecord first.				
c	ourse:*	Select (Course Name	-				Ŧ			
					eate coherent		ord first.				
F	unding Statu	s: Prog	ram is not	eligible fo	or CTED fundin	g Ilment Infori					
	th Digit of ourse Numbo	:r: *	- Select 8th	Digit -	- Enro	liment Infori	Оте	acher SSN*: ucator ID:	EI		
							Teacl Addre	er Email ss:*			
Р	eriod:*		0				Minut	es Per Week:*	0		
	umber Of /eeks:*		0				Room	Number:*			
					Er	nrollment Cou	ints				
	Grade 9:	0	Gr	ade 10:	0	Grade 11:		0	Grade 12:	0	
	Male:	0	Fe	male:	0						
	Special Needs:	0		glish arner:	0	Econ Disa	lvantaged:	0	Single Parent:	0	
					Save Chang	es	ancel & Clo	se			
ligit o	of course	num	ber			Nu	mber o	Weeks			
cher'	s SSN or I	duca	tor ID			Mi	nutes p	er Week			
iod a	nd Room	Num	ber			Те	acher Er	nail Addres	s		
ollme	nt Count	s:				Gr	ade cou	nts 9/10/11	l/12		
	nt Count					6	!		unts if appli	a a ha la	

• Save Changes to save the record



Enrollment Reporting instructions section continued:

Create New Enrollment (Articulated):

- Click on <u>Create New Enrollment</u>: 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)

		Articulat	ed (participati	ng at other tha	n the school of			
Enrollment		record)						
Program:*	- Selec	t Program	Name -			Ψ		
If your prog	ram is no	ot listed h	nere, please cro	eate coherent	sequence record first.			
Course:*	- Selec	t Course N	Name -			Ŧ		
If your cour	se is not	listed he	re, please crea	te coherent se	equence record first.			
Funding Sta	tus: Pro	gram is n	ot eligible for 0	TED funding				
				Enro	ollment Information			
8 th Digit of Course Num	ber:*	- Select	8th Digit -	¥		Teacher SSN/E ID:	ducator 00000	0000
Period:*		0				Minutes Per We	eek:* 0	
Number Of Weeks:*		0				Room Number:	•	
				Er	nrollment Counts			
Grade 9:	0		Grade 10:	0	Grade 11:	0	Grade 12:	0
Male:	o		Female:	0				
Special Needs:	o		English Learner:	0	Econ Disadvantage	d: 0	Single Parent	t: 0
				Arti	culated Enrollment			
Attending	School:*		- Select School	Name -			Ŧ	
If your Att	ending Se	chool is n	ot listed here,	please create	coherent sequence rea	ord first.		
				Те	acher Information			
License / d (if availabl		e Numbe	r:					
					Teacher's La	st Name:*		
Teacher's	First Nan	ne:*			reacher 5 La	Je Hanner		

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
 - o Click on No to keep the enrollment record







Enrollment Reporting instructions section continued:

	CTE	Arizona			CTE Dat	a Portal	l						, CTE ! <u>Log (</u> 3456) - (9999	
	Home	Contacts	CAR III	CAR IV	Coherent Sequence	Enrollment	Participant/Concentrator	Placement Survey	Credentials	Upload	Exemption	Reports	Help	LOP
2019 40 th day Course Enrollment Click here for instructions Click here for instructions Click here for instructions Click here for instructions School Kame: SAMPLE SCHOOL (CTDS: 12-34-56-001) *														
District Name: SA	MPLE DISTRICT (CTD: 12-34-													
Create New Enroll		(record) Enrolle	aante											
	(participating at school of	f record) Enrolln	nents									Search:		
NonArticulated ((participating at school of		ments Program Descr	ription		¢ Co	urse Cou	rse Title	¢ Pi	leriod		Search:		
NonArticulated (Show 50 \checkmark er	(participating at school of ntries			ription			urse Ocu available in table	rse Title	¢ P	leriod				
NonArticulated (Show 50 \checkmark er	(participating at school ol ntries Program			ription				rse Title	¢ Pi	leriod			Previous	Next
NonArticulated (Show 50 × er Action	(participating at school of ntries Program 0 entries			ription				rse Title	¢ Pi	eriod			Previous	Next
NonArticulated (Show 50 ~ er Action Showing 0 to 0 of i Create New Enroli Articulated (par	(participating at school of ntries Program 0 entries Iment rticipating at other than th	¢ 1	Program Descr					rse Title	¢ Pi	eriod	Grad	e Total	Previous	Next
NonArticulated (Show 50 ~) er Action Showing 0 to 0 of i Create New Enroll Articulated (par Show 50 ~) er	(participating at school of ntries 0 entries iment rticipating at other than th ntries	he school of reco	Program Descr ord)Enrolline			No data	available in table			eriod	6 Grad	e Total Search:	Previous	Next
NonArticulated (Show 50 ~ er Action Showing 0 to 0 of i Create New Enroli Articulated (par	(participating at school of ntries Program 0 entries Iment rticipating at other than th	¢ 1	Program Descr ord)Enrolline) Course	No data		rse Title	P R	'eriod	Grad	e Total Search:	Previous	Next

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

CTE	Izona			CTE Dat	ta Porta	l					Icome Admin ISTRICT - (12		
Home	Contacts	CAR III	CAR IV	Coherent Sequence	Enrollment	Participant/Concentrator	Placement Survey	Credentials	Upload	Exemption	Reports	Help	LOP
2019 Reports By District		2	Olick here for li	structions					D	cal Year: 2019	~		
	Report	Name: En	rollment Sum	nary			*			1			
		v	OCI 21-1 repo	ort displays all the enrolln	nent records that	were submitted so far							
	District	Name: 54	MPLE DISTRIC	CT(12-34-56)									
	School	Name:	All Schools +				•						
				Generate Repor	Gances								

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.



Participant-Concentrator Reporting instructions section:

Learning that works for Arizona		CTE Dat	ta Porta	•						n, CTE Log (23456) - (999	
Home Contacts	CAR III CAR I	V Coherent Sequence	Enrollment	Participant/Concentrator	Placement Survey	Credentials	Upload	Exemption	Reports	Help	LOP
2019 Participant Concentrator School Name: SAMPLE SCHOOL (CTDS: 12-34-56-001) *	<u>0</u>	ck here for instructions	You must dick or to submit your p determining the	ICIPANT/CONCENTRATOR n FINALIZE PARTICPANT/CONCEN rarticipant/concentrator data to CTE State Priority Funding, the Access Participation for Special	ADE. The data is used in Performance Measures			Piscal	Year: 2019	V	
District Name: SAMPLE DISTRICT (CTD: 12-34-56) Create New Record Verif Show 50 ~ entries entries	tcation Report								Search:	<u>cs</u>	/ Downloa
Action SAIS ID Student Name	irade Program No	ember Program I	Description	F/S LC L	C-P Assessment	Specia	(Pops	∃ C/8 P	C M	lodified Date	1

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 <u>still enrolled in school</u> 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.
- <u>Improved Participant-Concentrator format is available</u>. 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:
 - o 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
 - o Students leaving school are used in PM reports



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
 - o 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)
 - o 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
 - o CTE Assessments pulled into record immediately when available (Fall/Spring CTE Assessments)
 - Save Changes to save the record

	Ст	ng that works for Arizona		CTE	Data	Portal					SAM	Welcome Admin, CTE ! Log Off PLE DISTRICT - (123456) - (99999)	
		Home Contacts CAR III	CAR IV	Coherent Sequ	ience E	nrollment	Participant	Concentrator	Place	ment Survey Crede	ntials Upload Exempti	ion Reports Help LOP	
1	2019 Participant	Concentrator							1000				
3	Student Unique ID:*(SAIS	ID) 0											
a	Birth Date(MW/DD/YYYY):*	02/11/2019											
	Search	(01) Feb ~ 1949 ~ 0											
		Su Mo Tu We Th Fr Sa		I									
		3 4 5 6 7 8 9											
		10 11 12 13 14 15 16											
		17 18 19 20 21 22 23 24 25 26 27 28											
	CT	g that works for Arizona		CTE	Data	Portal						lcome District, CTE User I Log Off EVIT CHANDLER · (070801) · (7284)	
		Home	Contacts	Coherent Sequ	ience El	nrollment	Participant	t/Concentrato	Place	ment Survey Cred	entials Upload Exempt	tion Reports Help LOF	
2	2019 Participant	Concentrator											
	Change Student	Back to List											
	Student Unique ID:	Student Name Bi	th Date:	Gender	: Grade:		t Informatio Year: 2020		n Ethnicit	v: Non-Hispanic/Lating	Student Enrollment Status:	E1 Special Population Status:	
1	Single Parent: NO 504 School Of Residence:	4 Student: NO											
			School Of At	tendance:									
			School Of A	ttendance:	СТЕ	Carnegie Un	ts earned in	n fiscal year					
	Create New	Program Name	F/S	Total CU	2019	2018	2017	2016	2015	.10 Intro Course	CU Units Required	CTE Assessment Data	
	Modify Delete 1	Program Name 5120040 : Software and App Design		,					2015 0	.10 Intro Course	CU Units Required	CTE Assessment Data	
		Program Name 5120040 : Software and App Design	F/S	Total CU	2019 0	2018	2017 0	2016 0				CTE Assessment Data	
	Modify Delete 1	Program Name 5120040 : Software and App Design	F/S F	Total CU	2019 0	2018 1 Tredential, C	2017 0	2016 0 License		Ô		CTE Assessment Data	
	Modify Delete 1: howing 1 to 1 of 1 entries	Program Name 5120040 : Software and App Design Certificate/Licen	F/S F se Name	Total CU 1	2019 0	2018 1 Tredential, C	2017 0	2016 0 License	0	Ô	2 flcate/License #	CTE Assessment Data	
	Modify Delete 1: howing 1 to 1 of 1 entries	Frogram Name 5120040 : Software and App Design Certificate/Licen Par	F/S F se Name	Total CU 1	2019 0 c	2018 1 Tredential, C No data	2017 0 ertificate or available in ta	2016 0 License	0	Ô	2	CTE Assessment Data	
	Modify Delete 1: howing 1 to 1 of 1 entries	Program Name 5120040 : Software and App Design Certificate/Licen Par Prog	F/S F se Name	Total CU 1 Concentrato	2019 0	2018 1 Tredential, C No data	2017 0 ertificate or available in ta	2016 0 License	0	Ô	2 flcate/License #	CTE Assessment Data	
	Modify Delete 1: howing 1 to 1 of 1 entries	Program Name 5120040 : Software and App Design Certificate/Licen Par Prog Fedd	F/S F se Name ticipant (ram Name	Total CU 1 Concentrato	2019 0 or Progra	2018 1 Tredential, C No data	2017 0 ertificate or available in ta	2016 0 License	0 sseđ	Ô	2 flcate/License #	CTE Assessment Data	
	Modify Delete 1: howing 1 to 1 of 1 entries	Program Hame 5120040 : Software and App Design Certificate/Licen Por Fed Carr Just	F/S F se Name ticipant (ram Name ral/State egie Units	Total CU 1 Concentrato	2019 0 c or Progra	2018 1 Tredential, C No data	2017 0 ertificate or available in ta	2016 0 License Pa ible	0 sseđ	0 Certi	ficate/License #	CTE Assessment Data	
	Modify Delete 1: howing 1 to 1 of 1 entries	Program Name 5120040 : Software and App Design Certificate/Licen Parg Fed Carr Just year	F/S F se Name ticipant (ram Name ral/State egle Units fication fo CU Chong	Total CU 1 Concentrato	2019 0 or Progra oftware and 0 F S S S S S 19: 1	2018 1 redential, C No data App Design 2011	2017 0 ertificate or available in ta to to tudent In	2016 0 License Pa ible	0 sseđ	0 Certi	ficate/License #	CTE Assessment Data	
	Modify Delete 1: howing 1 to 1 of 1 entries	Program Name 5120040 : Software and App Design Certificate/Licen Prog Fred Carr Just Year	F/S F se Name ticipant (ram Name ral/State egle Units fication fo CU Chong is student	Total CU 1 Concentrato	2019 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	2018 1 No data App Design 2011 Yes O M	2017 0 ertificate or available in tz b t: 0 etudent In lo	2016 0 License Pa bbe	0 sseđ	0 Certi	ficate/License #	CTE Assessment Data	
	Modify Delete 1: howing 1 to 1 of 1 entries	Program Hame 5120040 : Software and App Design Certificate/Licen Poo Fedu Carri Just year Is th Is th Schu	F/S F se Name ticipant (ram Name ral/State egle Units fication fo CU Chong is student	Total CU 1 Concentrato 1: :* 20 r Previous :* 20 r Previous :* 20 s a single pare a 504 studen dence: *	2019 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	2018 1 No data App Design 2011 Yes O N Yes O N	2017 0 ertificate or available in tz b tz 0 etudent In lo o	2016 0 License Pa bbe	0 sseđ	0 Certi	ficate/License #	CTE Assessment Data	



Participant-Concentrator Reporting instructions section continued:

Cearning that w	orks for Ari:	zona			CTE Dat	ta Porta	•					Icome Admin ISTRICT - (12		
	Home	Contacts	CAR III	CAR IV	Coherent Sequence	Enrollment	Participant/Concentrator	Placement Survey	Credentials	Upload	Exemption	Reports	Help	LOP
Home Contacts CAR III CAR III CAR IV Coherent Sequence Enrollment Participant/Concentrator Placement Survey Credentials Uplaad Exemption Reports Heip LOP Participant/Concentrator Participant/Concentrator Placement Survey Credentials Uplaad Exemption Reports Heip LOP														
School Name: SAMPLE SCHOOL (CT District Name: SAMPLE DISTRICT (C)												
Create New Record Show 50 Centries Action SAIS ID Stu	dent Name	ventio	ation Report	rogram Numbe		Description	F/S LC L	C-P Assessment	Special		© C/U © P	Search:	csv	/ Download

Modify:

- Click on Modify to update the existing student record and add current year/prior year student credit to any program ٠ 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) ٠
- 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. •
 - o CTE Assessments pulled into record immediately when available (Fall/Spring CTE Assessments)
- Save Changes to save the record. ٠

(CE	ing that works for Arizona			CTE Da	ita Port	al						District, CTE HANDLER · (0		
			Home Cor	ntacts	Coherent Sequence	Enrollment	Participar	t/Concentrato	r Placemer	nt Survey Credentials	Upload	Exemption	Reports	Help	LOP
2019 P	Participant	t Concentrator													
Chang	ige Student	Back to List													
Single P	Parent: NO 50	8683148 Student Name: Fukuzak 04 Student: NO				Srade: 11 Coh		Race: Asia	n Ethnicity:	Non-Hispanic/Latino Stu	dent Enrollme	nt Status: E1 S	pecial Popula	ation Status	:
School G	Of Residence:	: Arizona College Prep Erie Campus (070280243) Sch	ool Of At	tendance: EVIT - Aria	cona College Prep CTE Carnegie									
	ify Delete	Program Name 15120040 : Software and App Design		F/S	Total CU 2	019 2018	2017	2016	2015	.10 Intro Course		Required 2	CTE A	ssessment D	ata
Showing 1	I to 1 of 1 entrie		ertificate/License N	lame		Credentia	l, Certificate o		ssed	Certificate	/License #				
						No d	ata available in t								
			Participant C	oncen	trator Program						×				
			Program Name: Federal/State:		Software and Ap	pp lesian									
		·	Carnegie Units:	•	2019: 1	2018: 0	201	7: 0	2016: 0	2015: 0					
			Justification for year CU Change		15										
					L.		nt Informatio	on							
		1	is this student	cloula	parent? Ova	. (No									

.

Delete:

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

ce: #

ice:

ol Of Atten

Select School Of Residence

EVIT - Arizona College Prep Erie Campus (070801243)



Participant-Concentrator Reporting instructions section continued:

	es for Ariz	ona			CTE Dat	ta Porta							CTE Log Off 456) (99999)
	Home	Contacts	CAR III	CARIV	Coherent Sequence	Enrollment	Participant/Concentrator	Placement Survey	Credentials	Upload	Exemption	Reports	Help LOP
2019 Participant Concent	rator			Of ck h	ere for instructions	You must dick or to submit your p determining the	ICENNT/CONCENTRATOR In FINALIZE PARTICPANT/CONCEN- participant/concentrator data to CTE State Priority Funding, the Access Participation for Special	o ADE. The data is used in Performance Measures			Fiscal	Year: 2019	×
SAMPLE SCHOOL (CTDS:													
District Name: SAMPLE DISTRICT (CTD	12-34-56)		ation Report										CSV Down

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:

rogram:*	01010090 : Agribusiness Systems	Ŧ
f your program is not listed	here, please create coherent sequence record first.	
itudent Unique ID:* SAIS ID)		
Sirth Date(MM/DD/YYYY):*		
	Search Cancel & Close	

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 <u>do not</u> 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 <u>Verification</u> 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



Graduate Placement Survey Reporting Instructions section:

	orks for Ari	2000			CTE Dat	ta Porta	l					Icome Admin, ISTRICT - (123		
	Home	Contacts	CAR III	CAR IV	Coherent Sequence	Enrollment	Participant/Concentrator	Placement Survey	Credentials	Upload	Exemption	Reports	Help	LOP
2018 Placement Survey	0		9	lick here for i			ZE PLACEMENT SURVEY button in				scal Year: 2018	~		
School Name: SAMPLE SCHOOL (C	DS: 12-34-56-0)		lick here for i	submit	t your placement s	ZE PLACEMENT SURVEY button in urvey data to ADE. The data is o te Priority Funding and the Perfo	used in determining	s:		2018			
School Name: SAMPLE SCHOOL (C District Name: SAMPLE DISTRICT (C Show 30 ~ entries	DS: 12-34-56-0)	<u>c</u> ation Report	lick here for i	submit	t your placement s	urvey data to ADE. The data is u	used in determining	5.		2018	Search:	2	SV Downloa

Click on the Placement Survey tab to see your district's Placement Surveys in the CTE Data Portal. Only CTE Concentrators who Graduated appear on the CTE Data Portal Graduate Placement Survey summary page. Modified Date will appear if record is updated in any way. **Has Placement** - new field:

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

Prior-school-year CTE Graduate Placement Survey student records are open for update from October through mid-June of the current school year. Click on **Modify** - update the record with actual placement if a student has any of the following:

- 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.
- o Student address or Employer address do not use any periods (.) in the address
- Save Changes to save the record.

			Student Info	rmation			
SAIS ID:		Student Nam	e:		Gender:	м	Leave Co
Address1:*	1535 W Jefferson St				Address2:		
City:*	Phoenix	State:*	Arizona	\sim	Zip:*	85007	
Phone:							
Are You retu	rning from a Religious I		⊖ _{Yes}				
Are roureto	rining from a kenglous i		School/Appre	nticochin			
Are you in th Does your jo	ogram of study relate t e MILITARY? No b directly relate to the	⊖ _{Yes} skills learned in t	Militar	above?		es	
	tKING? No Ye b directly relate to the		he program listed	above?		25	
		Third P	arty Credential, C	ertificate or	License		
Certificate/	License Name				Passed	Certificate/Licens	se#
-					⊖ _{Yes} ● _{No}		



Graduate Placement Survey Reporting Instructions section continued:

	Torona and	Barrowski		10000000	-	-					-	Carton	Comment of the	
	Home	Contacts	CARIII	CAR IV	Coherent Sequence	Enrollment	Participant/Concentrator	Placement Survey	Credentials	Upload	Exemption	Reports	Help	LOP
2018 Placement Surve				lick here for i	submit		urvey data to ADE. The data is u te Priority Funding and the Perfo		52		4	<u> </u>		
School Name: SAMPLE SCHOOL (C	, TDS: 12-34-56-				submit				62		1			

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

Any Unduplicated Related placement = \$\$\$ <u>State Priority Funding Related Placement Dollars</u> 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:
 - o Hover on a column title and the full description of the column will display
 - o 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 <u>Verification Report</u> 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



Credentials Reporting Instructions section:

Learning that works for Arizona	CTE Data Porta	al 🗣	Welcome District, CTE User I Log Off SAMPLE DISTRICT - (123456) - (99999)
Home Contacts Coherent Seque	ce Enrollment Participant/Concentrator	Placement Survey Credentials	Upload Exemption Reports Help LOP
Credential 2019	Click here for instructions		Fiscal Year: 2019
School Name: SAMPLE SCHOOL (CTDS: 12-34-56-001) V District Name: SAMPLE DISTRICT (CTD: 12-34-56)			
Add Student Credential Show 50 ~ entries			Search:
Action 🔅 SUID 🔅 Student Name 🔅 Grade	Program Number Program Description	🕴 Credential Name 🛛 🍦 Passed	d 🔶 Recent Credential Year 🔶 Modified Date 🔶

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.

	Clearning that works for Arizona		(CTE Data Porta	al			Welcome Dist	trict, CTE	User ! <u>Log</u>	<u>Off</u>
Home	e Contacts	Coherent Sequence	Enroliment	Participant/Concentrator	Placement Survey	Credentials	Upload Ex	emption F	Reports	Help	LOP
2019 Credent	ials										
Change Student	Back to List										
				Student Info	rmation						
Student Unique I	D SI	tudent Name:	Birth D	ate: Gender: O	Frade: 12 Cohort Yea	r: 2019 Race:	White Ethnicity:	Non-Hispani	ic/Latino		
Student Enrollme	nt Status: E1 S	pecial Population Statu	s: Single Pare	nt: NO 504 Student: NO							
School Of Reside	nce:	Se	hool Of Attenda	nce:							
				Credential, Certific	ate or License						
School	Program	Name		Certificate/License Name		Passed	Certificate/Lice	ense #	Fiscal Year	Action	
	- Select	Program Name -		- Select Certification Name -		• Yes 🖲 No				Create	
	1205000	0 : Culinary Arts (NT-F)		ServSafe® Food Protection M	anager	NO			2019	Modify De	lete

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.



Upload File Instructions section:

CTE	rorks for Arizona		CTE Dat	ta Porta	L			ዏ				er ! Log 0 6) · (99999	
	He	me Contacta	Coherent Sequence	Enrollment	Participant/Concentrator	Placement Survey	Credentials	Upload	Exemption	Re		Help	LOP
2019 Enrollment Uploa	ded files			Click here for inst	ructions			Enrollmen	tt.		_		
								and the second se					
Select file to upload:	Browse No file selected.	Uploa						Concentra	itor				
Select file to upload:	Browse No file selected.	Uplor		Up	loaded Files			Concentra		Sear	_		

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.
- <u>No zeros in CurrentYearCU(credit earned</u>). 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
 - o Report 1.0 credit as 1
 - Report 0.5 credit as .5
- No periods or special characters (# @ \$ % & * ! ^ +) in the Student address or Employer address.
- Mo 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.
- <u>Column lengths cannot be exceeded.</u> 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



Exemption Request Reporting instructions section:



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
 - o Attachments: Browse to your file/attachment and any additional comments
- Submit Request for Approval click on red button

	Requester Information	
Request Type :*	Teacher Certification +	
School Name:*	Q.	
Contact Person:*	- Select Request Type -	
Contact Person	Teacher Certification	
Phone Number:*	No Reported Concentrators	
	No Reported Placements	
Email:*	Other	
Program :*	- Select Program Name -	
Course :*	- Select Course Name -	
Teacher Name:*	- Select Teacher Name - *	
Justification :*		
Attraction of the Institution	Upload Information	
Additional Commen		



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
 - o Attachments: Browse to your file/attachment
 - Add any additional comments
- Submit Request for Approval click on red button

	ct 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 :*		
Attachments: Brow	Upload Information	
Additional Commen		



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
 - o Attachments: Browse to your file/attachment
 - Add any additional comments
 - Submit Request for Approval click on red button

	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: Bro Additional Commer	wse No files selected.	



Reports Instructions section:

CTE	-	-		CTE Dat				Concernant of the second	-	SAMPLE D		3456) - (9999	<u>7</u> .
Home	Contacts	CARIII	CAR IV	Coherent Sequence	Enrollment	Participant/Concentrator	Placement Survey	Credentials	Upload	Exemption	Reports	Help	LOP
019 Reports By District		g	lick here for l	astructions					n	scal Year: 2019			
	Report	Name: Sel	ect a Report				•						
				Generate Repo									
					Canoel								

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

14 4 1 of 4	4 6 61	4. 6
		Excel
		POF
		CSV (comma delimited)

- Save the report
- Note: 5 years of reports are kept in the CTE Data Portal (current year + 4 prior years)

This will create the report as a PDF

• Reports can also be saved as Excel or CSV files.

Coherent Sequence reports:

o 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.



Enrollment and Funding reports:

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





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.



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:

- o 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.



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.

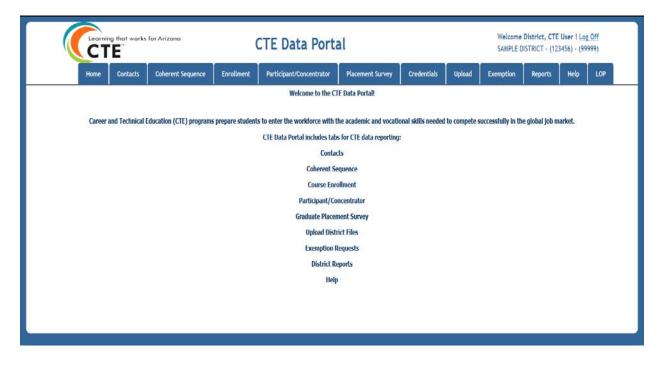
All Student Groups: (coming soon!)

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 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: <u>https://home.azed.gov/PublicSite/</u>

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