

DATA REPORTING OVERVIEW

The Online Handbook is the primary resource document for all enrollment and performance measures reporting requirements. This online handbook explains how and why schools and districts report CTE course enrollment and program performance data to Arizona Department of Education (ADE) Career and Technical Education (CTE).

The ADE/CTE Section annually complies with the state and federal reporting guidelines by collecting data and distributing a variety of reports including the following:

- **40th Day Course Enrollment Report (VOCI 11-1 and VOCI 11-2, error report)**
an original submission and a verification report
- **100th Day Course Enrollment Report (VOCI 11-1 and VOCI 11-2, error report)**
an original submission and a verification report
- **Course Enrollment Master Print Report (VOCI 21)**
the combined 40th/100th day course enrollments
- **Improper Teacher Certification Report (VOCI 17)**
lists teachers whose certificates expire on or before the February deadline
- **40th/100th Day/ End of Year Alignment Report**
a reference report
- **Participant Report**
an online submission and verification report
- **Concentrator Report**
an online submission and verification report
- **Placement Report**
an online submission and verification report

Performance Measures Reports are available online (<http://www.ade.az.gov/PerfMeasures/splash.asp>) and include Program Results, DLP (District Level of Performance), Performance Measures Summary and District Summary, and several other reports.

Districts are required to submit course enrollment, participants, concentrators and placements data at each school for each active program on an annual basis. The data submitted on the Enrollment Reports is used to generate the CTE State Block Grant Funding. The data submitted to and included in the online Performance Measures Reports is used to calculate local results for the Arizona CTE Performance Measures. Data submitted must be reliable, accurate and timely.