

PARTICIPANT/CONCENTRATOR REPORTING

High schools report CTE Participant/Concentrator data to the ADE annually. The **Participant/Concentrator Report** is a report due annually in the month of June. This report includes names and other relevant information for:

- Students who meet the Participant definition by having earned one or more transcribed Carnegie Units in any approved CTE program area in the reporting year.
- Students who meet the Concentrator definition by having transcribed two or more Carnegie Units in a state-designated sequence in an approved CTE program.
- Active programs listed in a school's Program Profile Table or inactivated programs that have a date of July for the current year (a school's Program Profile Table is accessed on the ADE CTE website at <http://www.azed.gov/PerfMeasures/splash.asp>)
- Students who left during the current year because they graduated, dropped out, were suspended or expelled, or who were absent for unknown reasons or whose status is unknown.

The Participant/Concentrator information represents part of the data used to calculate local and state performance on the Arizona Performance Measures. Reported Participant/Concentrator information includes:

- Unique county, school type, district, and school number (CTDS)
- Name of School
- Fiscal Year
- Classification of Instructional Program (CIP) program number
- SAIS ID
- Student's birthdate
- Student's name
- Gender
- Race
- Special Populations Status
- Enrolled grade
- Student enrollment status
- Student cohort year
- Federal/State record indicator
- Carnegie Units Earned in current school year
- Cumulative Carnegie Unites earned in prior years
- Total Carnegie Unites earned all years
- Assessment Information (ADE-supplied)
- Date Participant/Concentrator Report Completed

Values for Participant/Concentrator Reporting Elements

CTDS – The CTDS number (County Code, Type Code, District Code, and School) is a unique number assigned by the state and can be obtained from the ADE web site's school search at <http://www.azed.gov/edd/>. The number must be accurate to ensure data is correctly credited to the school when either funding or performance results are calculated. A complete list of the CTDS numbers participating in CTE reporting as of the publication date for this Handbook can be found in the section CTDS Numbers.

Name of School – The name of the school of the reported CTDS number

Classification of Instructional Program (CIP) Program Number – This is the U.S. Department of Education's uniform numbering and classification system of educational programs. Six-digit CIP program numbers for all Arizona CTE programs can be found in the "CTE Program List" section.

Fiscal Year – Refers to the July 1 through June 30 fiscal year reporting period, e.g. July 1, 2010 through June 30, 2011 would be referred to as FY 2011.

Student Information

SAIS ID Number – The Student Accountability Information System (SAIS) unique identification number is assigned by the Department of Education to each Arizona student. The SAIS ID is a required field on the Participant/Concentrator record.

Student Birthdate – The birth date as found on a legal document. The month, date, and year of the student's birth date reported in the format MM/DD/YYYY, e.g. 08/16/1992. Only birth years for the range of ages 14 through 21 are considered valid birth years. For example, in 2011 the valid range of years is 1990-1997. The student birthdate is a required field on the Participant//Concentrator record.

The **SAIS ID and the **birth date** of the student must be entered in the field by the reporting district.*

Student Name – The first name, middle initial, and the last name of the Participant/Concentrator. The middle initial is optional.

Gender – Identifies the Participant/Concentrator as male or female.

Race – Identifies racial or ethnic groups for required reporting purposes. There are five codes.

- White: A person having origins in any of the original peoples of Europe, North Africa or the Middle East.
- Black: A person having origins in any of the black racial groups in Africa.
- Asian: A person having origins in any of the original people of the Far East Asia, South Asia, and Southeast Asia.

- American Indian: A person having origins in any of the original people of North America and maintaining culture identification through tribal affiliation or community recognition.
- Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Tonga, Samoa or other Pacific Islands.

Special Populations Participation Information

In order to provide specific federal data as required by the Consolidated Annual Report (CAR), eligible categories of students who are participating in Career and Technical Education (CTE) must be reported as Special Populations students. All students in these categories who participate in CTE must be reported. Students should be reported in categories based on documentation in the student's permanent record and/or using the district's student demographic database, such as SAIS. A student may be reported in only one Special Populations category. Report using the category most applicable to the student from this list of eligible groups.

Migrant – Students of families who migrate to find work in the agricultural and fishing industries.

Handicapped (Individuals with Disabilities) – A student with any disability as defined in Section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102) as follows:

- A physical or mental impairment that substantially limits one or more of the major life activities of that individual
- A record of such an impairment;
- or being regarded as having such an impairment.

Includes those students evaluated under IDEA and determined to be in need of special education and related services and any individual considered disabled under Section 504 of the Rehabilitation Act of 1973.

Economically Disadvantaged – A family or individual including foster children, whom the Local Education Agency identifies as low income (on the basis of uniform methods described in the State ESEA plan). Examples of eligibility definitions include

- Annual income at or below the official poverty line
- Eligibility for free school lunch
- Eligibility for Aid to Families with Dependent Children or other public assistance programs and
- Eligibility for participation in programs assisted under Title I of the WIA

Limited English Proficiency (LEP) – A secondary school student, an adult or an out-of-school youth, who has limited ability in speaking, writing or understanding the English language and:

- Whose native language is not English or
- Who lives in a family or community environment in which a language other than English is the dominant language.

Single Parent – Any individual who:

- Has custody and
- Responsibility for the support and care of one or more dependent children under the age of eighteen in the same residence

Note: For eligibility purposes, a person who provides child support but no custodial care is not considered a single parent. Single pregnant women are eligible for services.

Enrolled Grade (Grade Level) – The grade level that the student is currently enrolled.

SAIS Leave Code/Year End Code – Identifies with a “graduate” (mid-year, summer, or year-end graduate), “drop out” (not enough credits to graduate, illness, expelled, status unknown, transferred to detention, or left school), or “still enrolled” answer whether a student has left school or is still enrolled. This information is retrieved from the ADE SAIS database and the field will automatically be populated.

Note: Students who are still enrolled, transferred to another school, aged out, deceased, or home taught are not included in the performance measures calculations, but the information remain “stored” in the CTE database until the school changes the Concentrator’s leave code. This list “rolls over” each year to be available at the start of a new reporting period. Schools can save time by reviewing the list of “still enrolled” Concentrators each year and changing the leave codes to match the student’s current status. As soon as the Concentrator record has a “graduated” or “drop out” code, the Concentrator record appears on the list of Concentrators to be included in the current year’s performance measures and disappears from the “still enrolled” list of Concentrators.

Federal/State Record Indicator – The first Participant/Concentrator record entered for a student, or any duplicate Participant/Concentrator record identified by the school as the “federal” record, is included in the performance measure calculations. Any duplicate Participant/Concentrator records entered for the same student are designated as “state” records. State records are used only in state Placement funding calculations, when the Placement is related to the Concentrator’s high school CTE program of study. Choosing whether the Participant/Concentrator record should be identified as federal can depend on several factors:

- Does the program need more Participants/Concentrators to show a reasonable number of Participants/Concentrators for the size of the program enrollment?
- Does the program need more Participants/Concentrators to meet the expected performance level?
- Does the program need more nontraditional student Participants/Concentrators to meet the expected performance level?

Concentrator Success Information

Assessments – The system of measurement for technical knowledge and skills for each program/option identified on the Arizona Program List. Identifies the industry-validated state assessments options that were tested and passed for a CTE program.

CTE Assessment System – The system is designed to assess Concentrators who have completed the state-designated sequence of courses. Currently online written assessments measure technical knowledge and skills identified by Arizona business and industry for each the CTE program/option. It is anticipated that there will also be scenario and portfolio types of assessments included within assessment process. Performance assessment will be developed within three - five years. The results of the CTE Assessment System are matched to the student SAIS number and used to determine Technical Skill Attainment for Performance Measure 2S1 and also meet the JTED reporting requirements.

**The student name, gender, race, special populations, grade level, enrollment status, cohort year, and assessment information are retrieved from SAIS except the single parent status; these fields will automatically be populated after the reporting district entered the student's SAIS ID and birth date.*

Participant/Concentrator Report Information

Participant/Concentrator Report Completed Data – The date the record is submitted is entered automatically by the system in the format MM/DD/YYYY, e.g. 03/25/2011. This is a read-only field.

Submit – Clicking on the submit button sends the information from the school's data entry computer to the CTE online database. Messages regarding any errors in the Participant/Concentrator record will be returned immediately to the school's data-entry computer. Possible errors include invalid values in required fields. If no errors are detected, a "There were no errors saving this record" message appears prompting the data entry computer to click the "finish" button for the Concentrator record. After clicking "finish," the Participant/Concentrator record appears on the list of Participants/Concentrators and is available to view, modify, or delete.

Process for Reporting CTE Participant/Concentrator Information

Choose method of submitting Concentrator information:

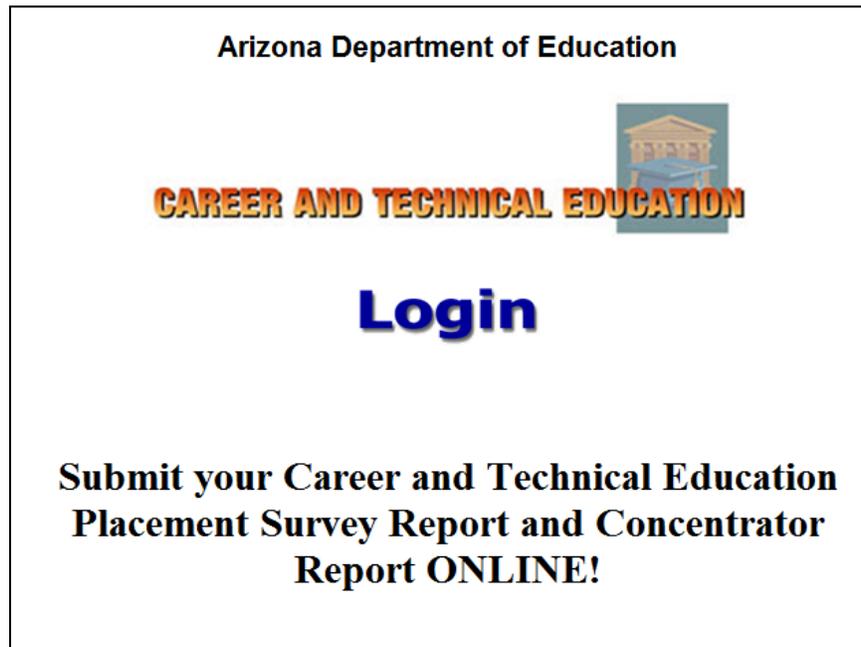
- Online
- Text file

The process for reporting Participants/Concentrators online begins on the next page. The process for reporting Concentrators in a text file follows.

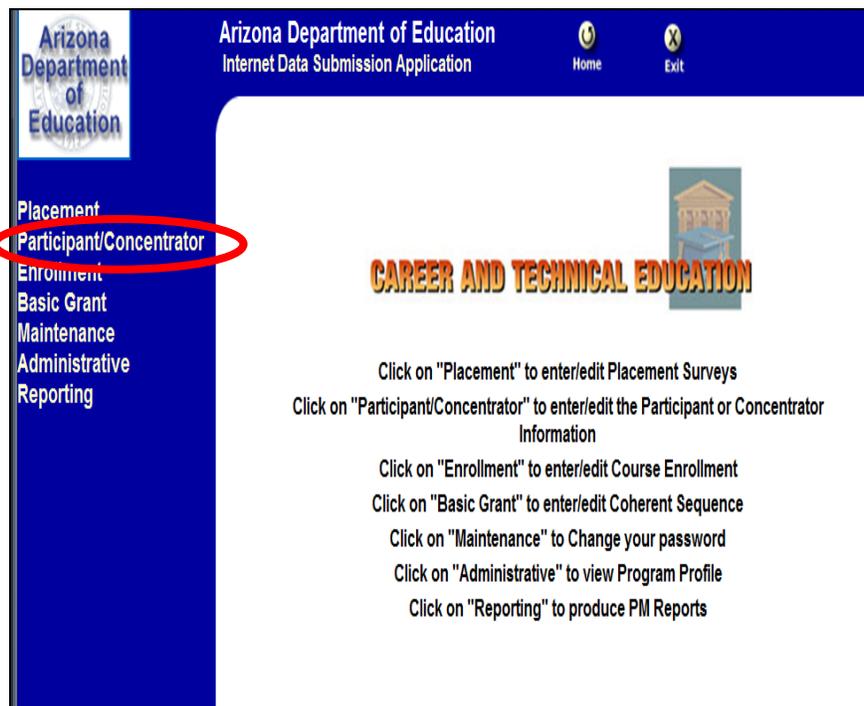
Process for Online Participant/Concentrator Reports

Districts will enter both Participants and Concentrators using the same web page.

- Step 1** Access the online system <http://www.azed.gov/PerfMeasures/splash.asp>. The online system requires a district to Login with a unique CTE-assigned UserID and Password to the Performance Measures system.



- Step 2** Select the Participant/Concentrator on the left side of the page.



- Step 3** Choose a school either by name from the drop down box or select a school CTDS from the drop down box. Every task during the login session will apply to this selected school, unless another school is selected.

- Step 4** To enter Concentrator information, click on the current year at the top of the “Listing of Fiscal Years.”

Step 5 Add student Participant/Concentrator information by clicking on **+Add New Record**.

Arizona Department of Education
Internet Data Submission Application

2011 Secondary CTE Program Participant/Concentrator Report

After you have entered Participants and Concentrators for all active programs, click the respective Create Verification Report buttons to generate the Participant and Concentrator Verification reports. If you agree that the reports are accurate, sign and date it and fax it to CTE at: (602)442-5832.

After printing the reports, if Participants or Concentrators are missing from any program and you have actual Participants or Concentrators for that program, please enter them into this system and generate a new report. Only when you are satisfied that the reports are accurate should you sign and fax the Verification report.

When you are ready to submit your Participant Report to CTE click here to generate the Participant Verification Report:

When you are ready to submit your Concentrator Report to CTE click here to generate the Concentrator Verification Report:

***** Legend *****

TP = Tech Prep
 F/S = Federal/State Record Indicator
 LC = Leave Code

Leave Code Values

W7 - Mid Year Graduate
 S7 - Summer Graduate
 G - Year End Graduate

A - Passed Aims, not enough credits to Graduate
 C, W13, S13 - Did not pass AIMS but did fulfill Course of Study
 W2, S2 - Illness
 W3, S3 - Expelled

DropOut = W4, S4 - Status Unknown
 W6, S6 - DropOut
 W10, S10 - Transferred to Detention
 W11, S11 - Left school with intention of getting GED
 W12, S12 - Left school to continue in Vocational school

W1, S1 - Transferred to other school
 Not Used in Perf/Meas W6, S6 - Aged Out
 Calculations = W6, S6 - Deceased
 W9, S9 - Home Taught

Participant-Concentrator Reports for 12-34-56-001 - SMPLE SCHOOL

Last Name	First Name	Program	Number	TP	F/S	LC	SE	PC	Action
No Records Available									

Step 6 Choose the student's program from the drop down box or select a program number from the drop down box and click on continue.

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Secondary CTE Program Concentrator Report

Concentrator Report Information

Choose a Program Description:

OR Select a Program Number:

Select the Fiscal Year:

Step 7 Enter the student's SAIS ID and birth date. All other student information (except the Carnegie Units and Single Parent status) will be retrieved from SAIS.

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Home Exit

2011 Secondary CTE Program Participant/Concentrator Report

School and Program Information	
School Year	2011
School of Residence CTDS: 12-34-56-001	SAMPLE SCHOOL
Program Number	46.0400
Program Description	Construction Technologies

Enter Student SaisId And Birthdate	
Sais Id	<input type="text"/>
Student Birthdate	<input type="text"/>

You must hit the Next button to find the student details in next page. If you find discrepancy in Student details please do not submit the page, click Cancel.

Please complete Single Parent Tracking Information and Carnegie Units Tracking Information sections on the next page and Click Submit to save the record.

Next Cancel

Information retrieved from SAIS: Student name, Gender, Ethnicity/Race, Special Populations, Grade Level, Enrollment Status, Cohort Year, Assessment information (from Assessment system if available)

Step 8 Enter the Single Parent, Carnegie Units earned in current year and Cumulative Carnegie Units earned in prior years information. Click on submit.

Single Parent Tracking Information			
Is this student a single parent?	Yes <input type="radio"/>	No <input checked="" type="radio"/>	

Carnegie Units Tracking Information		
Carnegie Units Earned in Year	2011	0 ▾
Cumulative Carnegie Units Earned in prior years		0 ▾

ADE CTE Use Only State Assessment Information			
Assessment - Advanced Construction Technologies Option A	Tested?	Yes <input type="radio"/> NO <input checked="" type="radio"/>	Passed? Yes <input type="radio"/> NO <input checked="" type="radio"/>
Assessment - Carpentry Option B	Tested?	Yes <input type="radio"/> NO <input checked="" type="radio"/>	Passed? Yes <input type="radio"/> NO <input checked="" type="radio"/>
Assessment - Cabinetmaking Option C	Tested?	Yes <input type="radio"/> NO <input checked="" type="radio"/>	Passed? Yes <input type="radio"/> NO <input checked="" type="radio"/>

Concentrator Report Information	
Concentrator Report Completed Date	03/25/2011

You must hit the submit button to save any changes made

Submit Cancel

Sample of 2011 Secondary CTE Program Participant/Concentrator Report

School and Program Information	
School Year	2011
School of Residence CTDS: 12-34-56-001	SAMPLE SCHOOL
Program Number	46.0400
Program Description	Construction Technologies
Enter Student SaisId And Birthdate	
Sais Id	xxxxxxx
Student Birthdate	01/01/1992
Student Name (First, MI, Last)	First name <input type="text"/> <input type="text"/> Last name <input type="text"/>
Gender	Female
Ethnicity	N/A
Race	<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> American Indian <input type="checkbox"/> Pacific Islander
Special Populations Status	<input type="checkbox"/> Migrant <input type="checkbox"/> Handicapped (504 + SPED) <input type="checkbox"/> Economically Disadvantaged <input type="checkbox"/> Limited English Proficient
Enrolled Grade	0
Student Enrollment Status	N/A-NotFound
Student Cohort Year	0
Single Parent Tracking Information	
Is this student a single parent?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Carnegie Units Tracking Information	
Carnegie Units Earned in Year	2011 0 ▾
Cumulative Carnegie Units Earned in prior years	0 ▾
ADE CTE Use Only State Assessment Information	
Assessment - Advanced Construction Technologies Option A	Tested? <input type="radio"/> Yes <input checked="" type="radio"/> NO Passed? <input type="radio"/> Yes <input checked="" type="radio"/> NO
Assessment - Carpentry Option B	Tested? <input type="radio"/> Yes <input checked="" type="radio"/> NO Passed? <input type="radio"/> Yes <input checked="" type="radio"/> NO
Assessment - Cabinetmaking Option C	Tested? <input type="radio"/> Yes <input checked="" type="radio"/> NO Passed? <input type="radio"/> Yes <input checked="" type="radio"/> NO
Concentrator Report Information	
Concentrator Report Completed Date	03/23/2011

Step 9 Additional Participant/Concentrator records for all programs at this school can be added. The summary page (Participant/Concentrator list) will continue to grow as records are added. Participant/Concentrator records can be entered in any order. The list will automatically sort the records by the CTE program CIP number, starting with the lower CIP.

Note: It is possible to sort the Participant/Concentrator list by student name if needed, which is helpful in searching for duplicate records. Looking at duplicates is helpful to see which record is set to federal or state for any Participant/Concentrator with more than one record. Sort the list by student name by clicking on the Last Name column.

Reports for 12-34-56-001 - SAMPLE SCHOOL								+ Add New Record		
Last Name	First Name	Program	Number	TP	F/S	LC	Spec Pops	Action		
Student	Joe	Accounting and Related Services	52.0300		F	W7	YES	View	Modify	Delete

This will sort the Concentrator list alphabetically by last name.

The list can be sorted back into CTE programs by clicking on the **Program** column.

Step 10 Click on finish to add the new record.

Participant/Concentrator Report	
There were no errors saving this record.	Finish

Step 11 Create Participant and/or Concentrator Verification Report when finished or to review records added.

The verification report is a tool to determine if all participant and/or concentrator student records are loaded into the system.

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2011 Secondary CTE Program Participant/Concentrator Report

After you have entered Participants and Concentrators for all active programs, click the respective Create Verification Report buttons to generate the Participant and Concentrator Verification reports. If you agree that the reports are accurate, sign and date it and fax it to CTE at: (602)542-5832.

After printing the reports, if Participants or Concentrators are missing from any program and you have actual Participants or Concentrators for that program, please enter them into this system and generate a new report. Only when you are satisfied that the reports are accurate should you sign and fax the Verification report.

When you are ready to submit your Participant Report to CTE click here to generate the Participant Verification Report:

Create Participant Verification Report

When you are ready to submit your Concentrator Report to CTE click here to generate the Concentrator Verification Report:

Create Concentrator Verification Report

Step 12 Review the Participant and/or Concentrator Verification report for accuracy. After printing the report, if participants or concentrators are missing from any program and you have actual participants/concentrators for that program, please enter them into the system and generate a new report. Only when you are satisfied that the report is accurate should you sign and fax the verification report to CTE at: (602)542-5832.

The faxed verification report tells CTE that the district's participant and /or concentrator data is complete and is ready to be used in funding reporting, basic grant reporting, and performance measures reporting.

Entering Duplicate Concentrator Records

Many schools have students who earn enough Carnegie Units/Credits to be a Concentrator in more than one CTE program. It is possible to enter duplicate Concentrator records for the same student, although only one Concentrator record for each student is ever used in performance measures calculations. A Concentrator record entered for a student is always set as the “federal” record to be counted in the performance measures calculations. When a duplicate Concentrator record is entered, a message screen appears identifying the duplicate record and asking for a designation of the federal record by choosing between:

- Setting the duplicate Concentrator record as the federal record
- Setting the duplicate Concentrator record as a state record

2011 Secondary CTE Program Concentrator Report

Joe Student already has an existing record. Before we can add **Joe Student** in new program **Graphic Communications**, please choose one of the following :

<input type="radio"/>	Set Graphic Communications as Federal record.
<input type="radio"/>	Set Graphic Communications as State record.

You must hit the submit button to save any changes made

Cancel	Submit
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Concentrator Information		
CTDS	School Name	Fiscal Year
12-34-56-001	SAMPLE SCHOOL	2009
Program	Description	
10.0300	Graphic Communications	

Student Information		
Student Name (First, MI, Last)	Joe	Student

State records are used only in state Placement funding calculations when the Placement is related to the Concentrator’s high school CTE program of study. A related Placement is one that directly uses or builds on the occupational standards acquired in the student’s high school CTE program.

When the Placement information is entered on the state record and there is no Placement information on the federal record, the federal record automatically records the same type of Placement (e.g. education, military or employment) as the state record. The federal record will count this Placement in the performance measures calculations. The federal record designates the Placement as not related to the Concentrator’s high school CTE program.

Choosing Between Identifying Concentrators as Federal or State Records

Choosing whether the duplicate Concentrator record should be identified as federal is done by the school or district entering the information. The choice can depend on several factors:

- Does the program need more Concentrators to show a reasonable number of Concentrators for the size of the program enrollment?
- Does the program need more Concentrators to meet the expected performance level?
- Does the program need more nontraditional student Concentrators to meet the expected performance level?

The Federal/State indicator appears as a column on the Concentrator list.

Concentrator Reports for 12-34-56-001 - SAMPLE SCHOOL								+ Add New Record		
Last Name	First Name	Program	Number	TP	F/S	LC	SP POPS	Action		
Student	Joe	Telecommunications Maintenance and Installers	47.0100		F	N/A	NO	View	Modify	Delete
Student	Jim	Automotive Technologies	47.0600		F	N/A	YES	View	Modify	Delete

Process for Text File Participant/Concentrator Reports

Step 1 Acquire text file layout definitions for Participant/Concentrator files at:
<http://www.azed.gov/cte/GrantsMIS/filelayout/CTEConcentrator.pdf> - non-JTEDs
<http://www.azed.gov/cte/GrantsMIS/filelayout/CTEConcentratorJTEDS.pdf> - JTEDs

Submitting data in text files requires the correct record format so local district information loads without errors into the ADE CTE Performance Measures Database.

Step 2 Review the text file layout definitions to determine whether the school or district data can meet the requirements.

Step 3 Inform CTE of the intention to submit text files. Since the local process of extracting or compiling Concentrator information often requires coordinating between CTE staff and local Information Technology or MIS personnel, districts are encouraged to access the CTE Section GMIS staff for technical assistance well before the June 23 reporting deadline. Letters are sent annually to prospective districts intending to submit text files.

Step 4 Create the Concentrator text file.

Step 5 By early June, include the school name in the subject line and email the Concentrator file to ADE CTE at: CTEDataCollection@azed.gov.

Step 6 ADE CTE logs the receipt of the Concentrator file and processes the file.

Step 7 ADE CTE sends a confirmation email informing the school or district of the number of valid Concentrator records successfully loaded to CTE database and notes any errors. If there are no errors, click on the Create Verification Report button and open/review the Concentrator Verification Report. Sign the report and fax it to CTE at: sign and date it and fax it to CTE at: (602)542-5832. The original report must also be mailed to CTE at:

Arizona Department of Education
Career and Technical Education
Management Information Services Unit
Bin 36
1535 W. Jefferson Street
Phoenix, AZ 85007

Step 8 If there are errors in the text file, an email will be sent informing the school or district of the errors. These errors must be corrected and the text files re-sent to CTE and re-loaded into the ADE CTE Performance Measures Database. Since this often involves discussions with local IT or MIS personnel, it is important that local staff is available and accessible during this phase and have not left for the summer break. After the errors are corrected, ADE CTE sends a confirmation email informing the school or district of the number of valid Concentrator records successfully loaded to CTE database. When this confirmation email is received, click on the Create Verification Report button and open/review the Concentrator Verification Report. (see Step 7)

NEW for 2011 Participant/Concentrator Text File Reporting

Students in 2 or more programs:

- **Federal /State indicator override**

If a student is a concentrator or participant in more than one program, the student's F/S indicator in the text file will be used to override/update any existing prior year record's F/

S indicator. A student cannot have 2 federal records; a student can have 1 federal record and 1 or more state records.

Student name

The student name needs to be included in the text file to help find errors such as errors in SAIS or birthdate in the text file. The student name will help the districts to locate the error and correct the SAIS/birthdate.

The legal student name will be retrieved from SAIS and use this to add new Participant/Concentrator record.

Overlay of existing records

If a record is added and another text file is sent with the same student record, the new record will overlay the existing record (example: update number of Carnegie units).

Delete existing records

If the district submitted text file records with errors (example: students added in wrong program or students added twice in same program), needs to create submit a text file of the records to be deleted and needs to name the file as "district name" 2011 Participant/Concentrator Deletes.