

## PLACEMENT REPORTING

High schools report CTE Placement data to Arizona Department of Education (ADE) annually. The **Placement Report** is a report initially submitted by April 15 with final corrections due at the end of the school year by July 19, 2013. This report includes names and other relevant information for:

- CTE Concentrators reported as high school graduates the previous year
- Active programs listed in a school's Program Profile Table or inactivated programs that have an inactive date of June for the previous year (a school's Program Profile Table is accessed on the ADE CTE website at <http://www.ade.az.gov/PerfMeasures/splash.asp>).

The Placement information is the data used to calculate local and state performance on the Arizona Performance Measure 5S1 Secondary Placement. Reported Placement information includes:

- County Code, Type Code, District Code, and Site Number (CTDS)\*
- School Name\*
- Fiscal Year\*
- Classification of Instructional Program (CIP) number\*
- Student Name\*
- Student Birth Date\*
- Gender\*
- Student Address
- Contact Type
- Leave Code\*
- Federal/State record indicator
- Religious Mission Information
- Placement information for School/Apprenticeship, Military or Employment
- Who completed the survey form

**Note:** Fields marked with \* are automatically copied from the federal Concentrator record submitted the previous year.

Additional information for students reported in employment placements includes phone number, fax number, and the name of the supervisor.

## Values for Placement Reporting Elements

**CTDS** – The CTDS number (County Code, Type Code, District Code, and Site Number) is a unique number assigned by the state and can be obtained from the ADE web site's school search at <http://www.ade.az.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.

**School Name** – The name of the school assigned to the reported CTDS number.

**Classification of Instructional Program (CIP) 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 section "CTE Program List."

**Fiscal Year** – Refers to the July 1 through June 30 fiscal year reporting period, e.g. July 1, 2011 through June 30, 2012 is referred to as FY 2012.

## Demographic Information

**Student Name** – The first name, middle initial and last name of the student. The middle initial is optional. This information is contained in the student's PM (performance measure) record and must be entered for new duplicate placement records.

**Student Birth Date** – The month, date, and year of the student's birth reported in the format MM/DD/YYYY, e.g. 08/16/1998. This information is contained in the student's PM (performance measure) record. Only years in the range 1990 – 1998 are considered valid birth years for concentrators at the time this Handbook is published.

**Gender** – Identifies the Concentrator as male or female. This information is contained in the student's PM (performance measure) record.

**Address** – The verifiable street, city, state and zip code address in the event the Placement information is reviewed for monitoring or accuracy purposes. General Delivery and names of cross streets are not considered valid addresses for this purpose. Addresses are required for student contact information and employer contact information if the student is reported to be employed.

**Phone** – The verifiable student contact phone number in the event the Placement information is reviewed for monitoring or accuracy purposes.

**Contact Type** – Identifies, by selecting the answer "in person," "mail," "phone," or "other," how the Placement survey information was collected. If "other" is selected, the type of contact must be explained in the "If OTHER please specify" text box.

**Leave Code** – Identifies the student as graduating the previous year. Placement is only reported for high school graduates. This information is contained in the student's PM (performance measure) record.

**Federal/State Record Indicator** – The first Concentrator record entered for a student or any duplicate Concentrator record identified by the school as the “federal” record, is included in the Performance Measure 5S1 Placement calculations. Any duplicate Concentrator records entered for the same student are designated “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.

### **Religious Mission Information**

**Are you returning from a Religious Mission?** – Defaults to “No” if information is not entered. The “Yes” option allows schools to report placement for students who return after serving a one-year or a two-year period of time on a religious mission. If the “Yes” option is selected, the “What year did you graduate?” field must be answered in order to locate the student's Concentrator record. This information must be manually retrieved from the correct year in the database and the pertinent information copied to the new Placement record in the current year database.

### **Placement Survey Information**

All high school CTE graduates who left school in the prior year are contacted in a follow-up survey, between October 1, 2012 and December 31, 2012, to determine their current placement status. Placement records must be entered in the Performance Measures online system by April 15. The student's placement status at the time of contact is reported on the CTE placement survey. The placement survey reports three types of Placement:

- School/Apprenticeship
- Military
- Employment

A student may be reported in as many placements as are applicable to the student's circumstances at the time the student completes the survey.

### **Process for Reporting CTE Placement Surveys**

Choose method of submitting Concentrator information:

- Online
- Text file

The process for online reporting is below. The process for text file reporting follows.

## Process for Online Placement Reports

**Step 1** Access the online system <http://www.ade.az.gov/PerfMeasures/splash.asp>. The online system requires a district to Login with a unique CTE-assigned username and password to the Performance Measures system. Online user manuals for login and for entering Placement records are found at <http://www.azed.gov/career-technical-education/carl-d-perkins-accountability-and-reporting/>

**Step 2** Select “Placement” on the left side of the page.

The screenshot shows the Arizona Department of Education Internet Data Submission Application. The page title is "Editing School : SAMPLE SCHOOL" with a link "Click Here to Change". The main heading is "Placement Survey Fiscal Year Selection". On the left sidebar, the "Placement" menu item is highlighted with a red arrow. Below the sidebar is a text box: "Click on Placement Survey to add/view student demographic, placement and graduate." The main content area contains a table titled "Listing of Fiscal Years" with the following data:

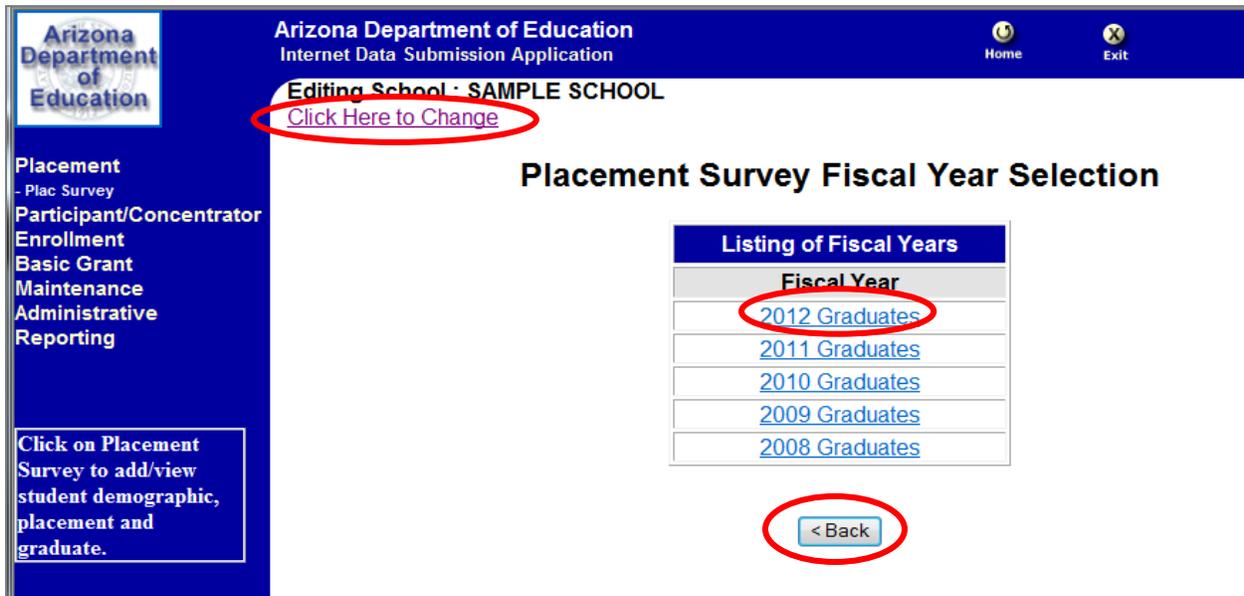
Fiscal Year
<a href="#">2012 Graduates</a>
<a href="#">2011 Graduates</a>
<a href="#">2010 Graduates</a>
<a href="#">2009 Graduates</a>
<a href="#">2008 Graduates</a>

At the bottom of the table is a "< Back" button.

**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.

The screenshot shows the Arizona Department of Education Internet Data Submission Application. The page title is "Select the School You want to work on". The main heading is "Career and Technical Education". On the left sidebar, the "Placement" menu item is highlighted with a red arrow. Below the sidebar is a text box: "Click on Placement Survey to add/view student demographic, placement and graduate." The main content area contains two dropdown menus: "Choose a School" and "OR Select a CTDS". Below the dropdown menus is a "Go" button.

**Step 4** Confirm the system has responded with the school selected by checking the name in the upper left hand corner. If the selected school is incorrect, use either the “Click Here to Change” link or the “back” button to return to the school selection screen.



**Step 5** To enter Placement survey information, click on the current year at the top of the listing of Fiscal Years.

**Step 6** The list of Placement records will appear. Click on either the “View” or “Modify” column of the record to view or modify an existing Placement form.

### 2012 Graduate Placement Survey Forms

To complete Placement Information, click on Modify next to the appropriate Student Name. When the Placement Information is complete, the current date will appear in the Updated box.

**\*\*\*Legend\*\*\***

TP = Tech Prep

F/S = Federal/State Record Indicator

Surveys for 12-34-56-001 - SAMPLE SCHOOL						
Last Name	First Name	Program	TP	F/S	Action	Updated
Student	Jim	Automotive Technologies		F	<a href="#">View</a> <a href="#">Modify</a>	
Student	Joe	Construction Technologies		F	<a href="#">View</a> <a href="#">Modify</a>	

**Step 7** Update the student's address, city, state, and zip code (phone number is optional). Also update the contact type. The leave code also appears. Also, verify the student's SAIS ID.

Placement Information		
CTDS	School Name	Fiscal Year
12-34-56-001	SAMPLE SCHOOL	2012
Program	Description	
47.0600	Automotive Technologies	
Demographic Information		
Student Name (First, Last)		Joe Student
Gender	Male	
Address	123 Main Street	
Address Cont		
City	Phoenix	
State	Arizona	Zip 85000
Phone (Optional)	( ) -	
Contact Type	In Person	If OTHER please specify
Leave Code	Graduated (W7, G)	SAIS ID Number
Federal/State Record Indicator	Federal	

**Step 8** Enter data for the religious mission information if applicable and enter data for the graduation year. The selection defaults to "No" if no information is entered.

	No	Yes
Are You returning from a Religious Mission?	<input checked="" type="radio"/>	<input type="radio"/>
If Yes, What year did you graduate?	-Select-	

**Step 9** Enter data for the Placement Information section, selecting all answers that are applicable to the student’s situation. For School/Apprenticeship answer both questions. The selection defaults to “No” if no information is entered.

If the student is enrolled, select the name of the school from the drop down box. If the name is not in the drop down box, type it in the space provided.

Placement Information (Please check all that apply)		
School/Apprenticeship		
	No	Yes
Are you enrolled in Postsecondary Education or Advanced Training?	<input checked="" type="radio"/>	<input type="radio"/>
Does your program of study relate to your high school CTE program?	<input checked="" type="radio"/>	<input type="radio"/>
Post Secondary School	-Select a School-	
If the School is not in the list, Type it in here	<input type="text"/>	

**Step 10** For the Military section answer both questions. The selection defaults to “No” if no information is entered.

If the student is enlisted, select the name of the military branch from the drop down box.

Military		
	No	Yes
Are you in the MILITARY?	<input checked="" type="radio"/>	<input type="radio"/>
Does your job directly relate to the skills learned in the program listed above?	<input checked="" type="radio"/>	<input type="radio"/>
Military Branch	-Select a Military Branch-	

**Step 11** For the employment section answer both questions. The selection defaults to “No” if no information is entered.

If the student is employed, enter data for the employer name and the verifiable street address of the employer in the event the Placement Information is reviewed for monitoring or accuracy purposes. General Delivery and names of cross streets are not considered valid addresses for this purpose. Employer phone, fax, and supervisor name are optional fields and remain blank if no information is entered.

Working		
	No	Yes
Are you WORKING?	<input checked="" type="radio"/>	<input type="radio"/>
Does your job directly relate to the skills learned in the program listed above?	<input checked="" type="radio"/>	<input type="radio"/>
Employer Name	<input type="text"/>	
Address	<input type="text"/>	
Address Cont	<input type="text"/>	
City	<input type="text"/>	
State/Province	Arizona <input type="button" value="v"/>	Zip <input type="text"/>
Phone (Optional)	<input type="text"/> ( <input type="text"/> ) <input type="text"/> - <input type="text"/>	
Fax (Optional)	<input type="text"/> ( <input type="text"/> ) <input type="text"/> - <input type="text"/>	
Supervisor Name (Optional)	<input type="text"/>	

**Step 12** Enter data for the identity of the individual completing the survey form. If the answer is not “Family member” or “Graduate” type the identity in the space provided.

Form Completed By	
<input type="button" value="-Choose One-"/> <input type="button" value="v"/>	If OTHER, please specify <input type="text"/>

**Step 13** Click on Submit to add the record.

Placement Report Information	
Placement Report Completed Date	<input type="text" value="03/05/2007"/>

You must hit the submit button to save any changes made

<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>
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**Step 14** Check for error messages, such as the sample message below.

### 2012 Graduate Placement Survey Forms

Placement Information			
CTDS	School Name	Fiscal Year	
12-34-56-001	SAMPLE SCHOOL	2012	
Program		Description	
12.0400		Cosmetology	
Demographic Information			
Student Name (First, Last)		Joe	Student
Student Birthdate		08/10/1990	
Gender		Female	
<b>The student's address must contain numbers!</b>			
Address		one main street	
Address Cont			
City			
State	Arizona	Zip	85000

Correct any errors and repeat clicking on the Submit button.

**Step 15** Click on Finish if there are no errors in the Placement record. The record will be added to the database, the student name will appear on the Placement list, and the information can be viewed or modified on the Placement record.

Placement Survey	
There were no errors saving this record.	<a href="#">Finish</a>

**Step 16** Modify additional Placement records for all programs at this school. Placement records can be entered in any order. The list will sort Placement records by the CTE program CIP name alphabetically.

**Step 17** When finished modifying all students, click on the Create Verification Report button. A new link will appear on the webpage after the report has been created. Click on the link and open the new report.

**When you are ready to submit your Placement Survey Report to CTE click here to generate the Placement Survey Verification Report:**

Create Verification Report
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[Click Here to view the report](#)

**Step 18** Review the Placement Survey Verification report for accuracy. After printing the report, if placements are missing from any program and you have actual placements for that program, please enter them into this system and generate a new report. Only when you are satisfied, that the report is accurate, should you sign and fax the Verification report. If you agree that the report is accurate, sign and date and fax it to CTE at (602) 542-5832.

### **Only Federal Records for CTE Concentrators are Used in Calculating Performance Measure 5S1 Placement**

Both federal Performance Measure 5S1 Placement and state Placement funding measure what happens to CTE students after they graduate from high school. The two measure Placement differently, using different groups of students and slightly different definitions.

Performance Measure 5S1 only includes federal records of CTE program Concentrators. The performance measure counts any Placement in school, military, or work as successful performance. For this reason, always report Placements, whether or not the Placement is related to the student's high school CTE occupational standards.

### **State Funding uses Federal and State Records but Applies Only to Related Placements**

State Placement funding includes either federal or state records of CTE Concentrators who are graduates. As long as the Placement is directly related to the student's high school CTE Career Preparation program standards, the student's Placement earns state funding for the school or district.

If a student completed more than one CTE program and both (or all) are marked related placement, only the first entered related placement will receive the placement dollars.

### **Entering Duplicate Placement Records**

Many schools have students who earn enough Carnegie Units/credits to be a Concentrator in more than once CTE program. The federal Placement record is always the same Concentrator record identified as federal when the Concentrator record was entered the previous year.

It is possible to enter duplicate Placement records for the same student, although only the federal Placement record for each student is used in the Placement 5S1 performance measure calculation. A duplicate Placement record entered for the same student is always designated a "state" record. The federal performance measure Placement record and the state Placement funding record will be for the same student, but each may report a different CTE program.

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

## Process for Text File Placement Reports

**Step 1** Acquire text file layout definitions for Placement files at: <http://www.azed.gov/career-technical-education/grants-mis-services/>.

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 Placement information often requires coordinating between CTE staff and local Information Technology (IT) or Management Information Services (MIS) personnel, districts are encouraged to access the CTE Section GMIS staff for technical assistance well before the April 15 reporting deadline. Letters are sent annually in February or March to prospective districts intending to submit text files.

**Step 4** Create the Placement text file.

**Step 5** Email the placement file to ADE/CTE at [CTEDataCollection@azed.gov](mailto:CTEDataCollection@azed.gov) by early April 15, include the school name in the subject line.

**Step 6** ADE/CTE logs the receipt of the placement file and processes the file.

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

**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 Placement records successfully loaded to the CTE database. When this confirmation email is received, click on the Create Verification Report button and open/review the Placement Verification Report. Then follow **Step 7**.