

**ENROLLMENT
REPORTING
USING
CTE ENROLLMENT &
FUNDING ONLINE
SYSTEM**

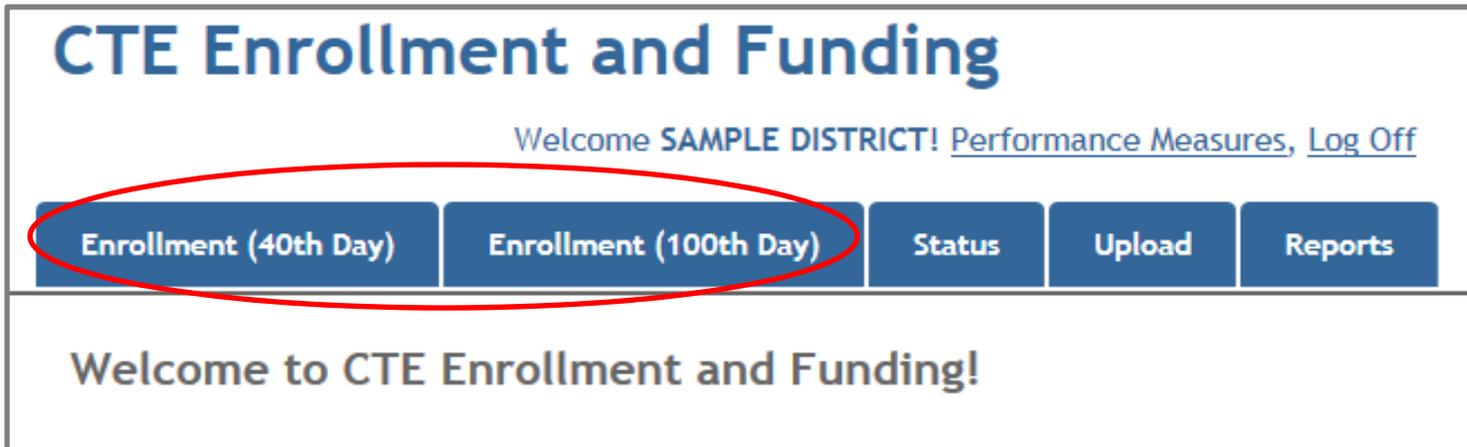
- GO TO <http://www10.ade.az.gov/CteEnrollmentAndFunding/Account/LogOn>
- ENTER YOUR **USER NAME** AND **PASSWORD**
- CLICK ON **LOG ON**

YOU FORGOT??

A screenshot of a web form titled "CTE Enrollment and Funding" in blue text. Below the title is a dark blue header bar with the text "Log On" in white. The form contains two input fields: "User name" and "Password", each with a white text box and a blue border. Below the input fields is a dark blue button with the text "Log On" in white. Two red arrows originate from the text "YOU FORGOT??" and point to the "User name" and "Password" input fields.

Web entry submission

- Click on enrollment tab (40th day/ 100th day)



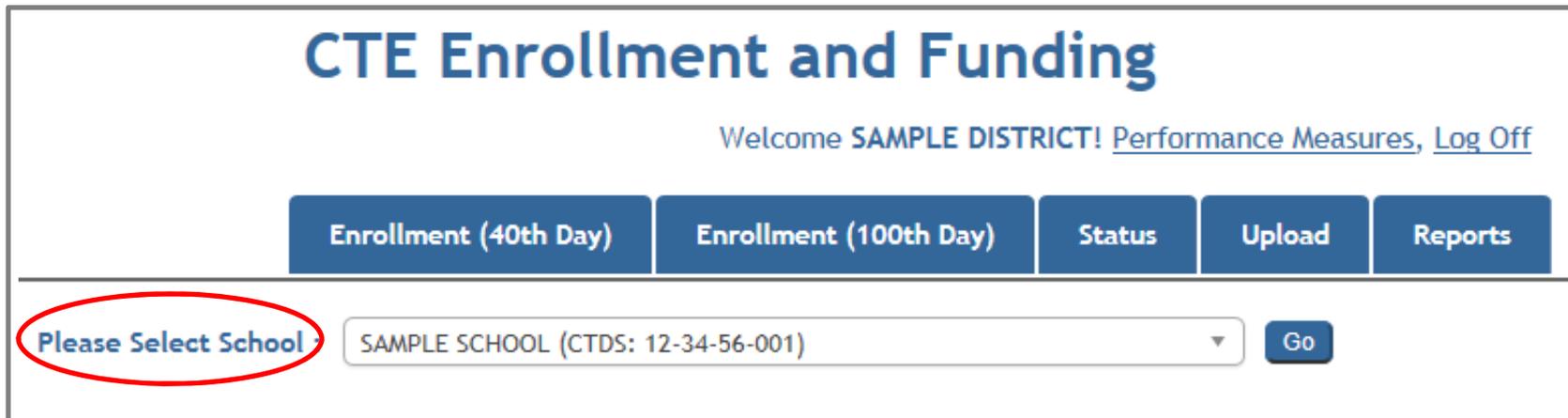
CTE Enrollment and Funding

Welcome **SAMPLE DISTRICT!** [Performance Measures](#), [Log Off](#)

Enrollment (40th Day) **Enrollment (100th Day)** **Status** **Upload** **Reports**

Welcome to CTE Enrollment and Funding!

- Select school
- Click go



CTE Enrollment and Funding

Welcome **SAMPLE DISTRICT!** [Performance Measures](#), [Log Off](#)

Enrollment (40th Day) **Enrollment (100th Day)** **Status** **Upload** **Reports**

Please Select School **Go**

- Click on **+Add New**
 - Non Articulated
 - Articulated

CTE Enrollment and Funding

Welcome **SAMPLE DISTRICT!** [Performance Measures](#), [Log Off](#)

Enrollment (40th Day) Enrollment (100th Day) Status Upload Reports

2015 Course Enrollment (40th Day)

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

Program Number: Course Number: Grade Total: Reset Go

[View All in One Page](#)

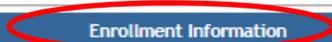
NON ARTICULATED							
<u>Program Number</u>	<u>Program Description</u>	<u>Course Number</u>	<u>Course Description</u>	<u>Period</u>	<u>Grade Total</u>	<u>Modified On</u>	<u>Actions</u>
							+ Add New

ARTICULATED							
<u>Program Number</u>	<u>Program Description</u>	<u>Course Number</u>	<u>Course Description</u>	<u>Period</u>	<u>Grade Total</u>	<u>Modified On</u>	<u>Actions</u>
							+ Add New

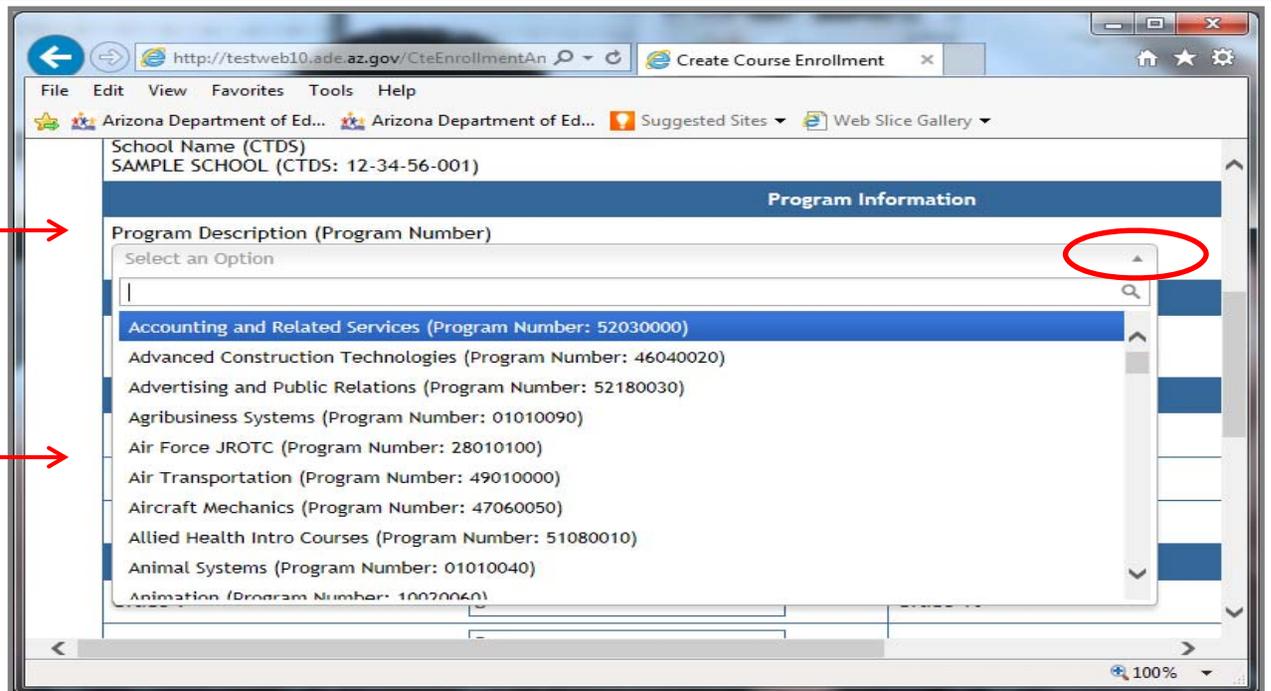
- Choose **program description** and **course description**
- Enter
 - Enrollment Information
 - Enrollment Count by Grade
 - Enrollment Count by Gender
 - Enrollment Count by Special Populations
- Click save when done

2015 Course Enrollment (40th Day)

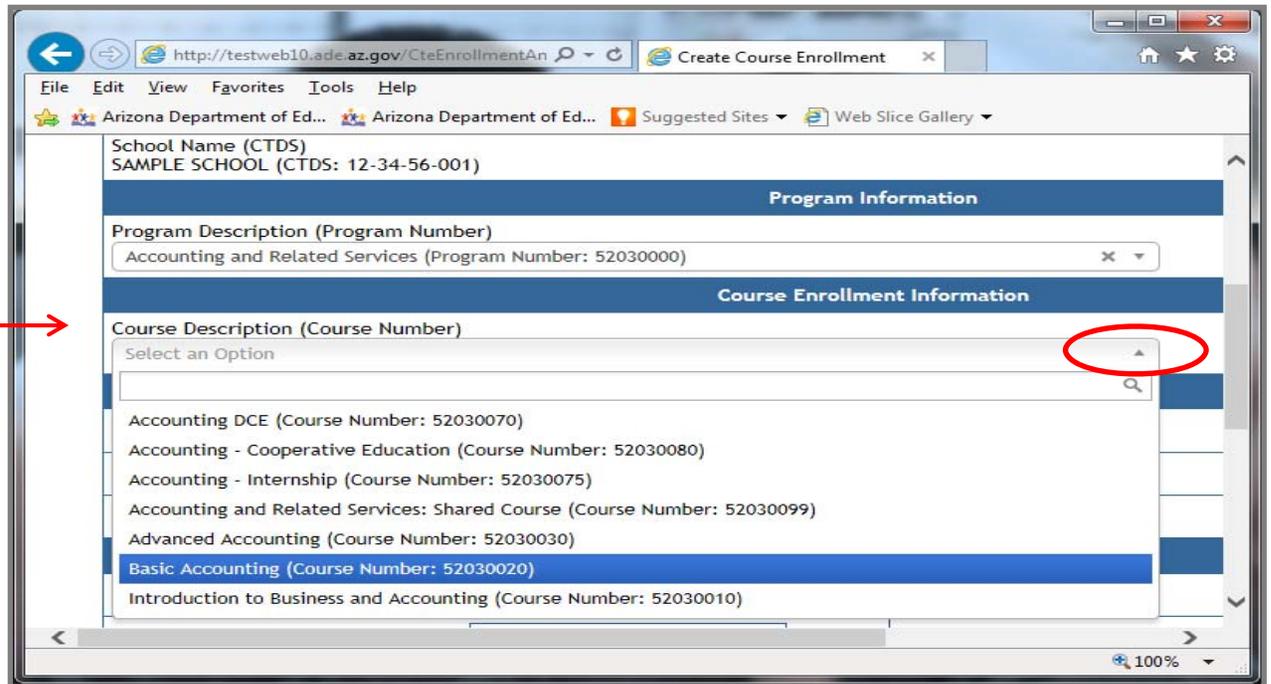
School Information			
School Name (CTDS) SAMPLE SCHOOL (CTDS: 12-34-56-001)			
Program Information			
Program Description (Program Number) Select an Option			
Course Enrollment Information			
Course Description (Course Number) Select an Option			
Enrollment Information			
8th Digit of Course Number	Select an Option	Teacher SSN (No dashes)	
Period	0 x	Minutes per Week	0
Number of Weeks	Select an Option	Room Number	
Enrollment Count by Grade			
Grade 9	0	Grade 10	0
Grade 11	0	Grade 12	0
Enrollment Count by Gender			
Male	0	Female	0
Enrollment Count for Special Populations			
Disabled	0	LEP	0
Econ Disadvantaged	0	Single Parent	0
		Back	Save



- Program description
 - Click the dropdown arrow for the list of all programs
 - Choose your program



- Course description
 - Click the dropdown arrow for the list of courses for the chosen program
 - Choose your course



Reporting Programs with common introductory course (.10)

- Districts that want to share the introductory course (often titled fundamentals or core curriculum) among programs that were previously options have the ability to do so by reporting the course as a .10 course

Example- reporting Fundamentals of Allied Health course/51080010

- Choose **Allied Health Intro Courses** for Program Description
- Then choose **Fundamentals for Allied Health** for Course Description

2015 Course Enrollment (40th Day)

School Information			
School Name (CTDS) SAMPLE SCHOOL (CTDS: 12-34-56-001)			
Program Information			
Program Description (Program Number) Allied Health Intro Courses (Program Number: 51080010) x ▾			
Course Enrollment Information			
Course Description (Course Number) Fundamentals of Allied Health (Course Number: 51080010) x ▾			
Enrollment Information			
8th Digit of Course Number	0 x ▾	Teacher SSN (No dashes)	<input type="text"/>
Period	0 x ▾	Minutes per Week	0 <input type="text"/>
Number of Weeks	Select an Option ▾	Room Number	<input type="text"/>
Enrollment Count by Grade			
Grade 9	0 <input type="text"/>	Grade 10	0 <input type="text"/>
Grade 11	0 <input type="text"/>	Grade 12	0 <input type="text"/>
Enrollment Count by Gender			
Male	0 <input type="text"/>	Female	0 <input type="text"/>
Enrollment Count for Special Populations			
Disabled	0 <input type="text"/>	LEP	0 <input type="text"/>
Econ Disadvantaged	0 <input type="text"/>	Single Parent	0 <input type="text"/>
<input type="button" value="Back"/> <input type="button" value="Save"/>			

- Enter all information
- Click Save
- A message will pop up telling you that the records were saved
 - 40th Day record was created
 - The 40th Day record was copied over to 100th Day (ONLY FOR WEB ENTRY)

2015 Course Enrollment (40th Day)

40th Day and 100th Day Records are Saved successfully on 7/7/2014 12:22:04 PM. Please enter the next record.

School Information			
School Name (CTDS) SAMPLE SCHOOL (CTDS: 12-34-56-001)			
Program Information			
ProgramDescription Allied Health Intro Courses		ProgramNumber 51080010	
Course Enrollment Information			
CourseDescription Fundamentals of Allied Health		CourseNumber 51080010	
Enrollment Information			
8th Digit of Course Number	<input type="text" value="0"/>	Teacher SSN (No dashes)	<input type="text" value="334722498"/>
Period	<input type="text" value="1"/>	Minutes per Week	<input type="text" value="275"/>
Number of Weeks	<input type="text" value="19"/>	Room Number	<input type="text" value="100A"/>
Enrollment Count by Grade			
Grade 9	<input type="text" value="0"/>	Grade 10	<input type="text" value="0"/>
Grade 11	<input type="text" value="6"/>	Grade 12	<input type="text" value="0"/>
Enrollment Count by Gender			
Male	<input type="text" value="5"/>	Female	<input type="text" value="1"/>
Enrollment Count for Special Populations			
Disabled	<input type="text" value="0"/>	LEP	<input type="text" value="0"/>
Econ Disadvantaged	<input type="text" value="0"/>	Single Parent	<input type="text" value="0"/>



No dash

REPORTING ARTICULATED COURSES

- In the [Articulated Section](#), click on [+Add New](#)

2015 Course Enrollment (40th Day)

School : [SAMPLE SCHOOL \(CTDS: 12-34-56-001\)](#) [Change](#)

Program Number: Course Number: Grade Total: [Reset](#) [Go](#)

[View All in One Page](#)

NON ARTICULATED [+ Add New](#)

<u>Program Number</u>	<u>Program Description</u>	<u>Course Number</u>	<u>Course Description</u>	<u>Period</u>	<u>Grade Total</u>	<u>Modified On</u>	<u>Actions</u>
51080010	Allied Health Intro Courses	51080010	Fundamentals of Allied Health	1	6	7/7/2014 12:22:04 PM	Details Edit Delete

ARTICULATED [+ Add New](#)

<u>Program Number</u>	<u>Program Description</u>	<u>Course Number</u>	<u>Course Description</u>	<u>Period</u>	<u>Grade Total</u>	<u>Modified On</u>	<u>Actions</u>
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Example- reporting Cosmetology/12040000

- Choose **Cosmetology** for Program Description
- Then choose **Fundamentals of Cosmetology** for Course Description

School Information			
School Name (CTDS) SAMPLE SCHOOL (CTDS: 12-34-56-001)			
Program Information			
Program Description (Program Number) Cosmetology (Program Number: 12040000) x ▾			
Course Enrollment Information			
Course Description (Course Number) Fundamentals of Cosmetology (Course Number: 12040010) x ▾			
Enrollment Information			
8th Digit of Course Number	0 x ▾	Teacher SSN (No dashes)	000000000
Period	6 x ▾	Minutes per Week	350
Number of Weeks	18 x ▾	Room Number	326
Enrollment Count by Grade			
Grade 9	0	Grade 10	0
Grade 11	8	Grade 12	0
Enrollment Count by Gender			
Male	0	Female	8
Enrollment Count for Special Populations			
Disabled	0	LEP	0
Econ Disadvantaged	2	Single Parent	0
Articulated Enrollment			
Attending CTDS PCJTED - CENTRAL CAMPUS (CTDS: 10-08-11-285) x ▾			
Teacher Information			
License / Certificate Number	123456		
Teacher's First Name	Maria	Teacher's Last Name	Cruz
Back Save			

- Enter all information
- Click Save
- A message will pop up if there is any invalid information

Make the correction then click save to add the record

The License / Certificate Number field cannot have invalid license number 123456.

Choose the school of attendance CTDS

School Information			
School Name (CTDS) SAMPLE SCHOOL (CTDS: 12-34-56-001)			
Program Information			
Program Description (Program Number) Cosmetology (Program Number: 12040000) x ▾			
Course Enrollment Information			
Course Description (Course Number) Fundamentals of Cosmetology (Course Number: 12040010) x ▾			
Enrollment Information			
8th Digit of Course Number	0 x ▾	Teacher SSN (No dashes)	000000000
Period	6 x ▾	Minutes per Week	350
Number of Weeks	18 x ▾	Room Number	326
Enrollment Count by Grade			
Grade 9	0	Grade 10	0
Grade 11	8	Grade 12	0
Enrollment Count by Gender			
Male	0	Female	8
Enrollment Count for Special Populations			
Disabled	0	LEP	0
Econ Disadvantaged	2	Single Parent	0
Articulated Enrollment			
Attending CTDS PCJTED - CENTRAL CAMPUS (CTDS: 10-08-11-285) x ▾			
Teacher Information			
License / Certificate Number	123456	← invalid	
Teacher's First Name	Maria	Teacher's Last Name	Cruz
		Back	Save

Enter 9 zeros
No dash

- Make the corrections
- Click Save
- A message will pop up telling you that the records were saved
 - 40th Day record was created
 - The 40th Day record was copied over to 100th Day

40th Day and 100th Day Records are Saved successfully on 7/7/2014 1:24:07 PM. Please enter the next record.

School Information			
School Name (CTDS) SAMPLE SCHOOL (CTDS: 12-34-56-001)			
Program Information			
ProgramDescription Cosmetology		ProgramNumber 12040000	
Course Enrollment Information			
CourseDescription Fundamentals of Cosmetology		CourseNumber 12040010	
Enrollment Information			
8th Digit of Course Number	<input type="text" value="0"/>	Teacher SSN (No dashes)	<input type="text" value="000000000"/>
Period	<input type="text" value="6"/>	Minutes per Week	<input type="text" value="350"/>
Number of Weeks	<input type="text" value="18"/>	Room Number	<input type="text" value="326"/>
Enrollment Count by Grade			
Grade 9	<input type="text" value="0"/>	Grade 10	<input type="text" value="0"/>
Grade 11	<input type="text" value="8"/>	Grade 12	<input type="text" value="0"/>
Enrollment Count by Gender			
Male	<input type="text" value="0"/>	Female	<input type="text" value="8"/>
Enrollment Count for Special Populations			
Disabled	<input type="text" value="0"/>	LEP	<input type="text" value="0"/>
Econ Disadvantaged	<input type="text" value="2"/>	Single Parent	<input type="text" value="0"/>
Articulated Enrollment			
Attending CTDS <input type="text" value="PCJTED - CENTRAL CAMPUS (CTDS: 10-08-11-285)"/>			
Teacher Information			
License / Certificate Number	<input type="text" value="290700090"/>	← corrected	
Teacher's First Name	<input type="text" value="Maria"/>	Teacher's Last Name	<input type="text" value="Cruz"/>
		<input type="button" value="Back"/>	<input type="button" value="Save"/>

- Repeat the steps for all courses you need to add
- Actions you can take- View Details, Edit, Delete

Enrollment (40th Day) Enrollment (100th Day) Status Upload Reports

2015 Course Enrollment (40th Day)

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

Program Number: Course Number: Grade Total: Reset Go

[View All in One Page](#)

NON ARTICULATED + Add New

Program Number	Program Description	Course Number	Course Description	Period	Grade Total	Modified On	Actions
12050000	Culinary Arts	12050010	Fundamentals of Culinary Arts	4	7	7/7/2014 3:02:11 PM	Details Edit Delete
46040010	Construction Technologies Intro Courses	46040010	Construction Technologies Core Curriculum	2	3	7/7/2014 3:03:34 PM	Details Edit Delete
51080010	Allied Health Intro Courses	51080010	Fundamentals of Allied Health	1	6	7/7/2014 12:22:04 PM	Details Edit Delete

ARTICULATED + Add New

Program Number	Program Description	Course Number	Course Description	Period	Grade Total	Modified On	Actions
12040000	Cosmetology	12040010	Fundamentals of Cosmetology	5	8	7/7/2014 1:24:07 PM	Details Edit Delete
12040000	Cosmetology	12040010	Fundamentals of Cosmetology	6	8	7/7/2014 1:14:22 PM	Details Edit Delete

- Click on **Upload** tab to see the information on the records entered including the reports
 - Click on **File Name** to see the records entered
 - Click on Reports to see the reports/VOCI 11



If you click on Delete, all records entered will be deleted

CTE Enrollment and Funding

Welcome **SAMPLE DISTRICT!** [Performance Measures](#), [Log Off](#)

Enrollment (40th Day) Enrollment (100th Day) Status **Upload** Reports

Upload Enrollment File

Browse... Upload

View All in One Page					
Uploaded On	File Name	Modified On	Invalid Records	Reports	Action
7/7/2014 3:02:11 PM	Web entry by SAMPLE DISTRICT	7/7/2014 3:06:16 PM	None out of 5		Delete

TEXT FILE SUBMISSION

- For text file record layouts go to <http://www.azed.gov/career-technical-education/grants-mis-services/>
 - Course Enrollment non-articulated text file record layout <http://www.azed.gov/career-technical-education/files/2011/06/cte-course-enrollment-for-non-articulated-courses-voci11.pdf>
 - Course Enrollment articulated text file record layout <http://www.azed.gov/career-technical-education/files/2011/06/cte-course-enrollment-for-articulated-courses-voci11.pdf>

The screenshot shows the 'CTE Enrollment and Funding' dashboard. At the top, it says 'Welcome SAMPLE DISTRICT!' with links for 'Performance Measures' and 'Log Off'. Below this is a navigation bar with five tabs: 'Enrollment (40th Day)', 'Enrollment (100th Day)', 'Status', 'Upload', and 'Reports'. The 'Upload' tab is circled in red. Below the navigation bar is the 'Upload Enrollment File' section. It features a file upload area with a 'Browse...' button and an 'Upload' button, both circled in red. A red arrow points from the 'Upload' button in the navigation bar to the 'Upload' button in the file upload area. Another red arrow points from the 'Browse...' button to the text 'Browse for your text file' below the screenshot. A third red arrow points from the 'Upload' button in the file upload area to the text 'Click on Upload' below the screenshot.

Browse for your text file

Click on Upload

Click on Upload tab



For reports/VOCI 11 click on the icons under **Reports** column (by session report)

If you click on **Delete**, all records uploaded will be deleted

Upload Enrollment File

Browse...

Click the link to see the records uploaded

View All in One Page					
Uploaded On	File Name	Modified On	Invalid Records	Reports	Action
7/7/2014 5:46:50 PM	SAMPLE SCHOOL TEXT FILE.txt	7/7/2014 5:46:50 PM	None out of 9		Delete

Details

File Name: SAMPLE SCHOOL TEXT FILE.txt
Uploaded By: SAMPLE DISTRICT
Uploaded On: 7/7/2014 5:46:50 PM

records uploaded

Validity	Detail Record	Modified On
Valid	A12345600152020000520200995508939701302441814 0170000000000010000700170000000130000000000000000	7/7/2014 5:46:50 PM
Valid	A123456001010100300101001060156039014024418AG 0250000010000013001300260040000160000000000000000	7/7/2014 5:46:50 PM
Valid	A123456001010100300101001260156039012024418AG 0000240040000022000600280060000170000000000000000	7/7/2014 5:46:50 PM
Valid	A123456001010100300101001460156039013024418AG 0000010140000012000300150060000080000000000000000	7/7/2014 5:46:50 PM

- Click on each record to see the details

Details

File Name: SAMPLE SCHOOL TEXT FILE.txt
Uploaded By: SAMPLE DISTRICT
Uploaded On: 7/7/2014 5:46:50 PM

[Back](#)

Validity	Detail Record	Modified On
Valid	A12345600152020000520200995508939701302441814 0170000000000010000700170000000130000000000000000	7/7/2014 5:46:50 PM
Valid	A123456001010100300101001060156039014024418AG 0250000010000013001300260040000160000000000000000	7/7/2014 5:46:50 PM
Valid	A123456001010100300101001260156039012024418AG 0000240040000022000600280060000170000000000000000	7/7/2014 5:46:50 PM
Valid	A123456001010100300101001460156039013024418AG 0000010140000012000300150060000080000000000000000	7/7/2014 5:46:50 PM



Program Information			
ProgramDescription	Business Management and Administrative Services		ProgramNumber 52020000
Course Enrollment Information			
CourseDescription	Business Mgmt & Admin Services: Shared Course		CourseNumber 52020099
Enrollment Information			
8th Digit of Course Number	9	Teacher SSN (No dashes)	550893970
Period	3	Minutes per Week	244
Number of Weeks	18	Room Number	14
Enrollment Count by Grade			
Grade 9	17	Grade 10	0
Grade 11	0	Grade 12	0
Enrollment Count by Gender			
Male	10	Female	7
Enrollment Count for Special Populations			
Disabled	0	LEP	0
Econ Disadvantaged	13	Single Parent	0
		Back	Edit

- Click on **Edit** if you need to make changes
- If no changes are needed, click **Back** to go back to the list of records uploaded

- Number of errors/Invalid Records will show after upload
 - Click on the link under the Invalid Records column to see the errors and to make corrections

[View All in One Page](#)

<u>Uploaded On</u>	<u>File Name</u>	<u>Modified On</u>	<u>Invalid Records</u>	<u>Reports</u>	<u>Action</u>
7/8/2014 3:56:04 PM	SAMPLE SCHOOL TEXT FILE- with error.txt	7/8/2014 3:56:04 PM	1 out of 9	 	Delete

Invalids

File Name: SAMPLE SCHOOL TEXT FILE- with error.txt
Uploaded By: SAMPLE DISTRICT
Uploaded On: 7/8/2014 3:56:04 PM

[Back](#)

Invalid Record

[A123456001010100300101001060156039014024418AG 0250000030000013001300260040000160000000000000000](#)

Click to see the details



Make the correction then click save to add the record

You are about to ADD this record

Reasons for the upload failure or the invalid marking on this record are -

- Sum of individual grade counts must be equal to grade total

Course Enrollment Information			
School Name (CTDS) SAMPLE SCHOOL (CTDS: 12-34-56-001)			
Program Description (Program Number) Agribusiness Systems (Program Number: 01010090) ✕ ▾			
Course Description (Course Number) Agriculture Business Management - Introduction to Applied Biological Systems (Course Number: 01010010) ✕ ▾			
Enrollment Information			
8th Digit of Course Number	<input type="text" value="0"/> ✕ ▾	Teacher SSN (No dashes)	<input type="text" value="601560390"/>
Period	<input type="text" value="4"/> ✕ ▾	Minutes per Week	<input type="text" value="244"/>
Number of Weeks	<input type="text" value="18"/> ✕ ▾	Room Number	<input type="text" value="AG"/>
Enrollment Count by Grade			
Grade 9	<input type="text" value="25"/>	Grade 10	<input type="text"/>
Grade 11	<input type="text" value="3"/>	Grade 12	<input type="text"/>
Enrollment Count by Gender			
Male	<input type="text" value="13"/>	Female	<input type="text" value="13"/>
Enrollment Count for Special Populations			
Disabled	<input type="text" value="4"/>	LEP	<input type="text"/>
Econ Disadvantaged	<input type="text" value="16"/>	Single Parent	<input type="text"/>
Articulated Enrollment			
Attending CTDS <input type="text" value="Select an Option"/> ▾			
Teacher Information			
License / Certificate Number <input type="text"/>			
Teacher's First Name <input type="text"/>		Teacher's Last Name <input type="text"/>	
			<input type="button" value="Back"/> <input type="button" value="Save"/>

REPORTS-

- VOICI 11-1- Records were added to the Course Enrollment File (VOICI21)
- VOICI 11-1 – 1ST page is the **SIGNATURE PAGE** – return/email to CTE after verifying the report for accuracy

VOICI 11-1

Printed: 7/8/2014 5:03:06 PM

Learning that works for Arizona
CTE[™]

AZ Department of Education
Career and Technical Education
40th Day
Course Enrollment Verification Report
School Year 2014 - 2015

Records Added to the CTE Enrollment File

The following information reflects the enrollment data submitted by your district. Please review it for correctness. Please make any changes if required. As a reminder, all corrections need to be made in the format that was used for original submission. The signed signature page must be returned to:

CTEDataCollection@azed.gov

I certify that the information submitted is true and correct to the best of my knowledge, and that documentation will be maintained for auditing and monitoring purposes.

Date

CTD: 123456

Contact Person

Signature of Superintendent or Authorized Official

DISTRICT: SAMPLE DISTRICT

Phone

Report can be saved in CSV, PDF, or EXCEL format

VOCI 11-1 Printed: 7/8/2014 5:09:25 PM

CTD COUNTY DISTRICT SCHOOL 123456 SCH:001 SAMPLE COUNTY SAMPLE DISTRICT SAMPLE SCHOOL Number of students taking CTE courses in another school and CTDS number

CSV (comma delimited)
PDF
Excel

Program # Program Title	Tran Code	Course # Course Title	Term	Period	Min Per Week	Weeks	Room	POS	Teacher Number	Teacher Name	Special Needs					Enrollment Counts					Count	CTDS	
											Disabled	LEP	ECON DisAdv	Single Parent	Males	Females	09	10	11	12			Total
01010030 Plant Systems																							
		01010012 Agricultural Business Management - Applied Biological Systems	1	2	244	18	AG	N	*0390	BETHANY MASTERS	6	0	17	0	22	6	0	24	4	0	28	0	000000000
		01010014 Agricultural Business Management - Agriscience	1	3	244	18	AG	N	*0390	BETHANY MASTERS	6	0	8	0	12	3	0	1	14	0	15	0	000000000
		01010030 Plant Systems	1	6	244	18	AG	N	*0390	BETHANY MASTERS	1	0	6	0	7	1	1	0	0	7	8	0	000000000
		01010031 Plant Systems	1	1	244	18	AG	N	*0390	BETHANY MASTERS	3	0	10	0	13	0	0	1	4	8	13	0	000000000
52020000 Business Management and Administrative Services																							
		52020010 Introduction to Business Management and Administrative Services	1	7	244	18	7	N	*3970	PATRICK BURGESS	2	0	7	0	6	5	0	0	0	11	11	0	000000000
		52020020 Basic Business Management and Administrative Services	1	1	244	18	7	N	*3970	PATRICK BURGESS	1	0	20	0	11	13	0	23	1	0	24	0	000000000
		52020030 Advanced Business Management and Administrative Services	1	4	244	18	7	N	*3970	PATRICK BURGESS	1	0	10	0	2	10	0	0	12	0	12	0	000000000
		52020099 Business Mgmt & Admin Services: Shared Course	1	3	244	18	14	N	*3970	PATRICK BURGESS	0	0	13	0	10	7	17	0	0	0	17	0	000000000

Page 1 of 1

- Click on **Reports** tab
 - VOCI 11-1- all 40th day/100th day records
 - VOCI 11-2- all 40th day/100th day records with errors or deleted records
 - VOCI 17- Teacher Certification Report
 - VOCI 21- Course Enrollment Master File

Enrollment (40th Day) | Enrollment (100th Day) | Status | Upload | **Reports**

List of Reports

Report Title	Report
VOCI 11-1 (40th Day 100th Day)	 
VOCI 11-2 (40th Day 100th Day)	 
VOCI 17-1	
VOCI 21-1	