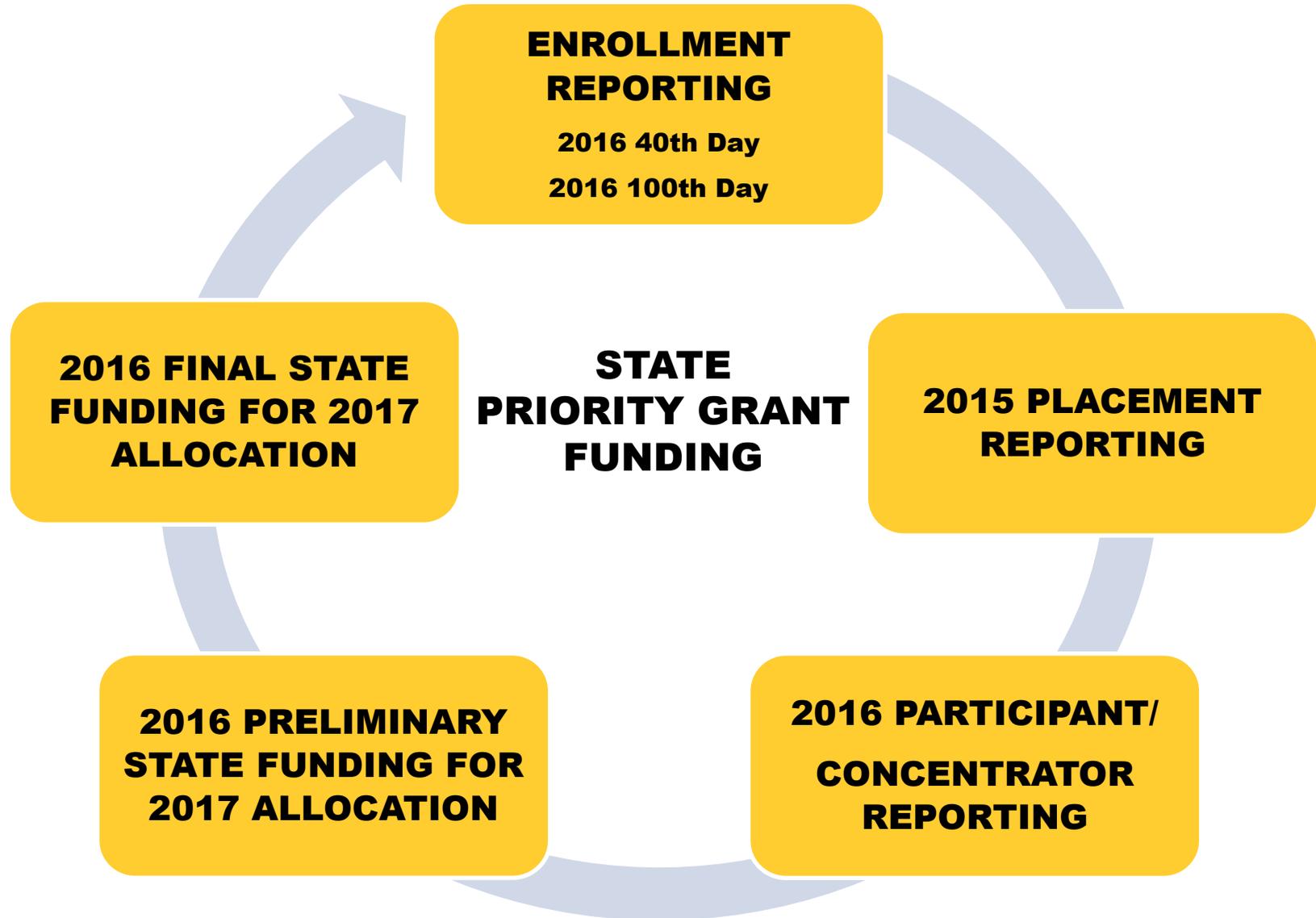


ENROLLMENT DATA REPORTING

School Year 2015-2016

REPORTING CYCLE



HOW TO SUBMIT ACCURATE ENROLLMENT DATA REPORT ON TIME & RECEIVE STATE PRIORITY GRANT FUNDING



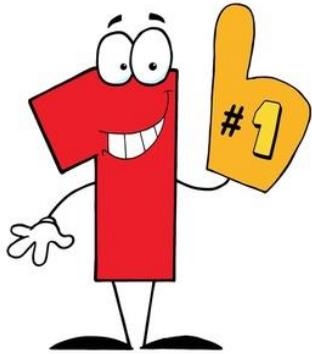
- A. KNOW THE DUE DATES**
- B. KNOW YOUR CTE PROGRAMS & COURSES**
- C. KNOW YOUR METHOD OF SUBMISSION**



- A. GATHER YOUR ENROLLMENT DATA**
- B. BEGIN ENROLLMENT REPORTING**
- C. REVIEW, SAVE/PRINT YOUR ENROLLMENT REPORTS**



- A. MAKE SURE TO MAKE ALL CORRECTIONS**
- B. SUBMIT EXEMPTION REQUEST**
- C. RECEIVE 2016 STATE FUNDING FOR 2017 ALLOCATION**



- A. KNOW THE DUE DATES**
- B. KNOW YOUR CTE PROGRAMS & COURSES**
- C. KNOW YOUR METHOD OF SUBMISSION**

A. KNOW THE DUE DATES

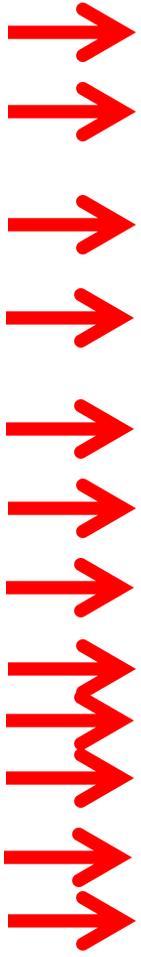
CTE Timelines for FY 2016

Available in the:

- Enrollment Reporting Services

<http://www.azed.gov/career-technical-education/carl-d-perkins-accountability-and-reporting/#EnrollRt>

CTE Course Enrollment and Performance Measures Reporting	
Due Date	Item/Document/Report
10/01/15	EAF (Enrollment & Funding) and PM (Performance Measures) online systems open
11/15/15	40 th Day Course Enrollment Report due
	40 th Day Course Enrollment Signed Verification Reports due
	ADE closes Enrollment 40 th Day online system after 5:00 PM
12/31/15	Complete Student Graduate Placement Surveys (students placed between Oct 1-Dec 31) may enter online through Apr 15
03/10/16	100 th Day Course Enrollment Report due
	100 th Day Course Enrollment Signed Verification Reports due
	ADE closes Course Enrollment 100 th day online system after 5:00 PM
04/15/16	FY 2015 Placement Verification Reports due
	ADE closes the online system for Placement
05/01/16	ADE opens online systems for 40 th Day & 100 th Day Enrollment and Placement corrections/changes
06/15/16	Participant and Concentrators Verification Reports due
	Deadline for LEAs to submit Exemption Request
	ADE closes the online system after 5:00 PM
06/30/16	FY 2016 Preliminary State Funding Reports for FY 2017 funding allocation available online
07/01/15	ADE opens online systems for final Enrollment and Performance Measures data corrections/changes
07/31/16	Appeal for all funding issues due
	ADE closes the online system for Enrollment, Placement, Participant/Concentrator after 5:00 PM
08/15/16	Performance Measures Reports available on the ADE/CTE website
09/01/16	Districts receive FY 2016 Final State Priority Funding notification for FY 2017 funding allocation
	FY 2016 Final State Priority Funding reports available to districts





- ✓ **KNOW THE DUE DATES**
- B. KNOW YOUR CTE PROGRAMS & COURSES**
- C. KNOW YOUR METHOD OF SUBMISSION**

B. KNOW YOUR CTE PROGRAMS & COURSES

- 2016 CTE Program List
- 2015-2016 CTE Program Codes and Titles

Available in the:

- Enrollment Reporting Services

<http://www.azed.gov/career-technical-education/carl-d-perkins-accountability-and-reporting/#EnrollRrt>

- CTE online Handbook

<http://www.azed.gov/career-technical-education/cte-administrators-online-handbook/>

2016 CTE PROGRAM LIST

CIP #	CTE PROGRAM
52.0300.00	Accounting and Related Services
52.1800.30	Advertising and Public Relations
01.0100.90	Agribusiness Systems
49.0100.00	Air Transportation
47.0600.50	Aircraft Mechanics
01.0100.40	Animal Systems
10.0200.60	Animation
15.1300.20	Architectural Drafting
50.0500.30	Arts Management
48.0500.20	Automation/Robotics
47.0600.30	Automotive Collision Repair
47.0600.20	Automotive Technologies
41.0100.00	Bioscience
52.0200.00	Business Management and Administrative Services
52.0400.00	Business Operations Support and Assistant Services
46.0400.40	Cabinetmaking
46.0400.30	Carpentry
15.1200.20	Computer Maintenance
46.0400.20	Construction Technologies
12.0400.00	Cosmetology and Related Personal Grooming Services
12.0500.00	Culinary Arts
51.0600.00	Dental Assisting
47.0600.40	Diesel Engine Repair
10.0200.50	Digital Photography
10.0200.20	Digital Printing
13.1210.00	Early Childhood Education
13.1200.00	Education Professions
15.0300.00	Electronic Technologies
15.1300.30	Electronics Drafting
51.0900.30	Emergency Medical Services
15.0000.00	Engineering Sciences
52.1800.40	Entertainment Marketing
52.1800.50	Entrepreneurship
01.0100.00	Environmental Service Systems
52.1900.20	Fashion Design and Merchandising
10.0200.90	Film & TV
52.0800.00	Financial Services
43.0200.00	Fire Service
01.0100.20	Food Products and Processing Systems
10.0200.30	Graphic/ Web Design
51.0707.00	Health Information Technology
47.0200.00	Heating, Ventilation and Air Conditioning
49.0200.00	Heavy Equipment Operations
47.0300.00	Heavy/Industrial Equipment Maintenance Technologies
52.0900.00	Hospitality Management

CIP #	CTE PROGRAM
6.0300.30	Industrial Electrician
2.1900.30	Interior Design and Merchandising
0.0200.40	Journalism
1.0800.30	Laboratory Assisting
3.0100.00	Law, Public Safety and Security
5.1300.40	Mechanical Drafting
1.0800.60	Medical Assisting Services
1.0800.40	Medical Imaging Support Services
1.1500.00	Mental and Social Health Services
0.0200.00	Music/Audio Production
1.0100.50	Natural Renewable Resources Systems
5.1200.30	Network Technologies
1.3900.00	Nursing Services
1.0800.20	Pharmacy Support Services
1.0100.30	Plant Systems
1.0100.60	Power, Structural and Technical Systems
8.0500.30	Precision Machining
2.1800.20	Professional Sales and Marketing
6.0300.20	Residential Electrician
1.0900.20	Respiratory Therapy Technician
5.1200.40	Software Development
1.0800.50	Sports Medicine and Rehabilitation Services
1.0900.40	Surgical Technician
0.0500.20	Technical Theatre
1.3500.00	Therapeutic Massage
1.0808.00	Veterinary Assistant
5.1200.50	Web Page Development
8.0508.00	Welding Technologies
4 - New CTE Program beginning SY 2016	
4 - Emerging Program	
4 - Program name change:	
Advanced Construction Technologies changed to Construction Technologies	
Cosmetology changed to Cosmetology and Related Personal Grooming Services	
program not designated as Nontraditional	

Take Note

NEW PROGRAMS BEGINNING 2016

- 51.0707.00 Health Information Technology
- 51.0808.00 Veterinary Assistant

PROGRAM NAME CHANGE

- Advanced Construction Technologies changed to **Construction Technologies**
- Cosmetology changed to **Cosmetology and Related Personal Grooming**

PROGRAM CODES & TITLES

For a complete list of sequence of courses that should be offered in Career Preparation for each program

2015-2016 CTE Program Codes and Titles State-designated Course Sequence (Updated 07-13-2015)

Career Exploration: Career Exploration must be offered in the program sequence of instruction prior to Career Preparation courses. Student enrollment in Career Exploration will not be reported to the Department of Education.

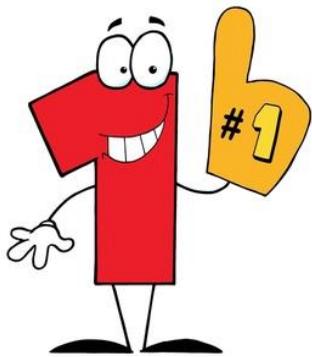
Career Preparation: Below is the sequence of courses that should be offered in Career Preparation for each program.

52.0300.00	Accounting and Related Services	
52.0300.10	Introduction to Business and Accounting	
	-and-	
52.0300.20	Basic Accounting	
	And program may elect to add:	
52.0300.30	Advanced Accounting <i>(this optional course is required for Accounting programs that wish to offer an embedded 4th credit in mathematics. Program must teach all Accounting standards and measurement criteria and be approved for embedded credit through the local district governing board.)</i>	
	-or-	
52.0300.75	Accounting - Internship	
	-or-	
52.0300.80	Accounting - Cooperative Education	
52.1800.30	Advertising and Public Relations	
52.1800.10	Fundamentals of Marketing, Management and Entrepreneurship <i>(.10 CIP Code is used for the Fundamentals course if the course is a shared Fundamentals course for any other 52.1800 program, i.e. Professional Sales and Marketing, Entertainment Marketing and/or Entrepreneurship.)</i>	
	-or-	
52.1800.12	Fundamentals of Marketing, Management and Entrepreneurship <i>(.12 CIP Code is used for the Fundamentals course if the course is the Fundamentals course for 52.1800.30 Advertising and Public Relations only.)</i>	
	-and-	
52.1800.30	Advertising and Public Relations And program may elect to add:	
52.1800.75	Marketing, Management and Entrepreneurship Internship	
	-or-	
52.1800.80	Marketing, Management and Entrepreneurship Cooperative Education	
01.0100.90	Agribusiness Systems	
01.0100.10	Agriculture Business Management - Introduction to Applied Biological Systems	
	-and-	
01.0100.12	Agricultural Business Management - Applied Biological Systems	
	-and-	
01.0100.14	Agricultural Business Management - Agriscience	
	-and-	
01.0100.90	Agribusiness Systems And program may elect to add:	
01.0100.75	Agricultural Business Management - Agriscience - Internship	
	-or-	
01.0100.80	Agricultural Business Management - Agriscience - Cooperative Education	
49.0100.00	Air Transportation	
49.0100.10	Air Transportation I	
	-and-	
49.0100.20	Air Transportation II	

Program number and title →

Sequence of courses →

Course number and title →



- ✓ **KNOW THE DUE DATES**
 - ✓ **KNOW YOUR CTE PROGRAMS & COURSES**
- C. KNOW YOUR METHOD OF SUBMISSION**

C. KNOW YOUR METHOD OF SUBMISSION

- Web/Manual entry
- Text file upload

Both methods of submission will be using the CTE Enrollment & Funding online system, <http://www10.ade.az.gov/CteEnrollmentAndFunding>



A. GATHER YOUR ENROLLMENT DATA
B. BEGIN ENROLLMENT REPORTING
C. REVIEW, SAVE/PRINT YOUR ENROLLMENT REPORTS

A. GATHER YOUR ENROLLMENT DATA/INFORMATION

- ✓ CTDS Number- County Type District School – 9 digit number
- ✓ Program Title/ Program Code – Example- Accounting and Business Related/ 52030000
- ✓ Course Title/ Course Code – Introduction to Business and Accounting/ 52030010
- ✓ Term- Term 1 is 1st semester 40th day enrollment, Term 2 is 2nd semester/ 100th day enrollment
- ✓ Period
- ✓ Number of Weeks- per semester
- ✓ Number of Minutes- per week
- ✓ Room Number
- ✓ Teacher SSN
- ✓ Grade Counts
- ✓ Gender Counts
- ✓ Special Need Counts
- ✓ Teacher Name and Cert/License Number (for articulated courses)
- ✓ CTDS Number of the school of attendance (for articulated courses)

B. BEGIN ENROLLMENT REPORTING

- Go to <http://www10.ade.az.gov/CteEnrollmentAndFunding>
- Enter your User name & Password
- Click on Log On

YOU FORGOT??



CTE Enrollment and Funding

Log On

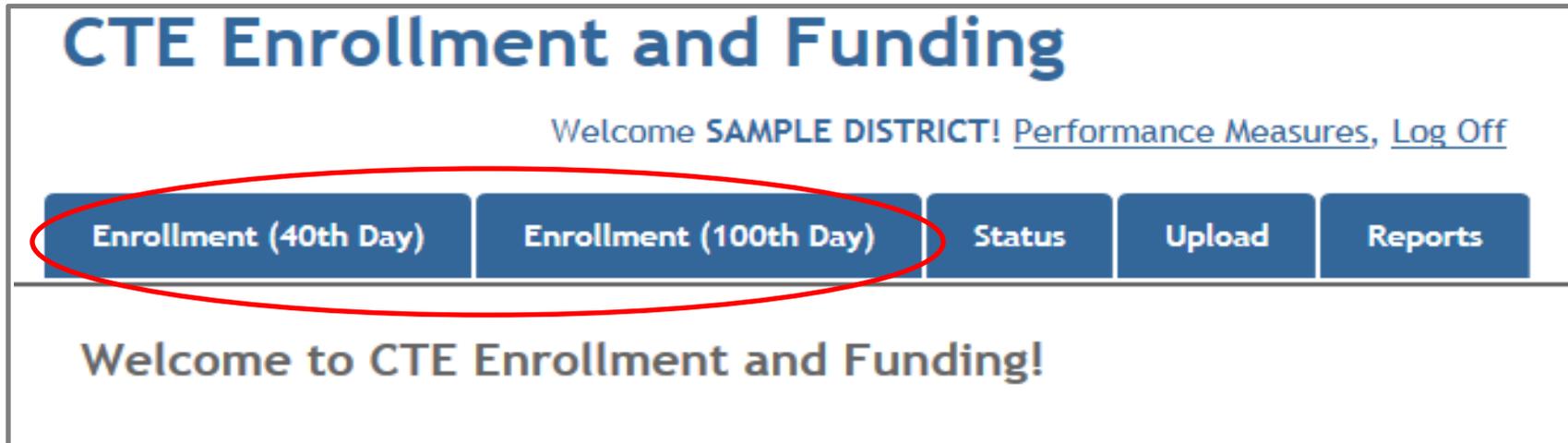
User name

Password

Log On

Web/Manual entry submission

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



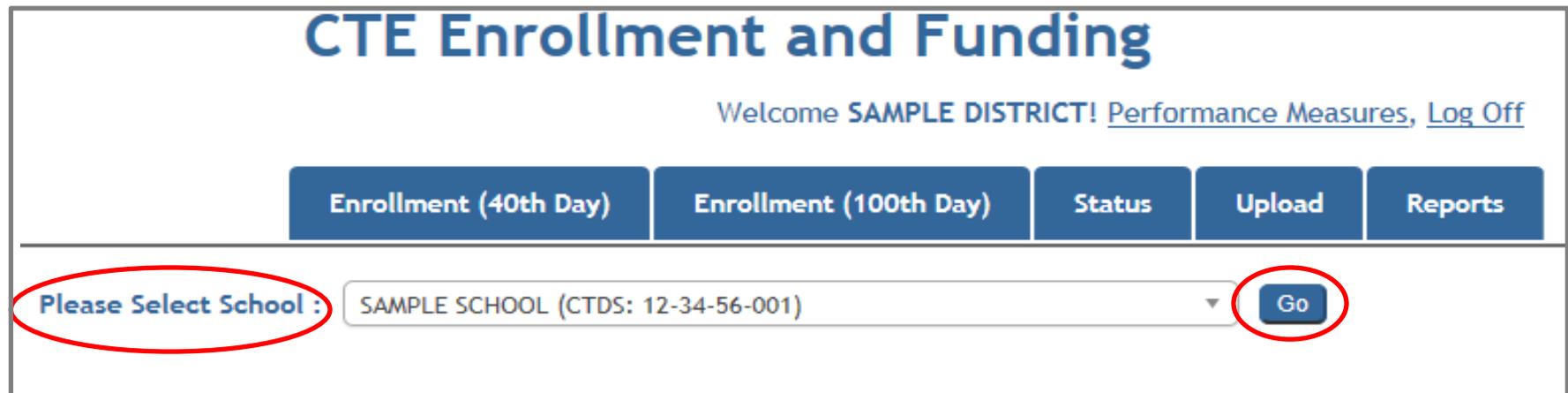
CTE Enrollment and Funding

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**

ADDING A RECORD

- 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](#)

2016 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>

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>

- **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**

CTE Enrollment and Funding

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

[Enrollment \(40th Day\)](#) | [Enrollment \(100th Day\)](#) | [Status](#) | [Upload](#) | [Reports](#)

2016 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](#)

How to report CTE programs with common introductory course (.10)

If school has more than 1 program
 Ex: Graphic/ Web Design & Film & TV
 School will use the common Introductory Course in the report

Program Areas with Common Introductory Courses	Programs	CIP Codes	Use the Following in Reporting the .10 Courses
Communication Media Technologies/ 10.0200	Digital Printing	10.0200.20	10.0200.10 Communication Media Technologies Intro Course
	Graphic/Web Design	10.0200.30	
	Journalism	10.0200.40	
	Digital Photography	10.0200.50	
	Animation	10.0200.60	
	Film & TV	10.0200.90	
Information Technologies/ 15.1200	Music/Audio Production	10.0200.00	15.1200.10 Information Technologies Intro Course
	Computer Maintenance	15.1200.20	
	Network Technologies	15.1200.30	
	Software Development	15.1200.40	
Drafting and Design Technologies/ 15.1300	Web Page Development	15.1200.50	15.1300.10 Drafting and Design Technologies Intro Course
	Architectural Drafting	15.1300.20	
	Electronic Drafting	15.1300.30	
Electrical and Power Transmission Tech/ 46.0300	Mechanical Drafting	15.1300.40	46.0300.10 Electrical and Power Transmission Technologies Intro Course
	Industrial Electrician	46.0300.30	
	Residential Electrician	46.0300.20	
Construction Technologies/ 46.0400	Advanced Construction Technologies	46.0400.20	46.0400.10 Construction Technologies Intro Course
	Cabinetmaking	46.0400.40	
	Carpentry	46.0400.30	
Transportation Technologies/ 47.0600	Aircraft Mechanics	47.0600.50	47.0600.10 Transportation Technologies Intro Course
	Automotive Collision Repair	47.0600.30	
	Automotive Technologies	47.0600.20	
	Diesel Engine Repair	47.0600.40	
Precision Manufacturing/ 48.0500	Automation Robotics	48.0500.20	48.0500.10 Precision Manufacturing Intro Course
	Precision Machining	48.0500.30	
Allied Health/ 51.0800	Pharmacy Support Services	51.0800.20	51.0800.10 Allied Health Intro Course
	Laboratory Assisting	51.0800.30	
	Medical Imaging Support Services	51.0800.40	
	Sports Medicine and Rehabilitation Services	51.0800.50	
Marketing Management and Entrepreneurship/ 52.1800	Medical Assisting Services	51.0800.60	52.1800.10 Marketing Management and Entrepreneurship Intro Course
	Professional Sales and Marketing	52.1800.20	
	Advertising and Public Relations	52.1800.30	
	Entertainment Marketing	52.1800.40	
Design and Merchandising/ 52.1900	Entrepreneurship	52.1800.50	52.1900.10 Design and Merchandising Intro Course
	Fashion Design and Merchandising	52.1900.20	
	Interior Design and Merchandising	52.1900.30	

Reporting Programs with common introductory course (.10)

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

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] [v]			
Course Enrollment Information			
Course Description (Course Number) Fundamentals of Allied Health (Course Number: 51080010) [X] [v]			
Enrollment Information			
8th Digit of Course Number	<input type="text" value="0"/> [X] [v]	Teacher SSN (No dashes)	<input type="text"/>
Period	<input type="text" value="0"/> [X] [v]	Minutes per Week	<input type="text" value="0"/>
Number of Weeks	Select an Option [v]	Room Number	<input type="text"/>
Enrollment Count by Grade			
Grade 9	<input type="text" value="0"/>	Grade 10	<input type="text" value="0"/>
Grade 11	<input type="text" value="0"/>	Grade 12	<input type="text" value="0"/>
Enrollment Count by Gender			
Male	<input type="text" value="0"/>	Female	<input type="text" value="0"/>
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"/>
<input type="button" value="Back"/> <input type="button" value="Save"/>			

Reporting Fundamentals course for specific programs (that used to be options)

Use the Fundamentals course on the right column if the course is the Fundamentals course for the Program on the left column

10.0200.20 Digital Printing	10.0200.11 Communications Media Technologies Fundamentals
10.0200.30 Graphic/Web Design	10.0200.12 Communications Media Technologies Fundamentals
10.0200.40 Journalism	10.0200.13 Communications Media Technologies Fundamentals
10.0200.50 Digital Photography	10.0200.14 Communications Media Technologies Fundamentals
10.0200.60 Animation	10.0200.15 Communications Media Technologies Fundamentals
10.0200.90 Film & TV	10.0200.16 Communications Media Technologies Fundamentals
10.0200.00 Music/Audio Production	10.0200.17 Communications Media Technologies Fundamentals
15.1200.20 Computer Maintenance	15.1200.11 Fundamentals of Information Technologies
15.1200.30 Network Technologies	15.1200.12 Fundamentals of Information Technologies
15.1200.40 Software Development	15.1200.13 Fundamentals of Information Technologies
15.1200.50 Web Page Development	15.1200.14 Fundamentals of Information Technologies
15.1300.20 Architectural Drafting	15.1300.11 Fundamentals of Drafting & Design Technologies
15.1300.30 Electronic Drafting	15.1300.12 Fundamentals of Drafting & Design Technologies
15.1300.40 Mechanical Drafting	15.1300.13 Fundamentals of Drafting & Design Technologies
46.0300.20 Residential Electrician	46.0300.11 Fundamentals of Electrical & Power Transmission Tech
46.0300.30 Industrial Electrician	46.0300.12 Fundamentals of Electrical & Power Transmission Tech
46.0400.20 Advanced Construction Technologies	46.0400.11 Construction Technologies Core Curriculum
46.0400.30 Carpentry	46.0400.12 Construction Technologies Core Curriculum
46.0400.40 Cabinetmaking	46.0400.13 Construction Technologies Core Curriculum
47.0600.20 Automotive Technologies	47.0600.11 Transportation Technologies Core Curriculum
47.0600.30 Automotive Collision Repair	47.0600.12 Transportation Technologies Core Curriculum
47.0600.40 Diesel Engine Repair	47.0600.13 Transportation Technologies Core Curriculum
47.0600.50 Aircraft Mechanics	47.0600.14 Transportation Technologies Core Curriculum
48.0500.20 Automation/Robotics	48.0500.11 Fundamentals of Precision Manufacturing
48.0500.30 Precision Machining	48.0500.13 Fundamentals of Precision Manufacturing
51.0800.20 Pharmacy Support Services	51.0800.11 Fundamentals of Allied Health
51.0800.30 Laboratory Assisting	51.0800.12 Fundamentals of Allied Health
51.0800.40 Medical Imaging Support Services	51.0800.13 Fundamentals of Allied Health
51.0800.50 Sports Medicine & Rehabilitation Services	51.0800.14 Fundamentals of Allied Health
51.0800.60 Medical Assisting Services	51.0800.15 Fundamentals of Allied Health
52.1800.20 Professional Sales & Marketing	52.1800.11 Fundamentals of Marketing, Management and Entrepreneurship
52.1800.30 Advertising & Public Relations	52.1800.12 Fundamentals of Marketing, Management and Entrepreneurship
52.1800.40 Entertainment Marketing	52.1800.13 Fundamentals of Marketing, Management and Entrepreneurship
52.1800.50 Entrepreneurship	52.1800.14 Fundamentals of Marketing, Management and Entrepreneurship
52.1900.20 Fashion Design & Merchandising	52.1900.11 Fundamentals of Design and Merchandising
52.1900.30 Interior Design & Merchandising	52.1900.12 Fundamentals of Design and Merchandising

If school has only 1 program
Ex: Digital Printing only

School will use the Fundamentals Course for the specific program

.11 CIP Code is Used for the Fundamentals Course **IF** the Course is the Fundamentals Course for 10020020/
Digital Printing **ONLY**

Example- reporting Communication Media Tech Fundamentals for Animation program

- Choose **Animation/10020060** for Program Description
- Then choose **Communication Media Technologies Fundamentals/10020015** for Course Description

School Information			
School Name (CTDS) SAMPLE SCHOOL (CTDS: 12-34-56-001)			
Program Information			
Program Description (Program Number) Animation (Program Number: 10020060) X ▾			
Course Enrollment Information			
Course Description (Course Number) Communications Media Technologies Fundamentals (Course Number: 10020015) X ▾			
Enrollment Information			
8th Digit of Course Number	5 X ▾	Teacher SSN (No dashes)	<input type="text"/>
Period	0 X ▾	Minutes per Week	<input type="text" value="0"/>
Number of Weeks	Select an Option ▾	Room Number	<input type="text"/>
Enrollment Count by Grade			
Grade 9	<input type="text" value="0"/>	Grade 10	<input type="text" value="0"/>
Grade 11	<input type="text" value="0"/>	Grade 12	<input type="text" value="0"/>
Enrollment Count by Gender			
Male	<input type="text" value="0"/>	Female	<input type="text" value="0"/>
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"/>
<input type="button" value="Back"/> <input type="button" value="Save"/>			

All other programs, intro/.10 courses are in the Course Description dropdown choices

School Information			
School Name (CTDS) SAMPLE SCHOOL (CTDS: 12-34-56-001)			
Program Information			
Program Description (Program Number) Bioscience (Program Number: 41010000) <input type="text" value="x"/> <input type="text" value=""/>			
Course Enrollment Information			
Course Description (Course Number) Select an Option <input type="text" value=""/>			
Bioscience - Cooperative Education (Course Number: 41010080)		<input type="text" value=""/>	
Bioscience - DCE (Course Number: 41010070)		<input type="text" value="0"/>	
Bioscience Technologies (Course Number: 41010020)		<input type="text" value=""/>	
Bioscience- Internship (Course Number: 41010075)		<input type="text" value=""/>	
Bioscience: Shared Course (Course Number: 41010099)		<input type="text" value=""/>	
Introduction to Bioscience (Course Number: 41010010)		<input type="text" value=""/>	
Grade 9	<input type="text" value="0"/>	Grade 10	<input type="text" value="0"/>
Grade 11	<input type="text" value="0"/>	Grade 12	<input type="text" value="0"/>
Enrollment Count by Gender			
Male	<input type="text" value="0"/>	Female	<input type="text" value="0"/>
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"/>
<input type="button" value="Back"/> <input type="button" value="Save"/>			

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

2016 Course Enrollment (40th Day)

40th Day and 100th Day Records are Saved successfully on 7/7/2015 12:22:04 PM. Please enter the next record.

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	<input type="text" value="0"/> x ▾	Teacher SSN (No dashes)	<input type="text" value="123456789"/>
Period	<input type="text" value="1"/> x ▾	Minutes per Week	<input type="text" value="275"/>
Number of Weeks	<input type="text" value="18"/> x ▾	Room Number	<input type="text" value="123A"/>

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"/>

Reporting articulated courses

- In the **Articulated Section**, click on **+Add New**

2015 Course Enrollment (40th Day)
2016 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	7/7/2015 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>
-----------------------	----------------------------	----------------------	---------------------------	---------------	--------------------	--------------------	----------------

- Enter all information
- Click Save
- A message will pop up telling you that the record was saved

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

Choose the school of attendance CTDS

Enter 9 zeros

No dash

- 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

2016 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>
12050000	Culinary Arts	12050010	Fundamentals of Culinary Arts	4	7	7/7/2015 3:02:11 PM	Details Edit Delete
46040010	Construction Technologies Intro Courses	46040010	Construction Technologies Core Curriculum	2	3	7/7/2015 3:03:34 PM	Details Edit Delete
51080010	Allied Health Intro Courses	51080010	Fundamentals of Allied Health	1	6	7/7/2015 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>
12040000	Cosmetology	12040010	Fundamentals of Cosmetology	5	8	7/7/2015 1:24:07 PM	Details Edit Delete
12040000	Cosmetology	12040010	Fundamentals of Cosmetology	6	8	7/7/2015 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

7/7/2015 3:02:11 PM

[Web entry by SAMPLE DISTRICT](#)

7/7/2015 3:06:16 PM

None out of 5



[Delete](#)



TEXT OR CSV FILE submission

- For 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>

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

Click on Upload tab

Browse for your text file

Click on Upload



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)	123456789
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
			<input type="button" value="Back"/> <input type="button" value="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

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="123456789"/>
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-

- **VOCI 11-1- Records were added to the Course Enrollment File (VOCI21)**
- **VOCI 11-1 - 1ST page is the **SIGNATURE PAGE** - return/email to CTE after verifying the report for accuracy**

VOCI 11-1

Printed: 7/7/2015 3:03:06 PM



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	----- Signature of Superintendent or Authorized Official
CTD: 123456	DISTRICT: SAMPLE DISTRICT
----- Contact Person	----- Phone

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

VOCI 11-1 Printed 7/7/2015 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					Total	Count	CTDS
											Disabled	LEP	ECON DisAdv	Single Parent	Males	Females	09	10	11	12			
01010030 Plant Systems																							
		01010012 Agricultural Business Management - Applied Biological Systems	1	2	244	18	AG	N	*XXXX	John Doe	6	0	17	0	22	6	0	24	4	0	28	0	000000000
		01010014 Agricultural Business Management - Agriscience	1	3	244	18	AG	N	*XXXX	John Doe	6	0	8	0	12	3	0	1	14	0	15	0	000000000
		01010030 Plant Systems	1	6	244	18	AG	N	*XXXX	John Doe	1	0	6	0	7	1	1	0	0	7	8	0	000000000
		01010031 Plant Systems	1	1	244	18	AG	N	*XXXX	John Doe	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	John Doe	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	*XXXX	John Doe	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	*XXXX	John Doe	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	*XXXX	John Doe	0	0	13	0	10	7	17	0	0	0	17	0	000000000

Page 1 of 1

- VOCI 11-2/ Error Report- Records not added to the Course Enrollment File (VOCI21)**

VOCI 11-2 Printed: 7/7/2015 :16:35 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

Program # Program Title	Tran Code	Course # Course Title	Term	Period	Min Per Week	Weeks	Room	POS	Teacher Number	Teacher Name	Special Needs					Enrollment Counts				Total	Count	CTDS				
											Disabled	LEP	ECON DisAdv	Single Parent	Males	Females	09	10	11				12			
01010030 Plant Systems																										
	A	01010010 Agriculture Business Management - Introduction to Applied Biological Systems	1	4	244	18	AG	N	*XXXX	John Doe	4	0	16	0	13	13	25	0	3	0	26	0	000000000			
- Sum of individual grade counts must be equal to grade total																										

Page 1 of 1

C. REVIEW, SAVE/PRINT YOUR ENROLLMENT REPORTS

- Click on **Reports** tab

Enrollment reports

- 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	



- A. MAKE SURE TO MAKE ALL CORRECTIONS**
- B. SUBMIT EXEMPTION REQUEST**
- C. RECEIVE 2016 STATE FUNDING FOR 2017 ALLOCATION**

A. MAKE SURE TO MAKE ALL CORRECTIONS

- Review your error report, VOCl 11-2, and teacher certification report, VOCl 17

Teachers teaching the course/program must be properly certified by MAY 1, 2016

TEACHER CERTIFICATION REQUIREMENTS FOR PROGRAMS- Use the Coherent Sequence and Certification section of the online Handbook as your guide in knowing what certification your teacher needs

<http://www.azed.gov/career-technical-education/cte-administrators-online-handbook/>

ADE Certification Unit contact information:

Email- Certification@azed.gov

Phone- 602-542-4367

Website- <http://www.azed.gov/educator-certification/contact-certification/>

Janet Pentek, Exec Director- 602-542-4000

B. SUBMIT EXEMPTION REQUEST

EXEMPTION REQUEST

<http://www.azed.gov/career-technical-education/forms/#ExemptionForms>

An electronic Exemption Request may be submitted for the current school year, for items listed on the Exemption Request form that will not currently generate funding for the district program due to specific missing requirements.

- May be submitted any time during the school year, prior to the deadline date in June
- Will be approved or disapproved by the Program Specialist
- If granted, it's good for one year

To check status of Exemption Request, contact :

Julie Shumate 602-542-5044/j julie.shumate@azed.gov

EXEMPTION REQUEST <http://www.azed.gov/career-technical-education/>

The screenshot shows the homepage of the Arizona Department of Education's Career and Technical Education section. The browser address bar shows <http://www.azed.gov/career-technical-education/>. The page features a large banner for "CAREER & TECHNICAL EDUCATION" and a navigation menu with items like Home, Assessments, Counselors, ECAP, Grants, Professional Development, Programs & Standards, Student Organizations, and Contact Us. On the left, there is a "DEPARTMENT MENU" with various links, and a "FIND A SCHOOL" section with buttons for District, Charter, and Private Schools. A prominent "US Presidential Scholars Program" banner is visible in the center. A red circle highlights the "Forms" link in the "DEPARTMENT MENU".

The screenshot shows the "Forms" page on the Arizona Department of Education website. The browser address bar shows <http://www.azed.gov/career-technical-education/forms/#ExemptionForms>. The page features the Arizona Department of Education logo and a navigation menu with items like HOME, ALL PROGRAMS, STAFF DIRECTORY, CONTACT ADE, FAQ, SCHOOL REPORT CARDS, COMMON LOGON, and ADECONNECT. The main content area is titled "Forms" and lists several links, including "2015-2016 JTED Program and Course Information – New Program", "Annual Program Evaluation Tools", "Career and Placement Report Online System", and "Exemption Request Forms". A red circle highlights the "Exemption Request Forms" link. On the right, there is an "ANNOUNCEMENTS" section with a "US Presidential Scholars in CTE Program Nominations" announcement, including a "Due Date: 9/18/15" and a link for "Application / Information". A yellow "FAQ" button is visible at the bottom right.

FILLABLE



CTE Exemption Request FY 2015

Contact Person:	<input type="text"/>	Phone :	<input type="text"/>	Date :	<input type="text" value="7/8/2014"/> <small>mm/dd/yyyy</small>
School:	<input type="text" value="Please Select School..."/>	District:	<input type="text" value="Please Select School or CTDS..."/>	CTDS:	<input type="text" value="Please Select CTDS..."/>
Program Name:	<input type="text" value="Please Select Program..."/>	CIP:	<input type="text" value="Please Select CIP..."/>		
Has this program ever received a prior exemption? Yes in:		<input type="checkbox"/> FY05 <input type="checkbox"/> FY06 <input type="checkbox"/> FY07 <input type="checkbox"/> FY08 <input type="checkbox"/> FY09 <input type="checkbox"/> FY10 <input type="checkbox"/> FY11 <input type="checkbox"/> FY12 <input type="checkbox"/> FY13 <input type="checkbox"/> FY14			
Please identify, by checking the appropriate boxes, the exemption(s) requested for this program: (May check more than one)					
<input type="checkbox"/> Coherent Sequence	<input type="text"/>	Evidence to Consider		Data Source	
<input type="checkbox"/> Low Performance	<input type="text"/>	<input type="checkbox"/> Alignment Report		<input type="checkbox"/> 1S1 AIMS Reading <input type="checkbox"/> 1S2 AIMS Math <input type="checkbox"/> 2S1 Technical Skill Proficiency <input type="checkbox"/> 3S1 Diploma or GED <input type="checkbox"/> 4S1 Graduation <input type="checkbox"/> 5S1 Placement <input type="checkbox"/> 6S1 Nontraditional Participant <input type="checkbox"/> 6S2 Nontraditional Completion	
<input type="checkbox"/> Teacher Certification	<input type="text"/>	<input type="checkbox"/> Certificate Copy Please upload your teacher's certificate after submitting request.		(Teacher Name) <input type="text"/> (Teacher Cert Number) <input type="text" value="123456789"/>	
<input type="checkbox"/> Other	<input type="text"/>	<input type="checkbox"/> See Attached			

Please submit one request per program. Requests must be submitted by 7/21/2014.
Please contact Deb Payne at Deb.Payne@azed.gov or call 602-542-3034 if you have questions.

C. RECEIVE 2016 STATE FUNDING FOR 2017 ALLOCATION

The data submitted on the Enrollment Reports is used to generate the State Priority Grant funding

**FUNDING REQUIREMENTS
SHOULD BE IN PLACE**



=

**TO GENERATE FUNDING
FOR 11TH & 12TH GRADE
STUDENTS**



FOR HELP, ASSISTANCE, QUESTIONS, CONCERN....



Janet Silao 602-542-5485/ janet.silao@azed.gov

Tammie Chavez 602-542-3839/ tammie.chavez@azed.gov