**Participant-Concentrator Instructions**

2020 Participant-Concentrator records: ***NEW***

**Perkins V CTE Concentrator definition** is a student who has completed at least 2 courses in a single career and technical education program. Internship, cooperative education, and diversified cooperative education courses are not included in defining a CTE Concentrator.

CTE and ADE IT has done the following –

* **Rolled over** any ‘still enrolled E1’ students from 2019 Participant-Concentrators to 2020 Participant-Concentrators.
* **Updated** those 2020 Participant-Concentrators (2020 credit ‘box’) with any 2020 student credit earned in 2020 current year Enrollment.
* **Created** new 2020 Participant-Concentrator student records for those students who do not have rolled-over 2019 Participant-Concentrator records and adding any 2020 student credit earned in 2020 current year Enrollment.

Participant-Concentrator student records are rolled over from year-to-year until the student leaves high school.

* Current school year CTE Participant-Concentrator student records are open for online update only.
	+ Prior-year credits are available for update.
	+ Current-year credit is NOT open for update as these credits were created from 2020 Enrollment student records.
* The Participant-Concentrator format will allow a district to work on all the programs a student has earned credit in on one screen.
	+ Non-Trad programs will be identified.
	+ CTE Assessment information (passed/did not pass) will also be available for every program a student has earned credit in.
	+ Federal/State indicators are gone and no longer used. All qualifying student records will be counted in district Performance Measures.

Improve missing prior-year student credit earned in a program:

* Create Verification Report and print:
	+ Review Verification report for students with any missing prior-year credits.
	+ Before you enter any students/credits, mark students with any missing prior year credits – use in updating Participants-Concentrators student credit earned.

OR

* CSV Download:
	+ Pull all students per school into Excel
	+ Sort by seniors (12th grade)
	+ Work on seniors first as they will be leaving school
	+ Students leaving school are used in PM reports

**Modify:**

* Click on Modify to update the existing student record and add missing prior year student credit to any program listed.
* If the student’s program is not listed, click on Create New and add program information/credits earned, however if the student has no 2020 Enrollment record with credits earned, only the prior-year credits will be open for updates.
* CTE Assessments pulled into record annually when available (Fall/Spring CTE Assessments)
* **Save Changes** to save the record

 **Create New Record:**

* If the student is not in the summary list and has earned CTE credit, click on Create New Record.
* Select Program
* Enter SUID (Student Unique Identifier) and Birthdate and click Search
	+ Add CTE Program credit earned in current year/prior years
	+ Student demographics pulled from AzEDs into new record
	+ CTE Assessments pulled into record immediately when available (Fall/Spring CTE Assessments)
* **Save Changes** to save the record

 **Delete:**

* If the Participant-Concentrator student record is incorrect, click on Modify on the summary page and then Delete in the details page to delete the specific Participant-Concentrator student record. Districts will only be able to delete records and/or programs within records that were created manually. 2020 Participant-Concentrator student records created by 2020 student Enrollment credit cannot be deleted.

No 2020 Participant-Concentrator uploads - 2020 Participant-Concentrators were created by CTE. Districts can create or modify a Participant-Concentrator student record online.

Features also available in the CTE Data Portal Participant-Concentrator summary page:

* Search on last name/first name/SUID/program/grade-level
* Sort on any column ascending/descending by clicking on that column:
	+ Hover on a column title and the full description of the column will display
* Industry Credentials available for View in both Participants-Concentrators and Graduate Placement Surveys
* Prior-year Participant-Concentrators available for View
* CSV download – create an Excel download file of all Participants-Concentrators in the summary page. Save Excel file to your computer.
* Display 10/25/50/100/500/All students per page
* Use Previous/Next to page up or down
* Verification Report – see a printable copy of all student records – can also be PDF’d or saved to Excel.

After all updates are complete, please click on Verification report and review the report. You do not have to sign/send this report. The report may be PDF’d and saved to your computer or printed. The Verification report is a printable copy of your Participant-Concentrator student data. Totals by program are in the first page, followed by every student in every program. The Verification report is by school within your district.

**When all additions/changes are complete, click on the red Finalize Participant/Concentrator** **button.**