

Program:

## CTE Placement Survey

School Year:

<b>Student Information</b>	First Name	Last Name	<b>SUID/SAISID</b>  <i>SUID is the ADE-generated Student Unique Identification number, formerly known as SAISID number. Do not use the student's school ID number.</i>
	Street Address		
	City/Town, State, and Zip code		
	Phone Number (optional)	Email Address (optional)	

<b>Postsecondary Education</b>	Are you enrolled in postsecondary education?	Yes	No
	If yes, what is the name of your college/university? →		
	If yes, what level of education are you pursuing? →		
	If yes, does your program relate to the skills learned in the program listed above?	Yes	No

<b>Advanced Training</b>	Are you in an advanced training program?	Yes	No
	If yes, what is the name of your training provider? →		
	If yes, is your advanced training a registered apprenticeship?	Yes	No
	If yes, does your program relate to the skills learned in the program listed above?	Yes	No

<b>Military Service</b>	Are you in military service?	Yes	No
	If yes, what branch of the military?		
	If yes, please provide a brief description of your job duties		
	If yes, does your job relate to the skills learned in the program listed above?	Yes	No

<b>Public Service Programs</b>	Are you a volunteer in the Peace Corps?	Yes	No
	Are you a volunteer in a National Service Program?	Yes	No
	If yes, what is the name of your National Service Program?		

<b>Employment</b>	Are you employed?	Yes	No
	If yes, what is the name of your employer? →		
	If yes, is your employment in a registered apprenticeship?	Yes	No
	If yes, please provide the employer address below:		
	Employer Street Address		
	Employer City/Town, State, and Zip code		
	If yes, please provide a brief description of your job duties.		
	If yes, does your job relate to the skills learned in the program listed above?	Yes	No

<b>Religious Mission</b>	Are you returning from a religious mission?	Yes	No
	If yes, what year did you graduate high school?		

FOR OFFICE USE:

Data collection completed by	Date	Signature/Initials

## INSTRUCTIONS FOR SCHOOLS

For each section in the survey, please refer to the instructions below. Following these instructions closely will minimize data conversion or parsing errors when entering/uploading data into the CTE Data Portal. Data should be collected for CTE concentrators that have left secondary education. Record the activities of these concentrators in the second quarter after exiting secondary education. For example, if a student graduated in May, record the student's activities in the fourth quarter of the same year (i.e. October – December).

For each section, answer each question as they pertain to the individual. Each section may have special questions – refer to the instructions below.

### Student Information Section

- Each field is required EXCEPT for the student's phone number and email address.
- Student's SUID/SAISID should be the student's ADE-generated ID number.
- State should be abbreviated to the two-character abbreviation (i.e., "AZ" for Arizona).
- Zip code may be either the 4- or 9-digit code. The CTE Data Portal will not accept dashes if using the 9-digit code.

### Postsecondary Education Section

- If yes is selected for the question "Are you enrolled in postsecondary education?", provide the name of the community college or university in which the student is enrolled. If manually entering data into the CTE Data Portal, select a college name in the "Postsecondary school:" drop-down. If the name of the college in which the student is enrolled does not appear in that list, select "Other" and type the college name.
- The student must be actively enrolled in the institution (rather than simply accepted to the institution).
- If yes is selected for the question "Are you enrolled in postsecondary education?", provide the level of education that the student is pursuing. Check the template for codified values for the following options:
  - Non-degree seeking
  - Certificate, Credential or License
  - Associate Degree
  - Bachelor's Degree
  - Other
- When entering data into the CTE Data Portal, you will be prompted to provide a response if "Other" is selected for level of education.
- For the level of education, choose the most appropriate answer for the level of education that the student is pursuing or intends to pursue. Some colleges or universities may not enroll a student in a specific degree-track until general education courses are complete – select the level of education that the student intends to complete.
- For students that are enrolled in "general education" courses at a community college or university, select the level of education that the student intends to complete.

### Advanced Training Section

- Any postsecondary training program (including apprenticeships) may qualify as "advanced training" for the purposes of CTE placement. Apprenticeships may also be considered employment. Record the answer provided by the respondent.
- The placement for students enrolled in an academic track at a community college, college, or university should be recorded under the "Postsecondary Education" section.
- If yes is selected for the question "Are you in an advanced training program?", provide the name of the training provider.

### Military Service Section

- If yes is selected for the question "Are you in the military?", provide the military branch in which the student is serving. Check the template for codified values for the following options:
  - Air Force
  - Army
  - Navy
  - Coast Guard
  - Marine Corps
  - Air Force Reserve
  - Army Reserve
  - Coast Guard Reserve
  - Marine Corps Reserve
  - Navy Reserve
  - Air National Guard
  - Army National Guard
  - Other
- If yes is selected for the question "Are you in military service?", provide a brief (fewer than 300 characters) description of the student's military service duties.

- Military service may be active duty, serving in a reserve capacity, or serving in the National Guard. Respondents do not need to be deployed if active duty.
- If “Other” is selected, use the codified value in the template (check the instructions tab for the correct code value). You may enter a short description directly in the student’s placement survey in the CTE Data Portal. Alternatively, you may enter the data directly into the CTE Data Portal Placement Survey web page.

### **Public Service Program Section**

- There is no “related skills” question in this section. All public service program placements qualify as “related” for CTE funding.
- A “National Service Program” is a program that receives assistance through Title I of the National and Community Service Act of 1990. Some example programs include AmeriCorps, Learn and Serve America, or USA Freedom Corps. Any service program that receives assistance through that Act may qualify as a National Service Program for the purposes of CTE placement.

### **Employment Section**

- A person is considered employed if they receive compensation for the performance of a job.
- Registered apprenticeships may be considered employment if the student receives compensation. Record the answer provided by the respondent.
- For the purposes of CTE placement, students employed by the military in a military service position (non-civilian position), the placement should be recorded under the Military Service section. Civilian military jobs may be recorded under the Employment section as the student is not considered to be in military service.
- If yes is selected for the question “Are you in the employed?”, provide a brief (fewer than 300 characters) description of the student’s job duties.

### **Religious Mission Section**

- For students that participate in a religious mission after they leave secondary education, they may qualify for CTE placement when they return home from their mission. Upon request to the Arizona Department of Education – Career and Technical Education unit, individual student’s placement survey records may be transferred into the current fiscal year. Schools/Districts may then contact the student and record their placement. Student’s activities should still be recorded in the second quarter after having returned from their religious mission.
- If a student’s placement survey record is transferred into the current fiscal year and the student’s placement is recorded, select “yes” for the question “Are you returning from a religious mission?” and provide the year in which the student graduated high school/left secondary education (four-digit format).

### **CTE Data Portal Upload Template**

CTE Placement Survey data may be uploaded into the CTE Data Portal using a Microsoft Excel template. Each of the template’s columns are listed on the “Instructions” tab of the template workbook along with the required or maximum length (number of characters), the data type (N = Numerical, A = Alphanumeric) and any element-specific comments. If a field is restricted to certain responses (such as a Y or an N for yes or no, respectively), that is indicated in the “Comments” section. Some questions (educational level or military branch) have a unique code for each response.