




Career & Technical Education CTE Data Portal Secondary District User Guide

 CTE Data Portal

Home | Contacts | CAR III | CAR IV | Coherent Sequence | Enrollment | Participant/Concentrator | Placement Survey | Credentials | Upload | Exemption | Reports | Help | Admin

Welcome Kerwin, Donna | Log Off

Welcome to the CTE Data Portal!

Announcements

Performance Improvement Plans due by March 1, 2022

Performance Improvement Plans are due in **Grants Management/GME** no later than March 1, 2022 for any FY 2020-2021 performance measure not meeting 90% of the state determined level of performance. Please contact your Grants specialist for assistance with submitting your Performance Improvement Plans in GME.

Known Issue - Missing Placement Surveys

ADE-CTE has identified an issue with 2021 Placement Surveys in which select surveys are missing from the Placement Survey page. ADE IT is aware of the issue and is working on an fix.

2021 Placement Survey Now Open

The 2021 Placement Survey module is now open for online updates and uploads. Please see <https://www.azed.gov/cte/cte-placement> for templates and instructions. The Placement Survey is due by June 15, 2022.

2022 Enrollment Collection Now Open

The 2022 Enrollment (Fall) module is now open. CTE districts may begin to report student-level enrollment data. As a reminder, districts should report students enrolled in CTE courses on October 15, 2021 in their Fall term enrollment and students enrolled on February 15, 2022 in their Spring term enrollment.

All enrollment must be uploaded into the CTE Data Portal - please see www.azed.gov/cte/cte-enrollment for templates and instructions.

Credentials reporting will remain closed until further notice.

2022 Coherent Sequence Now Open

The 2022 Coherent Sequence module is now open for review/modifications. CTE Districts should review existing programs/courses and add, change, or delete programs/courses as necessary.

Donna Kerwin
CTE IT Specialist/Business Analyst
Career and Technical Education
High Academic Standards for Students
Arizona Department of Education



Learning that works for Arizona
CTE™

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CTE DATA PORTAL SECONDARY USER GUIDE

Summary Enrollment and Policy

Career and Technical Education (CTE) provides funding to participating school districts offering approved coursework for career and technical education areas such as agriculture, business, industrial trades, marketing, and consumer services. ADE approval for coursework is provided during an annual cycle of review and data submissions by the participating school districts. Both federal and state CTE funding awards are determined and administered by CTE staff. Funds are distributed and tracked via the ADE Grants Management system.


Approved Career and Technical Education Program: Program approval is based upon the combined performance measures results for all district programs with the same program CIP code.

For a CTE program to be approved it must have all the essential elements. Eligible recipients are required to sign a Statement of Assurances as part of the Perkins Grant Application process assuring that all essential elements are in place. CTE programs are eligible for federal and state funding when all essential elements are in place. The essential elements are listed below:

- Must be taught for one year
- Appears on the approved secondary CTE program list or is an approved Local Occupational Program
- Delivers the program coherent course sequence
- Have an appropriately CTE certified teacher teaching the program
- Addresses and aligns with the program's technical standards
- Is inclusive for all special populations as evidenced by recruitment efforts, availability of support services, and enrollment
- Involves industry in decision making through advisory committees and partnerships
- Ensures Professional Skills and work-based learning are embedded into the program
- Meets all Performance Measures, when appropriate
- Offers a Career Technical Student Organization appropriate to the program

It is a requirement of the Perkins V: Strengthening Career & Technical Education for the 21st Century Act, that all funding subrecipients be able to submit the required data. Failure to submit the required data could result in a negative impact on a districts Perkins allocation. Additionally, the data submitted to the CTE Data Portal is used to determine state funding for the CTE State Priority grant. The intent of this notification is to help avoid any disruption in the funding which supports district career and technical education programs.

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ARIZONA DEPARTMENT OF EDUCATION

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[About ADE](#)
[ADEConnect](#)

Select Language

Home / Career and Technical Education / Welcome to AZ Career and Technical Education

Welcome to AZ Career and Technical Education

Our Vision: Develop Arizona's competitive workforce through the power of Career and Technical Education.

Our Mission: Career and Technical Education will engage Arizona learners in relevant experiences leading to purposeful and economically viable careers.

Career and Technical Education is part of a well-rounded education and, as such, CTE programs are eligible to access Title IV funds.

Announcements

- NOTICE: New LEAs or Charters wishing to apply for the Federal Perkins grant must complete the [Intent to Become a Perkins V Eligible Entity form](#) - Process for First Time Perkins V (Strengthening Career and Technical Education for the 21st Century Act) Grant Applicants, and

[AZ CTE Home Page](#)

[CTE Programs and Standards](#)

[CTED - Career & Technical Education District](#)

[CTE Postsecondary](#)

[CTE Industry Credentials](#)

[CTE Technical Skills Assessments \(TSAs\)](#)

[CTE Grants](#)

CTE Vision: Develop Arizona's competitive workforce through the power of Career and Technical Education.

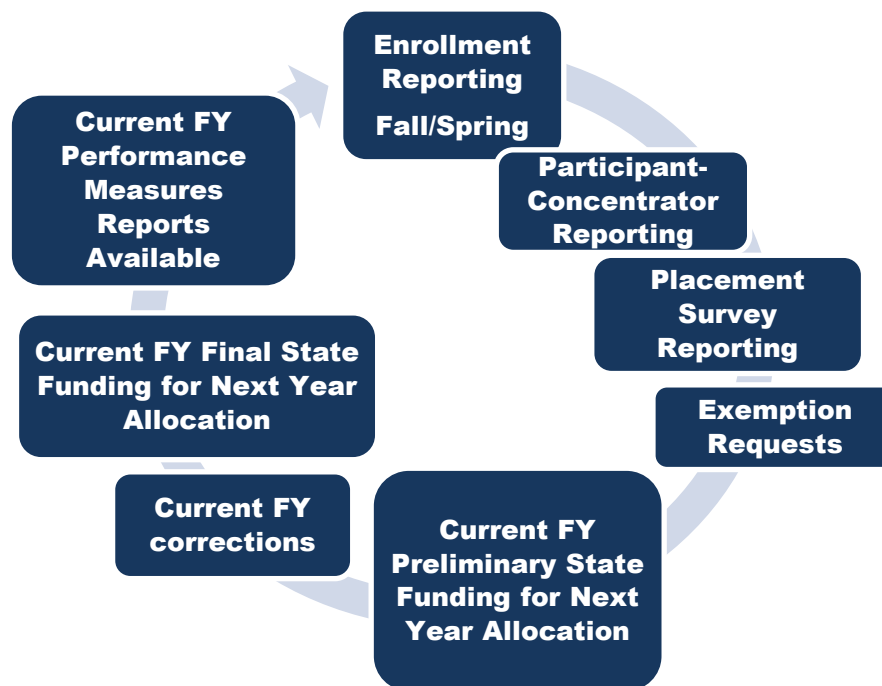
CTE Mission: Career and Technical Education will engage Arizona learners in relevant experiences leading to purposeful and economically viable careers.

CTE DATA PORTAL SECONDARY USER GUIDE

CTE State Priority Funding Cycle

CTE course enrollment drives annual CTE State Priority Funding. The CTE Data Portal is school-driven and accommodates both school data reporting and annual report production. Participating high schools report CTE course enrollment data annually to the Arizona Department of Education for any active/approved CTE program. All CTE course enrollment reported must have corresponding program-course information in the school's coherent sequence before it can be reported in the school's course enrollment. The CTE Data Portal will prevent any course enrollment added unless that program-course already exists in a school's coherent sequence. Course Enrollment reporting is followed annually by Participant-Concentrator and Placement Survey reporting. CTE Participating districts may enter data online in the CTE Data Portal and larger districts can upload files of data for reporting. CTE Participating Districts are required to submit a coherent sequence for each program offered, course enrollment, and placement survey data at each school for each active program on an annual basis. CTE Participants and CTE Concentrators are created from CTE Enrollment by ADE IT. Data submitted in Enrollment is used to generate the CTE State Priority Funding and the basis of the funding formula is the total student counts of Fall and Spring course enrollments of 9th, 10th, 11th, and 12th grade students. CTE Student enrollment data is used to calculate 75% of a district's CTE State Priority grant allocation. Enrollment data from any fiscal year is used to calculate the enrollment-based portion of the grant allocation for the next fiscal year's grant. CTE Related Placement Survey data is used to calculate 25% of a district's CTE State Priority grant allocation. The data in the online Participant-Concentrator and Placement Survey is used to calculate local results for the Arizona CTE Performance Measures reports, as well as used in CTE State Priority Funding. Data submitted must be reliable, accurate and timely. The annual CTE Timeline is available on the CTE website at: <https://www.azed.gov/cte/cte-data-portal-information>

Annual CTE State Priority Funding Cycle



CTE Vision: Develop Arizona's competitive workforce through the power of Career and Technical Education.

CTE Mission: Career and Technical Education will engage Arizona learners in relevant experiences leading to purposeful and economically viable careers.

CTE DATA PORTAL SECONDARY USER GUIDE

Summary Performance Measures

CTE participating Arizona schools report student performance measures annually to the Arizona Department of Education/Career and Technical Education for any active/approved CTE program. CTE Secondary Performance Measures data components include Participant-Concentrator and Placement Survey student data and student credits earned in CTE programs reported in the CTE Data Portal.

Perkins V CTE Concentrator definition: a student who has completed and passed at least 2 courses worth 1 credit each in a single career and technical education program. Internship, cooperative education, and diversified cooperative education courses are not included in defining a Perkins V CTE Concentrator.

Perkins V CTE Participant definition: a student who has completed and passed a single course worth 1 credit in a career and technical education program in the reporting year.

Perkins V CTE Placement Surveys now include students who meet the Perkins V CTE Concentrator definition and have exited school with specific leave codes, not just graduates. See the Placement Survey instructions for a complete list of the specific leave codes used.

The Arizona State Board of Education approved a state accountability system that measures CTE program performance using a series of performance measures. The Arizona accountability system must address federal and state data collection requirements and may change each year as new requirements are implemented. The Perkins Act emphasizes state and local accountability. The Perkins Act establishes comparable student definitions and measures for all CTE program and is based on expectations that student performance will improve each year. Expected levels of state performance must be reviewed annually by the Arizona Department of Education (ADE) and Local Education Agencies (LEAs) for each performance measure. Continuous improvement is expected in six core areas of emphasis, including:

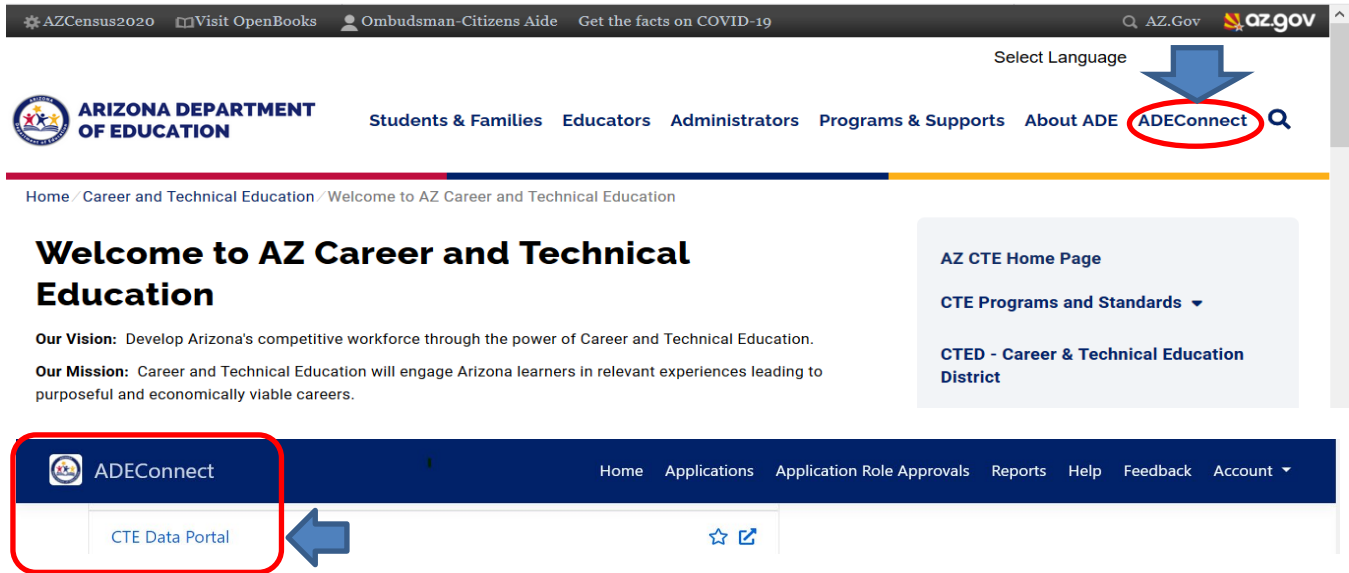
Final Agreed Upon Performance Levels (FAUPL)

Six Core Areas	Performance Measure	2019-20	2020-2021	2021-22	2022-23
Academic Standards Attainment	2S1 Academic-Reading	24.25%	24.50%	24.75%	25.00%
	2S2 Academic-Math	28.00%	28.25%	28.50%	28.75%
	2S3 Academic-Science	20.00%	20.25%	20.50%	20.75%
Technical Skill Attainment	5S4 Technical Skill Attainment	70.00%	70.25%	70.50%	70.75%
Industry Credentials	5S1 Industry Credentials	33.00%	33.25%	33.50%	33.75%
Graduation	1S1 Graduation	92.00%	92.25%	92.50%	92.75%
Placement	3S1 Placement	76.00%	76.25%	76.50%	76.75%
Nontraditional Students	4S1 Nontraditional	33.00%	33.25%	33.50%	33.75%

Note: *Beginning in FY2019, Academic Standards Attainment will utilize ADE State assessment data.

CTE DATA PORTAL SECONDARY USER GUIDE

ADEConnect



All CTE LEAs who want to participate in annual State Priority Funding and use the CTE Data Portal must do so through ADEConnect. The CTE Data Portal application is available in ADEConnect.

The CTE Data Portal application will be used by all schools that have Career and Technical Education (CTE) programs that prepare today's students to enter the 21st century workforce with the academic and vocational skills needed to compete successfully in a global job market. This application will be used to track LEA contacts, coherent sequence, enrollment, participant-concentrators, placement surveys, exemption requests, student credentials and all State Priority Funding, Performance Measures, and other Federal and State reports.

District Entity Administrator adds your 'role': CTE Data Portal access

What is an Entity Administrator (Entity Admin or EA)?

- Entity administrators are ultimately responsible for ensuring that their users can take advantage of the convenience and security ADEConnect offers.
- Entity Administrators permit users to access the ADE applications they need to do their work by appropriately assigning roles and permissions.
- Entity Administrators also maintain the security of LEA and ADE information by ensuring that users only have access to the applications and data they are authorized to see.

Find your District Entity Administrator and gain access to the CTE Data Portal via ADEConnect. To find your district entity administrator – search by Entity ID, CTDS, or Entity Name at this site: <https://adeconnect.azed.gov/FindEA>

Questions regarding **access to ADEConnect** should be directed to:

ADESupport

adesupport@azed.gov

602-542-2222 or 866-577-9636

6:00 AM – 6:00 PM Monday-Friday

Questions regarding **CTE Data Portal** should be directed to CTE staff:

Donna Kerwin

Donna.Kerwin@azed.gov

602-542-7881

Samuel Irvin

Samuel.Irvin@azed.gov

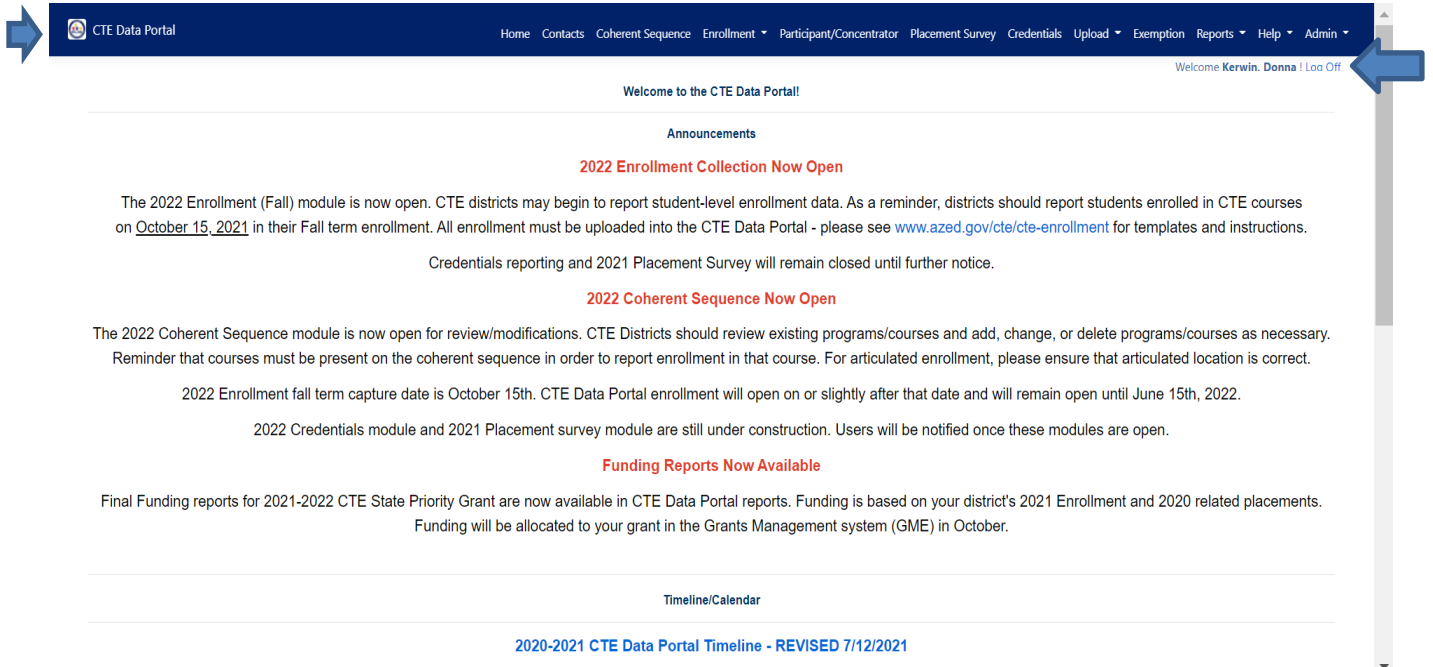
602-364-1946

CTE DATA PORTAL SECONDARY USER GUIDE

CTE Data Portal application

Login to the **CTE Data Portal** application through **ADEConnect** and the **Home** page appears.

To exit the CTE Data Portal, click on **Log Off** next to your district name in the upper right corner of the screen.



CTE Data Portal

Home Contacts Coherent Sequence Enrollment Participant/Concentrator Placement Survey Credentials Upload Exemption Reports Help Admin

Welcome Kerwin. Donna | Log Off

Welcome to the CTE Data Portal!

Announcements

2022 Enrollment Collection Now Open

The 2022 Enrollment (Fall) module is now open. CTE districts may begin to report student-level enrollment data. As a reminder, districts should report students enrolled in CTE courses on October 15, 2021 in their Fall term enrollment. All enrollment must be uploaded into the CTE Data Portal - please see www.azed.gov/cte/cte-enrollment for templates and instructions.

Credentials reporting and 2021 Placement Survey will remain closed until further notice.

2022 Coherent Sequence Now Open

The 2022 Coherent Sequence module is now open for review/modifications. CTE Districts should review existing programs/courses and add, change, or delete programs/courses as necessary. Reminder that courses must be present on the coherent sequence in order to report enrollment in that course. For articulated enrollment, please ensure that articulated location is correct.

2022 Enrollment fall term capture date is October 15th. CTE Data Portal enrollment will open on or slightly after that date and will remain open until June 15th, 2022.

2022 Credentials module and 2021 Placement survey module are still under construction. Users will be notified once these modules are open.

Funding Reports Now Available

Final Funding reports for 2021-2022 CTE State Priority Grant are now available in CTE Data Portal reports. Funding is based on your district's 2021 Enrollment and 2020 related placements. Funding will be allocated to your grant in the Grants Management system (GME) in October.

Timeline/Calendar

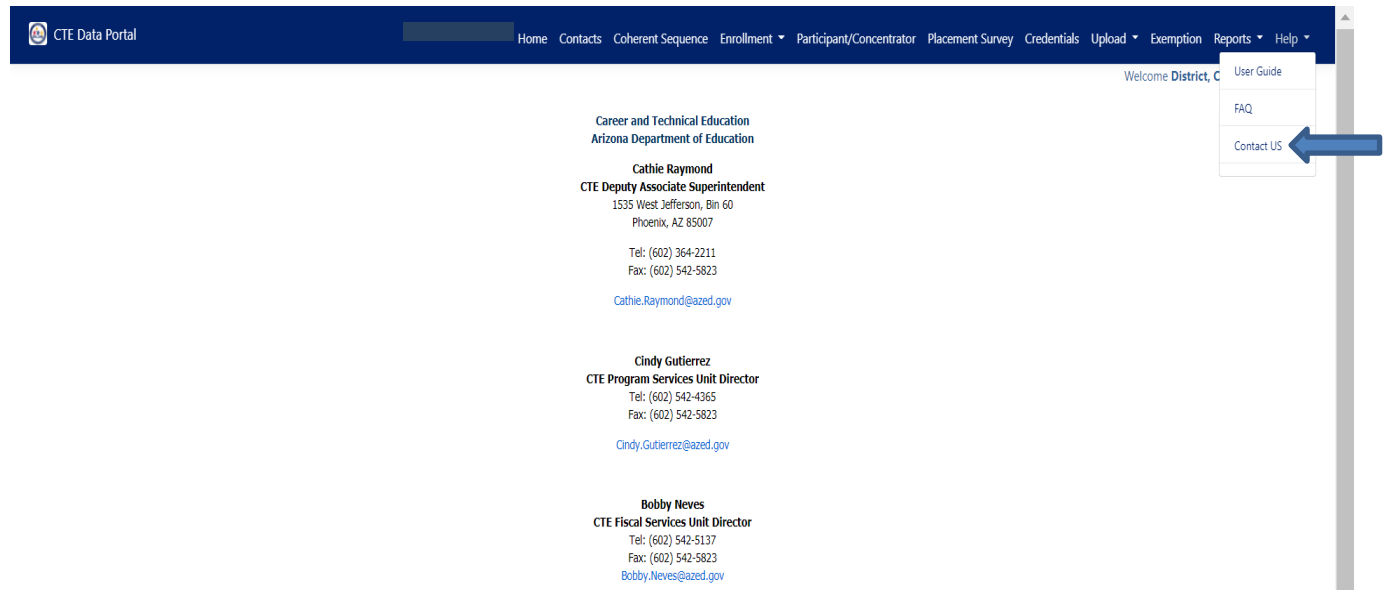
[2020-2021 CTE Data Portal Timeline - REVISED 7/12/2021](#)

The CTE Data Portal Homepage will contain important information about annual CTE Timelines and helpful hints and links. The link to find a teacher's Educator ID – OACIS website – is also on the CTE Data Portal Homepage. The deep blue area at the top of the screen includes each function available to districts in the CTE Data Portal. Click on a function at the top of the screen to go to that function. Instructions for each of the CTE Data Portal functions will appear on each webpage. The blue [Click Here For Instructions](#) link is available on each function's page and provides detailed instructions for entering CTE Data Portal data. Please review these instructions before entering any data.

CTE DATA PORTAL SECONDARY USER GUIDE

CTE Data Portal application

CTE Deputy Associate Superintendent and Director Contacts are available in **Help\Contact Us**



CTE Data Portal

Home Contacts Coherent Sequence Enrollment Participant/Concentrator Placement Survey Credentials Upload Exemption Reports Help

Welcome District, C

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Contact Us

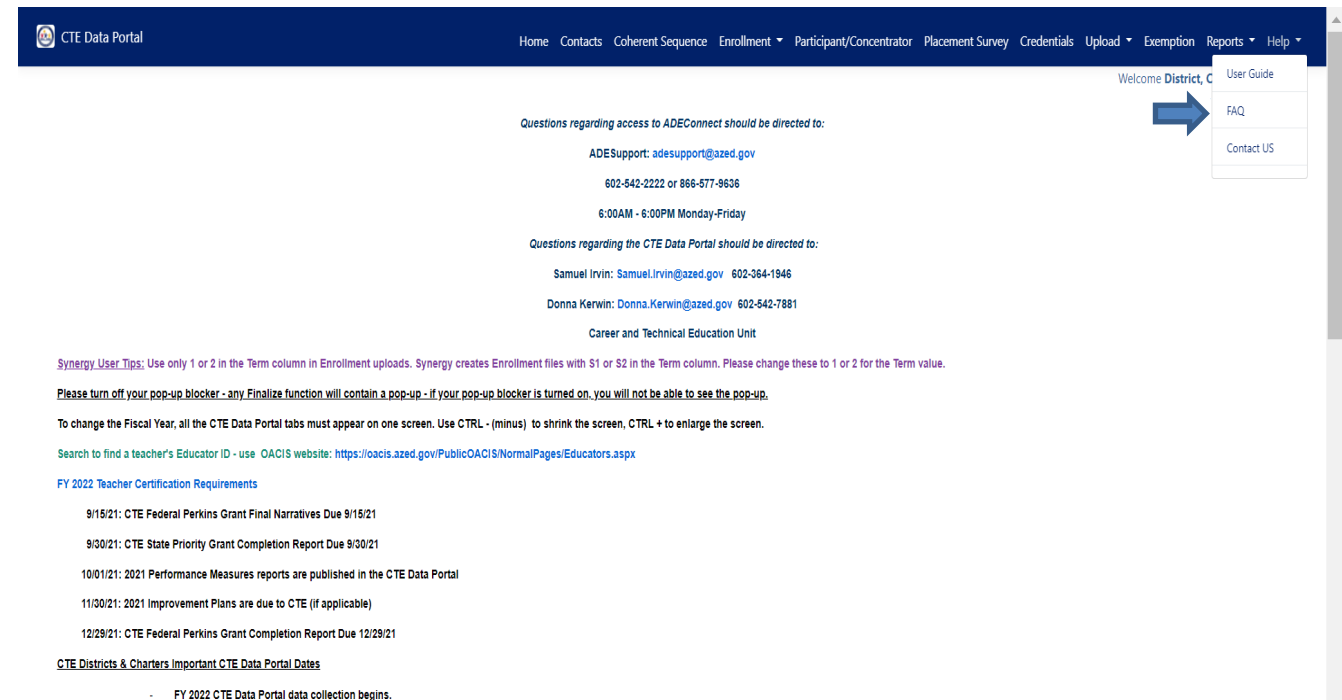
Career and Technical Education
Arizona Department of Education

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CTE FAQ and upcoming dates are available in **Help\FAQ**



CTE Data Portal

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Questions regarding the CTE Data Portal should be directed to:
Samuel Irvin: Samuel.Irvin@azed.gov 602-364-1946
Donna Kerwin: Donna.Kerwin@azed.gov 602-542-7881
Career and Technical Education Unit

Synergy User Tips: Use only 1 or 2 in the Term column in Enrollment uploads. Synergy creates Enrollment files with \$1 or \$2 in the Term column. Please change these to 1 or 2 for the Term value.

Please turn off your pop-up blocker - any Finalize function will contain a pop-up - if your pop-up blocker is turned on, you will not be able to see the pop-up.

To change the Fiscal Year, all the CTE Data Portal tabs must appear on one screen. Use CTRL - (minus) to shrink the screen, CTRL + to enlarge the screen.

Search to find a teacher's Educator ID - use OACIS website: <https://oacis.azed.gov/PublicOACIS/NormalPages/Educators.aspx>

FY 2022 Teacher Certification Requirements

9/15/21: CTE Federal Perkins Grant Final Narratives Due 9/15/21
9/30/21: CTE State Priority Grant Completion Report Due 9/30/21
10/01/21: 2021 Performance Measures reports are published in the CTE Data Portal
11/30/21: 2021 Improvement Plans are due to CTE (if applicable)
12/29/21: CTE Federal Perkins Grant Completion Report Due 12/29/21

CTE Districts & Charters Important CTE Data Portal Dates

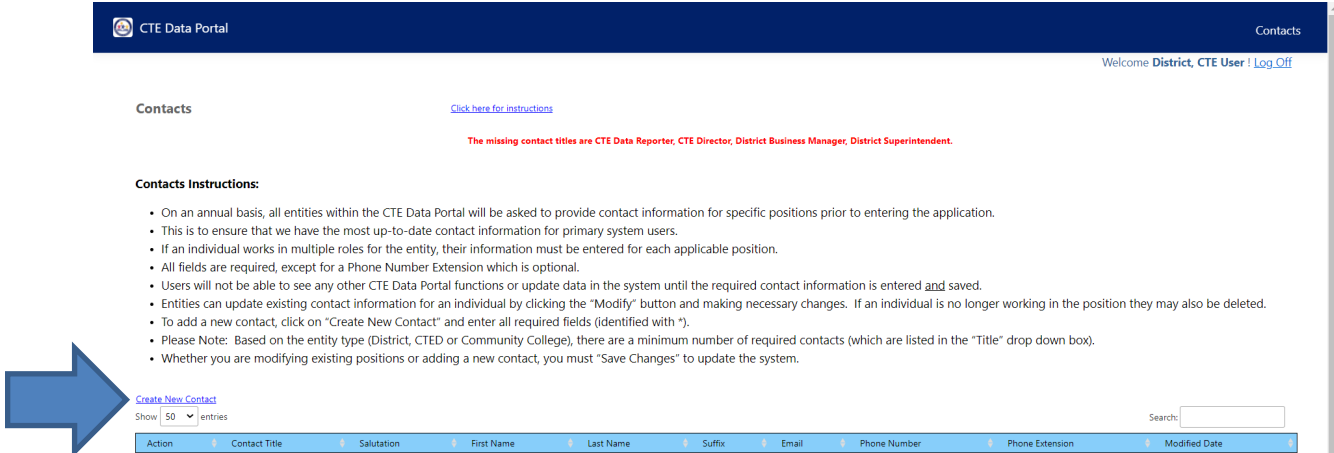
- FY 2022 CTE Data Portal data collection begins.

CTE DATA PORTAL SECONDARY USER GUIDE

Contacts instructions section:

On an annual basis, districts are asked to provide entity contact information for specific positions prior to entering the CTE Data Portal. This is to ensure that we have the most up-to-date contact information for primary system users. Please enter any missing contact information for each of the positions in the drop-down boxes. If an individual works in multiple roles, please enter their information for each position. All fields are required, except for a Phone Number Extension which is optional. Districts will not be able to see any other CTE Data Portal functions or update data in the CTE Data Portal until the required contact information is entered and saved.

To add contact information, click on [Create New Contact](#)



CTE Data Portal

Welcome District, CTE User ! [Log Off](#)

Contacts [Click here for instructions](#)

The missing contact titles are CTE Data Reporter, CTE Director, District Business Manager, District Superintendent.

Contacts Instructions:

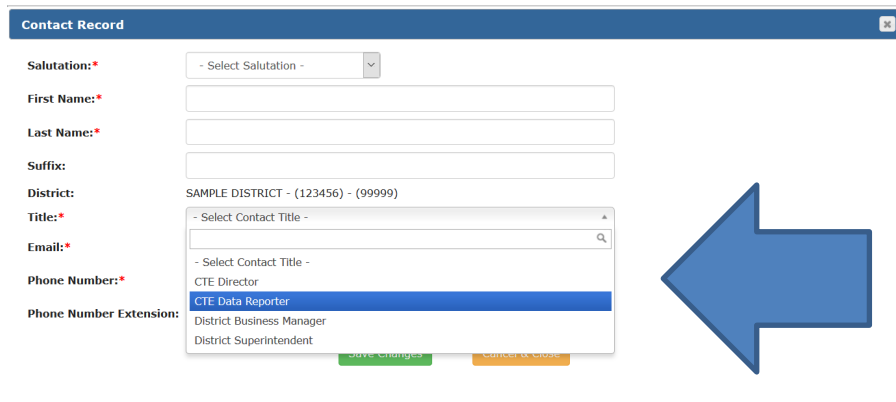
- On an annual basis, all entities within the CTE Data Portal will be asked to provide contact information for specific positions prior to entering the application.
- This is to ensure that we have the most up-to-date contact information for primary system users.
- If an individual works in multiple roles for the entity, their information must be entered for each applicable position.
- All fields are required, except for a Phone Number Extension which is optional.
- Users will not be able to see any other CTE Data Portal functions or update data in the system until the required contact information is entered and saved.
- Entities can update existing contact information for an individual by clicking the "Modify" button and making necessary changes. If an individual is no longer working in the position they may also be deleted.
- To add a new contact, click on "Create New Contact" and enter all required fields (identified with *).
- Please Note: Based on the entity type (District, CTED or Community College), there are a minimum number of required contacts (which are listed in the "Title" drop down box).
- Whether you are modifying existing positions or adding a new contact, you must "Save Changes" to update the system.

[Create New Contact](#)

Show 50 entries

Action	Contact Title	Salutation	First Name	Last Name	Suffix	Email	Phone Number	Phone Extension	Modified Date
--------	---------------	------------	------------	-----------	--------	-------	--------------	-----------------	---------------

Enter all required fields (identified with *). Please enter contact information for all district staff requested in the Title field, including CTE Director, CTE Data Reporter, District Business Manager, and District Superintendent. Enter contact information for each of the required contacts and click on the Save Changes button to save the information.



Contact Record

Salutation: * - Select Salutation -

First Name: *

Last Name: *

Suffix:

District: SAMPLE DISTRICT - (123456) - (99999)

Title: * - Select Contact Title -

Email: *

Phone Number: *

Phone Number Extension:

CTE Director

CTE Data Reporter

District Business Manager

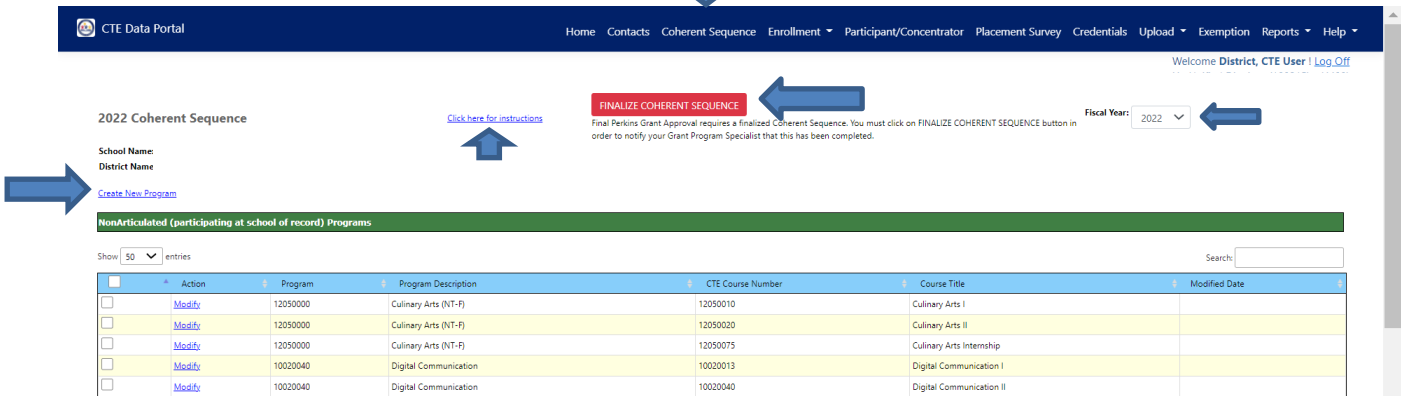
District Superintendent

Save Changes

Cancel Changes

CTE DATA PORTAL SECONDARY USER GUIDE

Coherent Sequence Reporting instructions section:



CTE Data Portal

Home Contacts Coherent Sequence Enrollment Participant/Concentrator Placement Survey Credentials Upload Exemption Reports Help

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2022 Coherent Sequence

School Name:
District Name:

[Click here for instructions](#)

FINALIZE COHERENT SEQUENCE

Fiscal Year: 2022

[Create New Program](#)

NonArticulated (participating at school of record) Programs

Show 50 entries

Action	Program	Program Description	CTE Course Number	Course Title	Modified Date
Modify	12050000	Culinary Arts (NT-F)	12050010	Culinary Arts I	
Modify	12050000	Culinary Arts (NT-F)	12050020	Culinary Arts II	
Modify	12050000	Culinary Arts (NT-F)	12050075	Culinary Arts Internship	
Modify	10020040	Digital Communication	10020013	Digital Communication I	
Modify	10020040	Digital Communication	10020040	Digital Communication II	

Click on the Coherent Sequence tab and then choose a fiscal year to see your district's Coherent Sequence for that fiscal year in the CTE Data Portal. For FY2022, the school's Coherent Sequence data will be 'rolled over' by each school's FY2021 Coherent Sequence as a courtesy to districts for ease of updates. FY2022 CTE Programs and Courses that are offered at your school district must be entered into the school's Coherent Sequence completely.

- Coherent sequence should include all courses that will be reported on Fall and Spring Enrollment.
- Coherent sequence should reflect the **complete program sequence** that will be offered at each site.
- Coherent sequence can be modified any time during the reporting year to identify changes in course offerings.

To complete your Federal Perkins Grant application:

- **Review** the Coherent Sequence of Courses listed below for your school. Courses may be added, modified, or deleted for a **program**. All required courses and additional courses will appear for a **program**. Required courses must be included in a program and cannot be deleted.
- **Follow** the same steps for Non-Articulated (on-campus) and Articulated (off-campus) courses:
 - **Create New Record**
 - **Modify**
 - **Submit to ADE->** **Finalize Coherent Sequence**

Final Perkins Grant Approval requires a finalized Coherent Sequence.

You must click on Finalize Coherent Sequence button to notify your Grant Program Specialist that this has been completed.

Course Enrollment for any course cannot be added unless that course already exists in the school's Coherent Sequence. CTE Data Portal software will prevent this.

- **Modified Date:** contains current date any time a record (course) is modified.
- **Inactive Programs:** Inactive section contains all inactive CTE programs at the school. Any CTE program without enrollment for two consecutive years is considered inactive and is automatically removed from a school's coherent sequence and the program and its courses are moved to the "Inactive" section. If schools resume offering the inactive program and courses, they must re-add the program and courses to their coherent sequence.

CTE DATA PORTAL SECONDARY USER GUIDE

Coherent Sequence Reporting instructions section continued:

CTE Data Portal

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Welcome District, CTE User | Log Off

2022 Coherent Sequence

School Name:
District Name:

[Click here for instructions](#)

FINALIZE COHERENT SEQUENCE

Fiscal Year: 2022

[Create New Program](#)

NonArticulated (participating at school of record) Programs

Show 50 entries

Action	Program	Program Description	CTE Course Number	Course Title	Modified Date
Modify	12050000	Culinary Arts (NT-F)	12050010	Culinary Arts I	
Modify	12050000	Culinary Arts (NT-F)	12050020	Culinary Arts II	
Modify	12050000	Culinary Arts (NT-F)	12050075	Culinary Arts Internship	
Modify	10020040	Digital Communication	10020013	Digital Communication I	
Modify	10020040	Digital Communication	10020040	Digital Communication II	

Create New Program: To add a new program and courses:

- Click on [Create New Program](#).
- Select the program name.
 - The program and all its required courses and additional courses appear.
 - The required courses must be selected and completed.
 - Complete the required courses first, then add any additional courses included in this program.
 - Click on [Modify](#) to select a required course and it will appear in the Select Course Name box.
 - For an off campus Articulated Course, please also select the Articulated School Name.
 - Click on [Update](#) to save the course in this online box. The red lines will go away after a successful Update.
 - All required courses for a program must be entered; the record will not be saved without required courses. Additional courses may also be entered and saved. Click on [Add](#) to add any additional courses.
 - After all courses are entered, click on [Save All Changes](#) to save all the courses in the new program.

Required Courses:

CTE Course Name	Articulated Course Provided By (participating at other than the school of record)	Action
- Select Course Name -	- Select Articulated School Name -	
46040011 : Construction Technologies I	West-MEC - Northeast Campus (CTDS: 07-08-02-283)	Modify
46040020 : Construction Technologies II	West-MEC - Northeast Campus (CTDS: 07-08-02-283)	Modify

Additional Courses:

CTE Course Name	Articulated Course Provided By (participating at other than the school of record)	Action
- Select Course Name -	- Select Articulated School Name -	Add
46040011 : Construction Technologies I	West-MEC - Southwest Campus (CTDS: 07-08-02-350)	Modify Delete
46040011 : Construction Technologies I		Modify Delete
46040020 : Construction Technologies II	West-MEC - Southwest Campus (CTDS: 07-08-02-350)	Modify Delete
46040020 : Construction Technologies II		Modify Delete
46040075 : Construction Technologies Internship		Modify Delete

[Save All Changes](#)

[Delete Entire Program](#)

[Cancel & Close](#)

CTE DATA PORTAL SECONDARY USER GUIDE

Coherent Sequence Reporting instructions section continued:

CTE Data Portal

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Welcome District, CTE User | Log Off

2022 Coherent Sequence

[Click here for instructions](#)

FINALIZE COHERENT SEQUENCE

Fiscal Year: 2022

School Name:
District Name:

[Create New Program](#)

NonArticulated (participating at school of record) Programs

Show 50 entries

	Action	Program	Program Description	CTE Course Number	Course Title	Modified Date
<input type="checkbox"/>	Modify	12050000	Culinary Arts (NT-F)	12050010	Culinary Arts I	
<input type="checkbox"/>	Modify	12050000	Culinary Arts (NT-F)	12050020	Culinary Arts II	
<input type="checkbox"/>	Modify	12050000	Culinary Arts (NT-F)	12050075	Culinary Arts Internship	
<input type="checkbox"/>	Modify	10020040	Digital Communication	10020013	Digital Communication I	
<input type="checkbox"/>	Modify	10020040	Digital Communication	10020040	Digital Communication II	

Modify:

- To **edit** a program's coherent sequence click on [Modify](#) next to the appropriate program/course number.
- The **program** and all its required courses and additional courses appear.
 - Click on [Modify](#) to select a required course and it will appear in the Select Course Name box.
 - For an off campus Articulated Course, please also select the Articulated School Name.
 - Click on [Update](#) to save the course in this online box. The red lines will go away after a successful Update.
 - All required courses for a program must be entered; the record will not be saved without required courses. Additional courses may also be entered and saved. Click on [Add](#) to add any additional courses.
 - To delete a course, click on [Delete](#). A pop-up box will appear: Do you want to delete the record? Click OK to delete the course. To Delete the entire program, click on the red box Delete Entire Program.
 - After all courses are entered, click on [Save All Changes](#) to save all the courses in the program.

Required Courses:

CTE Course Name	Articulated Course Provided By (participating at other than the school of record)	Action
- Select Course Name -	- Select Articulated School Name -	
46040011 : Construction Technologies I	West-MEC - Northeast Campus (CTDS: 07-08-02-283)	Modify
46040020 : Construction Technologies II	West-MEC - Northeast Campus (CTDS: 07-08-02-283)	Modify

Additional Courses:

CTE Course Name	Articulated Course Provided By (participating at other than the school of record)	Action
- Select Course Name -	- Select Articulated School Name -	Add
46040011 : Construction Technologies I	West-MEC - Southwest Campus (CTDS: 07-08-02-350)	Modify Delete
46040011 : Construction Technologies I		Modify Delete
46040020 : Construction Technologies II	West-MEC - Southwest Campus (CTDS: 07-08-02-350)	Modify Delete
46040020 : Construction Technologies II		Modify Delete
46040075 : Construction Technologies Internship		Modify Delete

[Save All Changes](#) [Delete Entire Program](#) [Cancel & Close](#)

CTE DATA PORTAL SECONDARY USER GUIDE

Coherent Sequence Reporting instructions section continued:

CTE Data Portal

Home Contacts Coherent Sequence Enrollment Participant/Concentrator Placement Survey Credentials Upload Exemption Reports Help

Welcome District, CTE User | Log Off

2022 Coherent Sequence

[Click here for instructions](#)

FINALIZE COHERENT SEQUENCE

Final Perkins Grant Approval requires a finalized Coherent Sequence. You must click on FINALIZE COHERENT SEQUENCE button in order to notify your Grant Program Specialist that this has been completed.

Fiscal Year: 2022

School Name: District Name:

[Create New Program](#)

NonArticulated (participating at school of record) Programs

School Name: **Copy Selected Records**

Show 50 entries

	Action	Program	Program Description	CTE Course Number	Course Title	Modified Date
<input checked="" type="checkbox"/>	Modify	12050000	Culinary Arts (NT-F)	12050010	Culinary Arts I	
<input checked="" type="checkbox"/>	Modify	12050000	Culinary Arts (NT-F)	12050020	Culinary Arts II	
<input checked="" type="checkbox"/>	Modify	12050000	Culinary Arts (NT-F)	12050075	Culinary Arts Internship	
<input type="checkbox"/>	Modify	10020040	Digital Communication	10020013	Digital Communication I	
<input type="checkbox"/>	Modify	10020040	Digital Communication	10020040	Digital Communication II	
<input type="checkbox"/>	Modify	10020050	Digital Photography (NT-F)	10020014	Digital Photography I	
<input type="checkbox"/>	Modify	10020050	Digital Photography (NT-F)	10020050	Digital Photography II	

- Use the checkbox next to [Modify](#) to copy the existing Coherent Sequence record to another school in your district. Check the box on those records you want to copy to another school, choose the school from the drop-down box, and click on **Copy Selected Records** button.

Comments: Scroll to bottom of page

Save Comments

Comments: Enter any necessary comments for your district's CTE Grant Specialist in the Comments section (below the Inactive Programs) and click on:

Save Comments

Final Perkins Grant Approval requires a finalized Coherent Sequence.

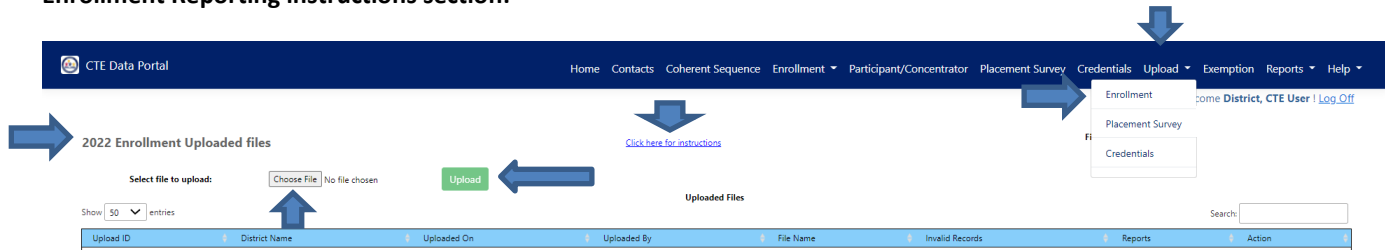
You must click on the red Finalize Coherent Sequence button at the top of the page to notify your Grant Program Specialist that this has been completed. When you click on the red Finalize Coherent Sequence button, it will turn green and the message: 'Coherent Sequence has been finalized' will appear. Any changes to the Coherent Sequence will require re-finalization.

Finalize Coherent Sequence

The Coherent Sequence Information Report is available in the Reports tab. Click on Reports tab, choose a FY, and then select your district. The report can be run for all schools in the district or one school in the district.

CTE DATA PORTAL SECONDARY USER GUIDE

Enrollment Reporting instructions section:



Enrollment data at the student/course level must be uploaded into the CTE Data Portal via an Excel file upload. There are several templates available for specific situations noted in the instructions below.

Templates are available on the Arizona Department of Education – Career and Technical Education website under CTE Accountability/Enrollment and in the CTE Data Portal>Enrollment [Click here for instructions](#). Templates available include:

- Non-articulated courses
- Articulated courses
- Courses articulated to a postsecondary institution

Upload file templates

Please be sure to use the correct upload template when adding records to Enrollment. The available templates are:

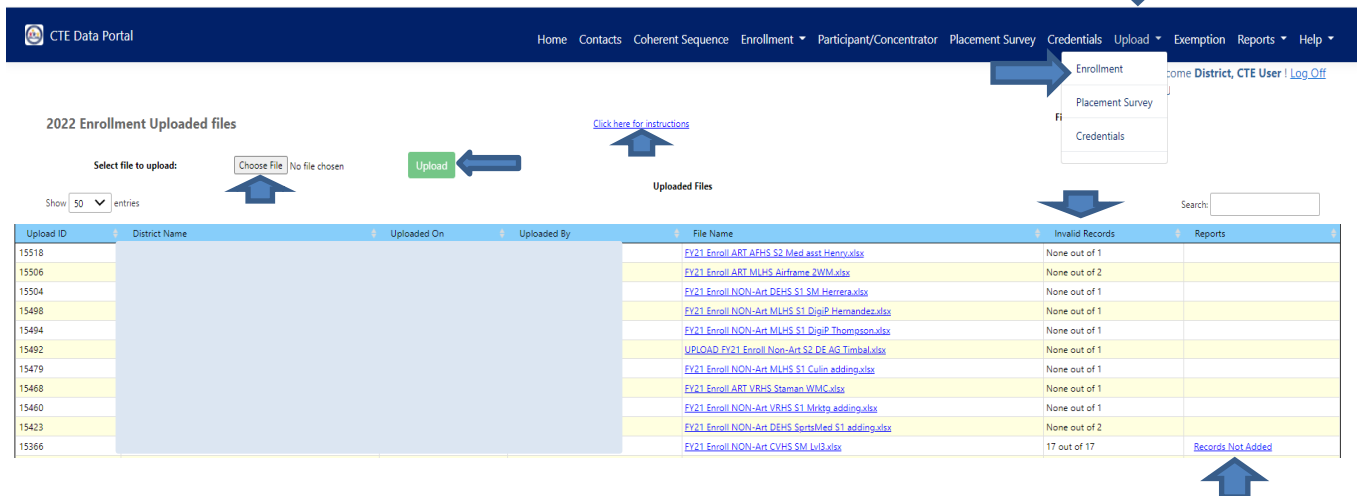
- Non-articulated courses – use this file template to add records to your own school’s enrollment.
- Articulated courses – use this file template to add records to articulated locations, *except those that articulate to postsecondary institutions or CTED at postsecondary institutions.*
 - If a course is articulated to a CTED site, please use this template. Please contact the CTED for the educator ID. This is a required field.
- Articulated to postsecondary institutions or CTED at postsecondary institution.
 - Educator ID information is not required for courses that articulate to postsecondary institutions. However, teacher’s name and email are required fields. A list of postsecondary and CTED at postsecondary institutions used in this template is available on the CTE website along with the enrollment templates.

Each enrollment upload template includes instructions on the second worksheet/tab. These instructions include the allowable data types (numbers, letters, etc.) and the allowable length of the data (9 digits, 1 letter, etc.) for the respective upload file. Please refer to these instructions when creating your bulk upload files. After you download the template from the CTE website, be sure to save the file to your computer with an easy-to-remember name. There is no required file name syntax and you can name the file whatever you’d like.

- Upload the Enrollment file using the CTE Data Portal > Upload > Enrollment menu tab. If there are any errors, review the “Records Not Added” report to the right of the uploaded file and correct those errors.
 - In the CTE Data Portal, hover over the menu tab item “Upload” and click on “Enrollment”.
 - Click on “Choose File” to choose a saved Enrollment upload file from your computer.
 - Once you’ve selected a file, click on the green “Upload” button. You will be prompted to confirm processing the upload. Click on “Yes” to process the file.
 - Please do not refresh or close your browser window until the file has completed processing.
 - Verify that the course has been added successfully to the CTE Data Portal Enrollment.

CTE DATA PORTAL SECONDARY USER GUIDE

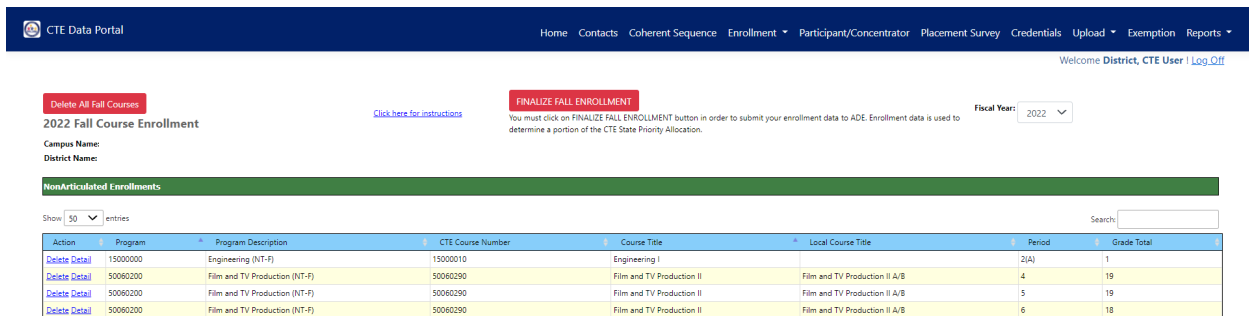
Enrollment Reporting instructions section continued:



Any errors will be in the “Records Not Added” report after the file has been processed. The “Records Not Added” report will appear to the right of the upload file if there are any invalid records.

The CTE Data Portal will verify uploaded files for students against AzEDS. If a student is uploaded on a file and is not found in AzEDS, you will receive an error message stating that that the student’s SUID is not currently enrolled at the provided CTDS (School).

After Enrollment records are successfully uploaded, they will appear in either Fall Enrollment or Spring Enrollment. Schools can view the student/teacher/course detail of each course – click on Details. If a course has been uploaded but it is incorrect, that course can be deleted – click on Delete.



Deleting enrollment records

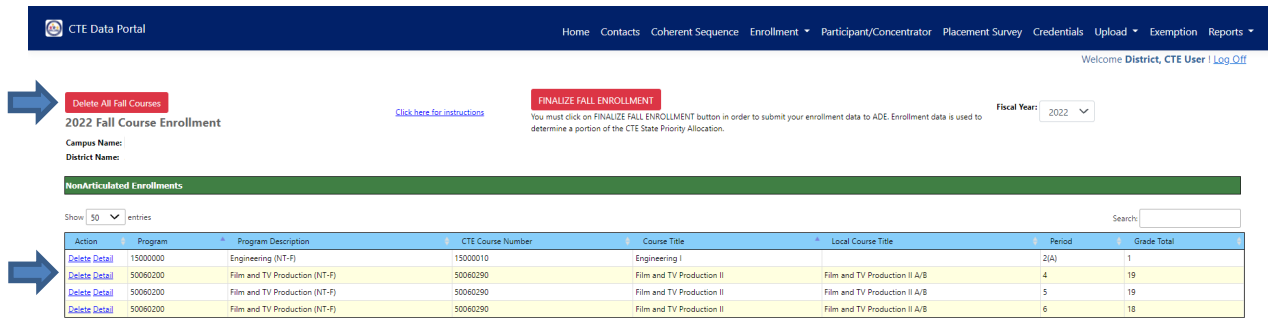
Enrollment records that were uploaded in error can be deleted. Please note that deleting an entire course enrollment record will also delete each student’s enrollment record in that course. When a student enrollment record is deleted, any linked credentials will also be deleted. If any credentials are deleted, you will need to re-upload those records as well.

To delete entire course enrollment records:

- Select “Delete” in the actions column for the course you’d like to delete. **Please note that deleting any student enrollment records will also delete any linked credentials.**
- Click “OK” in the confirmation message pop-up box to delete the selected course enrollment.

CTE DATA PORTAL SECONDARY USER GUIDE

Enrollment Reporting instructions section continued:



CTE Data Portal

Home Contacts Coherent Sequence Enrollment Participant/Concentrator Placement Survey Credentials Upload Exemption Reports

Welcome District, CTE User | [Log Out](#)

Delete All Fall Courses [Click here for instructions](#) **FINALIZE FALL ENROLLMENT**

You must click on FINALIZE FALL ENROLLMENT button in order to submit your enrollment data to ADE. Enrollment data is used to determine a portion of the CTE State Priority Allocation.

Fiscal Year: 2022

Campus Name:
District Name:

NonArticulated Enrollments

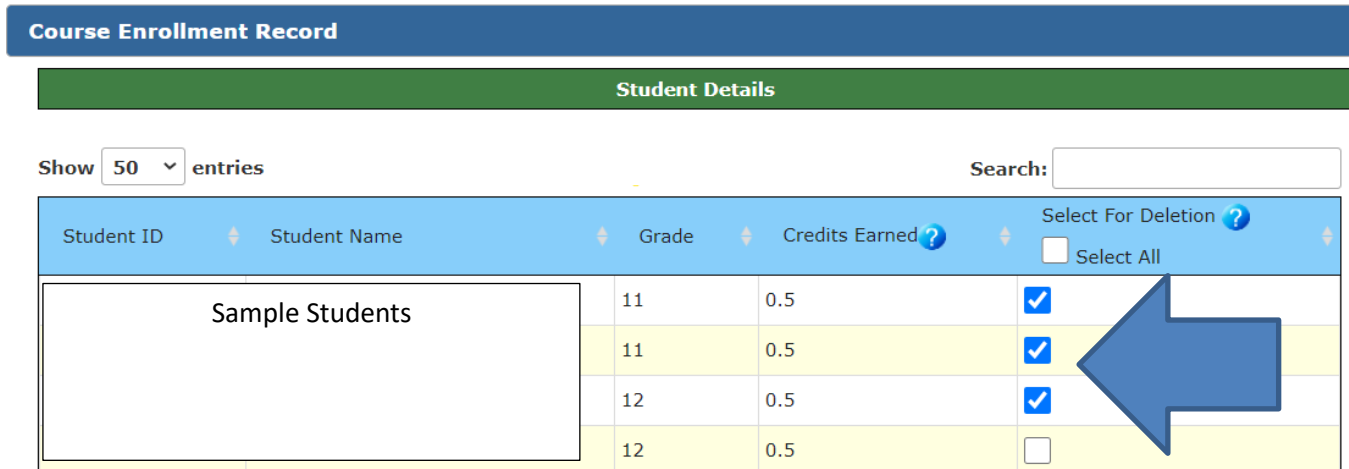
Show 50 entries

Action	Program	Program Description	CTE Course Number	Course Title	Local Course Title	Period	Grade Total
Delete Detail	15000000	Engineering (NT-F)	15000010	Engineering I		2(A)	1
Delete Detail	50060200	Film and TV Production (NT-F)	50060290	Film and TV Production II	Film and TV Production II A/B	4	19
Delete Detail	50060200	Film and TV Production (NT-F)	50060290	Film and TV Production II	Film and TV Production II A/B	5	19
Delete Detail	50060200	Film and TV Production (NT-F)	50060290	Film and TV Production II	Film and TV Production II A/B	6	18

To delete all enrollment records for a term (Fall term or Spring term)

- Ensure you are on the desired term Enrollment tab.
- Click on “Delete ALL – Fall” or “Delete ALL- Spring” red button to delete all enrollment records in the selected term.
Please note that deleting any student enrollment records will also delete any linked credentials.
- Click “OK” in the confirmation message pop-up box to delete all enrollment records in the selected term.

To delete individual student records:



Course Enrollment Record

Student Details

Show 50 entries Search:

Student ID	Student Name	Grade	Credits Earned	Select For Deletion
Sample Students		11	0.5	<input checked="" type="checkbox"/>
		11	0.5	<input checked="" type="checkbox"/>
		12	0.5	<input checked="" type="checkbox"/>
		12	0.5	<input type="checkbox"/>

- Click on “Detail” in the Actions column for the course you’d like to modify (the course that contains the student record you’d like to delete)
- Find the student or students you’d like to delete and select the checkbox to the right of their name in the column “select for deletion”.
- Select “Save Changes” to close the course enrollment detail page and delete the selected student enrollment records. **Please note that deleting a student’s enrollment record will also delete any linked credentials.**
- Click “OK” in the confirmation message pop-up box to delete the selected enrollment records.

Once incorrect records have been deleted/removed, you can upload corrected records using the Upload tab.

CTE DATA PORTAL SECONDARY USER GUIDE

Enrollment Reporting instructions section continued:

Locally Discontinued Programs – Justification for Standalone Courses

If a program has been discontinued by your location, but a standalone DCE/COOP/Internship course will still be offered, you will need to justify the course. A [Justify](#) link will appear for the standalone course. Click on the [Justify](#) link and then the “Yes” button to confirm that this is a standalone course because the program is being discontinued at your location.

Finalizing enrollment data

You must click on the “Finalize Enrollment” button at the top of the page to submit your school’s enrollment data to CTE and to notify CTE that this has been completed. You must click Finalize on both the Fall term and Spring term enrollment tabs. The “Finalize Enrollment” button may be disabled for one or more of the following reasons (and an error message displayed):

1. There is no data to finalize.
2. Justification is not provided for Locally Discontinued program which have a Diversified Cooperative Education (DCE)/Cooperative Education (Co-op)/Internship standalone course.

After all errors are cleared and the “Finalize Enrollment” button is clicked, it will turn green and you will see a confirmation message.

Features also available in the CTE Data Portal Enrollment summary page:

- Use Previous/Next to page up or down.
- **Search:** for a program or course.
- Sort on any field ascending/descending by clicking on that field.
- **You must click on Finalize Fall Day Enrollment or Finalize Spring Day Enrollment button at the top of the page to complete your Fall Day/Spring Day Enrollment.**

Finalize Fall Enrollment

Finalize Spring Enrollment

You can create Verification Reports for your school when enrollment is complete to review data in a report:

- Click on **Reports** tab
- Reports may be PDF’d and saved to your computer or printed
 - Choose current FY for Enrollment
 - Records Not Added (VOCI11-2 report) may be empty if no errors
 - Enrollment Summary (VOCI 21-1 report) all valid records added currently for current fiscal year
 - Click on Generate Report

*For more information on CTE Data Portal Reports, see **Reports Instructions** section in this user guide.*

CTE DATA PORTAL SECONDARY USER GUIDE

Enrollment Reporting instructions section continued:

Frequently Asked Questions

Q. Do new student enrollment records get added/appended to existing courses or will it overwrite existing data?

A. *If course information on a file upload matches exactly a course that already exists in the CTE Data Portal, the student's information will get added to that existing course. If course information does not match exactly, a new course will be created that contains that student's information. Please be sure to verify the accuracy of course information when processing a file upload. The file upload process will not overwrite existing data.*

Q. Why am I getting errors when trying to upload a file?

A. *If any records are not successfully added to the Enrollment tab of the CTE Data Portal, please review the "Records Not Added" error report on the Upload > Enrollment tab in the portal. This report will show individual records not added and include an explanation. Correct these errors and upload the file again.*

Q. I was waiting to make updates to my Enrollment records so that I could make changes to my Coherent Sequence. Can I still do that?

A. *Yes, if updates to your Coherent Sequence were dependent on updating your enrollment records first, you will now be able to make those changes. You will first need to make updates to your enrollment records, then make changes to your Coherent Sequence. Please be sure to complete your enrollment records!*

CTE DATA PORTAL SECONDARY USER GUIDE

Participant-Concentrator Reporting instructions section:



Click on the Participant-Concentrator tab to see your district's Participants-Concentrators summary page in the CTE Data Portal (the default fiscal year is the current year). Every year the prior-year Participant-Concentrator student data with students still enrolled in school are loaded into the next-year Participant-Concentrator data BUT ONLY AT THE SCHOOL WHERE THE STUDENT LAST EARNED CREDIT IN THE PROGRAM. CTE IT will update those Participant-Concentrator student records with any current-year student credit from current-year Enrollment records. Students with CTE credit are rolled over from year-to-year until they leave school BUT ONLY AT THE SCHOOL WHERE THE STUDENT LAST EARNED CREDIT IN THE PROGRAM. New Participant-Concentrator records are created from current-year Enrollment.

No 2022 Participant-Concentrator uploads - 2022 Participant-Concentrators are created by CTE IT. Districts can create or modify a Participant-Concentrator student record online with prior-year credits only.

Perkins V CTE Concentrator definition: a student who has completed and passed at least 2 courses worth 1 credit each in a single career and technical education program. Internship, cooperative education, and diversified cooperative education courses are not included in defining a Perkins V CTE Concentrator.

Perkins V CTE Participant definition: a student who has completed and passed a single course worth 1 credit in a career and technical education program in the reporting year.

CTE and ADE IT has done the following –

- **Rolled over** any 'still enrolled E1' students from 2021 Participant-Concentrators to 2022 Participant-Concentrators BUT ONLY AT THE SCHOOL WHERE THE STUDENT LAST EARNED CREDIT IN THE PROGRAM.
- **Updated** those 2022 Participant-Concentrators (2022 credit 'box') with any 2022 student credit earned in 2022 current year Enrollment.
- **Created** new 2022 Participant-Concentrator student records for those students who do not have rolled-over 2022 Participant-Concentrator records and adding any 2022 student credit earned in 2022 current year Enrollment.
- Current school year CTE Participant-Concentrator student records are open for online update only.
 - Prior-year credits are available for update – only 2019 and 2018 credits. 2021 and 2020 credits were created from 2021 Enrollment and 2020 Enrollment and are not available for update.
 - Current-year credit is NOT open for update as these credits were created from 2022 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 and school Performance Measures reports, but these will be deduplicated depending on the Performance Measure report. Students are deduplicated when calculating these measures but can be counted in more than one program. This means that if a student concentrates in more than one program at a single school, they would be included in the calculation for each program in which they are a concentrator but would only be counted once in the calculation for their school, their District, or the State.

CTE DATA PORTAL SECONDARY USER GUIDE

Participant-Concentrator Reporting instructions section continued:

CTE Data Portal

Home Contacts Coherent Sequence Enrollment Participant/Concentrator Placement Survey Credentials Upload Exemption Reports Help

Welcome District, CTE User | Log Off

2022 Participant Concentrator

School Name: District Name:

Create New Record Show 50 entries

Click here for instructions

FINALIZE PARTICIPANT/CONCENTRATOR

The finalize button is disabled for one or more of the reasons stated below:
1. There is an error in participant concentrator tab of error report.
2. There is no data to save.

Fiscal Year: 2022

CSV Download

Search:

Action	SAIS ID	Student Name	Grade	Program Number	Program Description	LC	L-C-P	Current Year Enrolled	New CTE	Assessment	Special Pops	C/U	P	C	Modified Date
Modify			12	52180020	Marketing	G	5/20/2021	YES	YES		YES	1	P		
Modify			12	52180020	Marketing	G	5/20/2021	YES	YES		YES	1	P		
Modify			12	46040020	Construction Technologies (NT-F)	G	5/20/2021	YES	YES		NO	1	P		
Modify			12	10020030	Graphic Design	G	5/20/2021	YES	YES		NO	1	P		
Modify			12	10020030	Graphic Design	G	5/20/2021	YES	YES		YES	1	P		
Modify			12	10020090	Film and TV Production (NT-F)	G	5/20/2021	YES	YES		YES	1	P		
Modify			12	15120040	Software and App Design	G	5/20/2021	YES	YES		NO	1	P		
Modify			12	46040020	Construction Technologies (NT-F)	G	5/20/2021	YES	YES		YES	1	P		
Modify			11	52180020	Marketing	E1	5/20/2021	YES	NO	Not Passed	YES	3	P	C	
Modify			11	13121000	Early Childhood Education (NT-M)	E1	5/20/2021	YES	YES		YES	1	P		
Modify			11	52180020	Marketing	E1	5/20/2021	YES	YES		YES	0.5			
Modify			11	12050000	Culinary Arts (NT-F)	E1	5/20/2021	NO	NO		NO	1			
Modify			12	46040020	Construction Technologies (NT-F)	G	5/20/2021	NO	NO		YES	1			
Modify			12	15000000	Engineering (NT-F)	G	5/20/2021	NO	NO		NO	1			
Modify			12	12050000	Culinary Arts (NT-F)	G	5/20/2021	NO	NO		YES	1			

Participant-Concentrator Summary page – view all students

- Click on [Modify](#) to update a student.
- Click on [Create New Record](#) to add new student with prior-year credits (student must have current year enrollment to have current year credits in Participant-Concentrator record).

CTE Data Portal

Home Contacts Coherent Sequence Enrollment Participant/Concentrator Placement Survey Credentials Upload Exemption Reports

Welcome District, CTE User | Log Off

2022 Participant-Concentrator

Change Student Back to List

Student Information

Student Unique ID: Student Name: Birth Date: Gender: Grade: 12 Cohort Year: Race: White Ethnicity: Hispanic/Latino Student Enrollment Status: G Special Population Status:

Single Parent: NO 504 Student: NO

School of Residence: School of Attendance:

CTE Carnegie Units earned in fiscal year

Program Name	Total CU	2021	2020	2019	2018	2017	.10 Intro Course	CU Units Required	CTE Assessment Data
10020090 : Film and TV Production (NT-F)	1	0	0	1	0	0	0	2	
10020030 : Graphic Design	1	0	0	0	1	0	0	2	
43010000 : Law and Public Safety (NT-F)	1	0	0	0	1	0	0	2	

Showing 1 to 3 of 3 entries

Participant-Concentrator Details page – Modify/Create/Delete student records

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 2022 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 and enter SUID (Student Unique Identifier) and Birthdate and click Search
 - Add CTE Program credit earned in 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

CTE DATA PORTAL SECONDARY USER GUIDE

Participant-Concentrator Reporting instructions section continued:

CTE Data Portal

[Home](#)
[Contacts](#)
[Coherent Sequence](#)
[Enrollment](#)
[Participant/Concentrator](#)
[Placement Survey](#)
[Credentials](#)
[Upload](#)
[Exemption](#)
[Reports](#)
[Help](#)

Welcome District, CTE User | [Log Out](#)

2022 Participant Concentrator

[Click here for instructions](#)

FINALIZE PARTICIPANT/CONCENTRATOR

The finalize button is disabled for one or more of the reasons stated below:
1. There is an error in participant concentrator tab of error report.
2. There is no data to save.

Fiscal Year: 2022

School Name:

District Name:

[Create New Record](#)
[Verification Report](#)
[CSV Download](#)

Show 50 entries

Search

Action	SAIS ID	Student Name	Grade	Program Number	Program Description	LC	L-C-P	Current Year Enrolled	New CTE	Assessment	Special Pops	C/U	P	C	Modified Date
Modify			12	52180020	Marketing	G	5/20/2021	YES	YES		YES	1	P		
Modify			12	52180020	Marketing	G	5/20/2021	YES	YES		YES	1	P		
Modify			12	46040020	Construction Technologies (NT-F)	G	5/20/2021	YES	YES		NO	1	P		
Modify			12	10020030	Graphic Design	G	5/20/2021	YES	YES		NO	1	P		
Modify			12	10020030	Graphic Design	G	5/20/2021	YES	YES		YES	1	P		
Modify			12	10020090	Film and TV Production (NT-F)	G	5/20/2021	YES	YES		YES	1	P		
Modify			12	15120040	Software and App Design	G	5/20/2021	YES	YES		NO	1	P		
Modify			12	46040020	Construction Technologies (NT-F)	G	5/20/2021	YES	YES		YES	1	P		
Modify			11	52180020	Marketing	E1	5/20/2021	YES	NO	Not Passed	YES	3	P	C	
Modify			11	13121000	Early Childhood Education (NT-M)	E1	5/20/2021	YES	YES		YES	1	P		
Modify			11	52180020	Marketing	E1	5/20/2021	YES	YES		YES	0.5			
Modify			11	12050000	Culinary Arts (NT-F)	E1	5/20/2021	NO	NO		NO	1			
Modify			12	46040020	Construction Technologies (NT-F)	G	5/20/2021	NO	NO		YES	1			
Modify			12	15000000	Engineering (NT-F)	G	5/20/2021	NO	NO		NO	1			
Modify			12	12050000	Culinary Arts (NT-F)	G	5/20/2021	NO	NO		YES	1			

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. 2022 Participant-Concentrator student records created by 2022 student Enrollment credit cannot be deleted.

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 cursor on a column title and the full description of the column will display
- Credentials available for View in both Participants-Concentrators and 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 be PDF'd or saved to Excel.

Participant-Concentrator Verification Report:

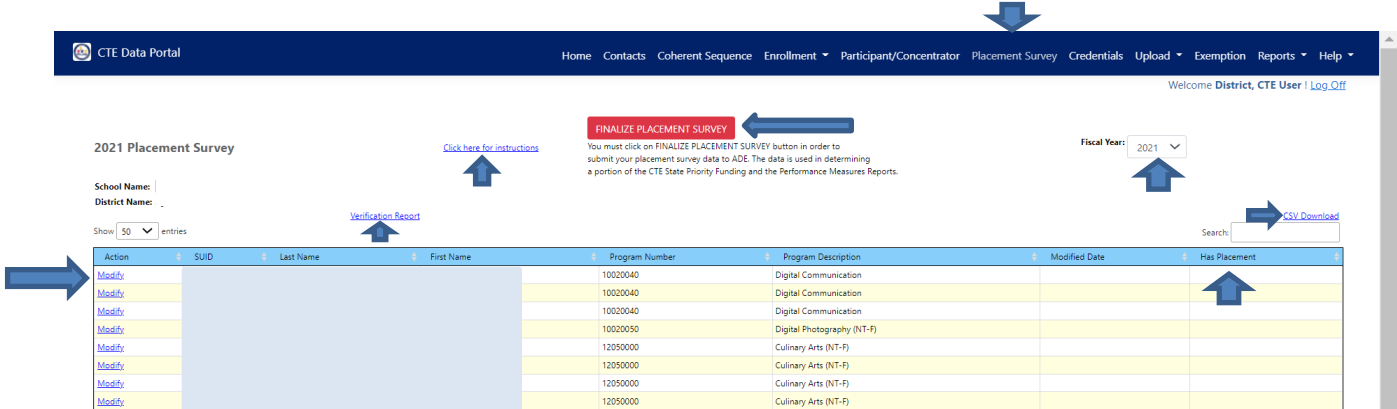
After all updates are complete, please click on the [Verification Report](#) link and review the report. You do not have to sign/send this report. The report may be PDF'd and saved to your computer or printed. The Verification report is a printable copy of your Participant-Concentrator student data. Totals by program are in the first page, followed by every student in every program. The Verification report is by school within your district and is a district tool in the CTE Data Portal. Please review all students in the Participant-Concentrator Verification report.

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

Finalize Participant/Concentrator

CTE DATA PORTAL SECONDARY USER GUIDE

Placement Survey Reporting Instructions section:



The screenshot shows the CTE Data Portal interface. At the top is a navigation bar with links: Home, Contacts, Coherent Sequence, Enrollment, Participant/Concentrator, Placement Survey, Credentials, Upload, Exemption, Reports, and Help. Below the navigation bar is a header area with 'Welcome District, CTE User | Log Off'. The main content area is titled '2021 Placement Survey'. It includes a 'School Name' and 'District Name' dropdown menu, a 'Show 50 entries' dropdown, and a 'Fiscal Year' dropdown set to '2021'. A red button labeled 'FINALIZE PLACEMENT SURVEY' is highlighted with an arrow pointing to it, with a note: 'You must click on FINALIZE PLACEMENT SURVEY button in order to submit your placement survey data to ADE. The data is used in determining a portion of the CTE State Priority Funding and the Performance Measures Reports.' A blue arrow points to a 'Click here for instructions' link. Another blue arrow points to a 'Verification Report' link. A blue arrow points to a 'CSV Download' link. A table with columns: Action, SUID, Last Name, First Name, Program Number, Program Description, Modified Date, and Has Placement is shown. The table contains several rows of data, including 'Digital Communication' and 'Culinary Arts (NT-F)'. A blue arrow points to the 'Has Placement' column header.

Click on the Placement Survey tab to see your district's Placement Surveys in the CTE Data Portal. Only Perkins V CTE Concentrators who exited with specific leave codes appear on the CTE Data Portal Placement Survey summary page. Modified Date will appear if record is updated in any way. **Has Placement** field:

- **Yes** if record has actual placement
- **No** if record does not have actual placement and contains only the student name and address

Prior-school-year CTE Placement Survey student records are open for update annually. Click on [Modify](#) - update the record with actual placement if a student has any of the following:

- Postsecondary placement
- Advanced Training placement
- Military placement
- Employment placement
- National Service Program placement
- Peace Corp placement
- New fields in the Placement Survey form:
 - Postsecondary level of education
 - Advanced Training program placement, Advanced Training provider name and apprenticeship
 - Military Service job duties
 - National Service Program name
 - Employment apprenticeship
 - Employment job duties
- Placement may be related or not to the CTE program - Check Yes if related to the CTE program (Peace Corp placement and National Service Program placement are automatically related placement).
- CTE can only fund one related student placement even if multiple related placements for the same student. Only one related placement will be saved if multiple placements checked.
- Student address or Employer address - do not use any periods (.) in the address.
- **Save Changes** to save the record.

All eligible placements are counted in Performance Measures Reports in PM3S1.

Any Unduplicated Related Placement = \$\$\$ State Priority = \$\$\$ Placement Dollars

CTE can only fund one related student placement even if multiple related placements for the same student.

Features also available in the CTE Data Portal Placement Survey summary page:

- Use Previous/Next to page up or down
- Search on last name/SUID/program
- Sort on any column ascending/descending by clicking on that column:
 - Hover cursor on a column title and the full description of the column will display
 - Prior-year Placement Surveys available for View
 - [CSV download](#) – create an Excel download file of all Placement Surveys in the summary page. Save Excel file to your computer.

CTE DATA PORTAL SECONDARY USER GUIDE

Placement Survey Reporting Instructions section continued:

Only Perkins V CTE Concentrators who exited with the following specific leave codes will appear on the Placement Survey pages:

G – Graduated	A – Attendees
S4 – Summer status unknown	W4 – Status unknown
S5 – Summer dropout	W5 – Dropout
S6 – Summer aged out (22+)	W6 – Aged out (22+)
S7 – Summer graduate	W7 – Mid-year graduate
S11 – Summer GED	W11 – GED

Program Name: 01000000 - Agriscience (NT-F)

Student Information			
SUID:	Student Name:	Gender: F	Leave Code: G
Address1: *	Address2:		
City: *	State: * Arizona	Zip: *	
Phone:	Email Address:		
Are you returning from a religious mission? <input type="radio"/> No <input checked="" type="radio"/> Yes			
What year did you graduate? * <input type="text" value="-Select year -"/>			
Postsecondary Education			
Are you enrolled in postsecondary education? <input type="radio"/> No <input checked="" type="radio"/> Yes			
Postsecondary school: *		Other, type it in here	
Does your program of study relate to your high school CTE program? <input type="radio"/> No <input checked="" type="radio"/> Yes			
What level of postsecondary education are you pursuing? *		Non-degree seeking	
Advanced Training			
Are you enrolled in advance training? <input type="radio"/> No <input checked="" type="radio"/> Yes			
Advanced training provider: *		Type it in here	
Does your program of study in advanced training relate to your high school CTE program? <input type="radio"/> No <input checked="" type="radio"/> Yes			
Is your advanced training an apprenticeship? <input type="radio"/> No <input checked="" type="radio"/> Yes			
Military			
Are you in the military? <input checked="" type="radio"/> No <input type="radio"/> Yes			
Military Branch name: *		Other, type it in here	
Does your job directly relate to the skills learned in the program listed above? <input checked="" type="radio"/> No <input type="radio"/> Yes			
What are your job duties? *		Type it in here	
Public Service			
Are you in the Peace Corps? <input type="radio"/> No <input checked="" type="radio"/> Yes			
Are you in a National Service Program? <input type="radio"/> No <input checked="" type="radio"/> Yes			
National Service Program name: *		Type it in here	
Peace Corps and National Service Program count as related placement.			
Working			
Are you working? <input type="radio"/> No <input checked="" type="radio"/> Yes			
Does your job directly relate to the skills learned in the program listed above? <input type="radio"/> No <input checked="" type="radio"/> Yes			
Is your employment an apprenticeship? <input type="radio"/> No <input checked="" type="radio"/> Yes			
Employer name: *			
Address1: *		Address2:	
City: *	State: * Arizona	Zip: *	
Phone:	Fax:	Supervisor:	
What are your job duties? *		Type it in here	

CTE DATA PORTAL SECONDARY USER GUIDE

Placement Survey Reporting Instructions section continued:

CSV Download:

Click on the link - [CSV download](#) – create an Excel download file of all Placement Surveys in the summary page. Save Excel file to your computer. Use this district tool to review and keep track of all students who qualify for placement.

Placement Survey Verification Report:

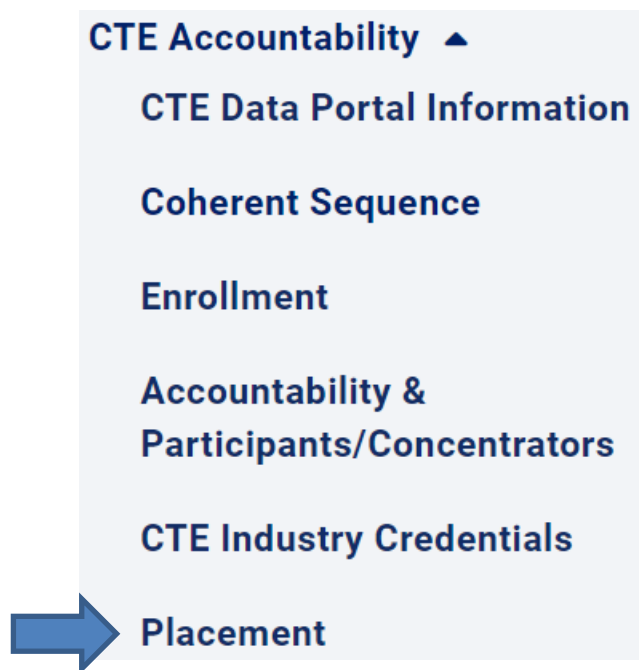
After all updates are complete, please click on the [Verification Report](#) link and review the report. You do not have to sign/send this report. The report may be PDF'd and saved to your computer or printed. The Verification report is a printable copy of your Placement Survey student data. Totals by program are in the first page, followed by every student in every program. The Verification report is by school within your district and is a district tool in the CTE Data Portal. Please review all students in the Placement Survey Verification report and use as a tool after updates are made.

If the data is completely correct, you must click on Finalize Placement Survey button at the top of the page to complete your Placement Surveys.

Finalize Placement Survey

For more information on conducting a student placement survey, go to the 2021 Placement Survey Instructions and Follow Up Guide located on the CTE Accountability>Placement website at: <https://www.azed.gov/cte/cte-placement>

The Placement Survey Instructions and Follow-up Guide serves to provide instructions for completing the CTE Placement Survey in the CTE Data Portal as well as to provide recommendations for conducting the CTE Placement Survey at the local level.



CTE DATA PORTAL SECONDARY USER GUIDE

Credentials Reporting Instructions section:



Click on the Credentials tab to view or add to your district's student credentials. If no student credentials exist yet, credentials may only be added for existing Enrollment student records. A student credential cannot be created by itself; it must be added (associated with) an existing Enrollment student record.

Credentials cannot be entered twice for the same student, even if a Credentials can apply to multiple CTE programs. Credentials are associated with a course in a CTE program. Both the Course Associated with Credential and Course Taught By must be entered. Course Taught By is who was teaching the course when the student took the Credential.

New CTED column: value will appear as "Yes" if the student received the most recent instruction for the program at a CTED campus. Value will appear as "No" if the student's most recent instruction in the program was not at a CTED.

SUID: Student Unique Identifier

Add Student Credential:

- If the student is not in the summary list and has earned a CTE Credential, click on [Add Student Credential](#) (student must already have existing Enrollment student record).
- Enter SUID (Student Unique Identifier) and Birthdate and click Search.
- Add student credential by choosing the program name, course associated with Credential, Course Taught by and certificate/license name. Click on the Passed button: Yes=student passed credential or No=student did not pass credential. The certificate/license number is optional. Click on [Create](#) to add the student credential record.

Modify Student Credential:

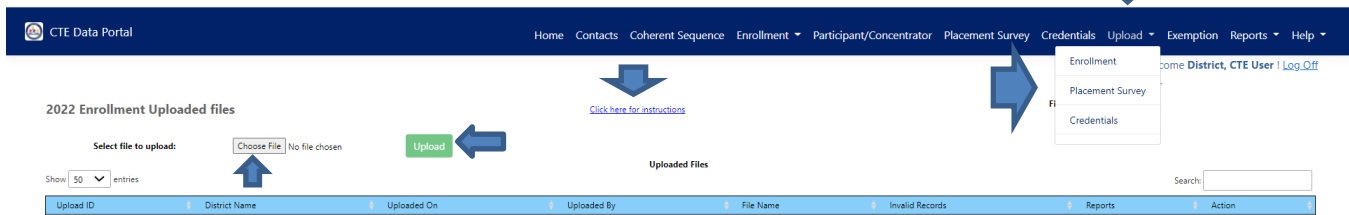
- If the student exists in the summary list and has earned more credentials, click on [Modify](#) to add another credential to the student's record. Add student credential by choosing the program name, course associated with Credential, Course Taught By and certificate/license name. Click on the Passed button: Yes=student passed credential or No=student did not pass credential. The certificate/license number is optional. Click on [Create](#) to add the student credential record.

Delete Student Credential:

- If the student credential is incorrect, click on [Delete](#) and follow the prompts to delete the student credential. Only the incorrect student credential will be deleted.

CTE DATA PORTAL SECONDARY USER GUIDE

Upload File Instructions section:



Larger districts with many records to add/modify may want to upload a file versus updating online one record at a time. Enrollment must be uploaded in a file and cannot be updated online. Successfully uploaded data will appear in the appropriate CTE Data Portal section after successful upload. The upload file templates are available on the CTE Accountability websites and in the Upload [Click here for instructions](#) link.

File must be Excel - .XLS or .XLSX format only.

There are 3 types of files that may be Uploaded in the CTE Data Portal:

- Upload Enrollment files -
 - NOTE** A program/course must already exist in the District's CTE Data Portal Coherent Sequence before it can be added to CTE Data Portal Enrollment.
- Upload Placement Survey files - Note** 'Using program skills' = related placement
 - Note** if 'Other' type code is used in the template for Military type or Postsecondary Level of Education, districts will need to add the 'Other' description online in the Placement Survey online function after a successful upload.
- Upload Credentials files

To begin Upload:

1. Select file type to upload (Enrollment, Placement Survey, or Credentials) - Fiscal Year defaults to current year
2. Select file to upload (Browse to file)
3. Click on Upload
4. See upload success
5. If errors open the [Records Not Added](#) link
6. Click on function tab to see enrollment data and/or student data with updated credits/placement/credentials
7. Credentials available in both Participants-Concentrators and Placement Surveys for View-only

Common problems uploading records:

If records in the upload file reject because of a **data conversion error**, all records may be placed on the Error Report without any error messages. The Data Conversion error appears in a pop-up box with the conversion error message. Please contact the CTE Accountability team with any questions regarding data conversion errors.

Columns must have valid data and data values must follow the file upload template.

No apostrophes in the record. Apostrophes are not allowed.

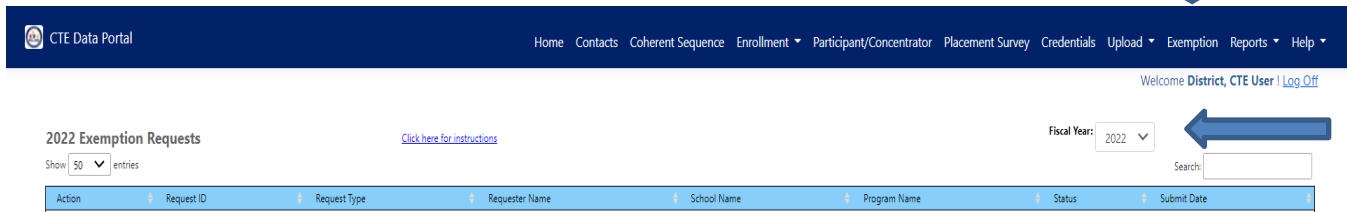
No commas in the Postsecondary name or Employer name/address in the Placement record.

Column lengths cannot be exceeded. Ensure the data in each column does not exceed the column length. Spaces do count in the column length. Do not replace a special character with a space. File will not upload if column length exceeded. Student address/employer first address are now 150 characters each.

Error Message: This record is a duplicate (course/term/period/teacher/student) of another record within the same uploaded file. Please note that neither record will upload if there is a duplicate. Remove the duplicate and re-upload.

CTE DATA PORTAL SECONDARY USER GUIDE

Exemption Request Reporting instructions section:



Exemption Request can be submitted for current year enrollment records not meeting the following requirements:

- Teacher Certification
- No Reported Concentrators or No Reported Placement Surveys missing for a program no longer in the 3-year/4-year grace period
- Other

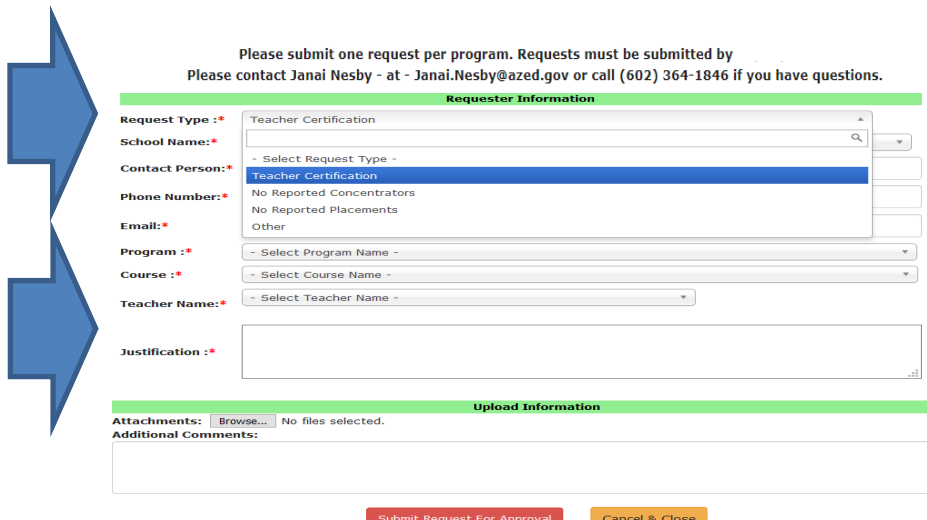
The Exemption Request process is:

- District submits an Exemption Request for a program/course at a school
- Confirmation Email sent to District for a program/course at a school that Exemption Request has been received
- Notification Email sent to CTE Program Specialist with Pending Exemption Request information
- CTE Program Specialist Approves/Not Approves Exemption Request
- Notification Email of status of Exemption Request sent to District for a program/course at a school

To add an Exemption Request for Teacher Certification - Click on: [Create New Request](#) and fill out the form –

- Select the Request Type (drop-down box): Teacher Certification
- Select the School name (drop-down box)
- Enter the Contact person: District name and district contact person
- Enter the Phone: district contact person phone number
- Enter the Email: district contact person email address
- Select the Program (drop-down box)
- Select the Course (drop-down box)
- Select the Teacher Name (drop-down box)
- Enter the Justification – reasons why the Exemption Request should be approved
 - Limit comments to 250 characters. If more are needed, update the comments in a word document and attach to the request
 - Attachments: Browse to your file/attachment and any additional comments
- Submit Request for Approval – click on red button

Exemption Request



Please submit one request per program. Requests must be submitted by
Please contact Janai Nesby - at - Janai.Nesby@azed.gov or call (602) 364-1846 if you have questions.

Requester Information

Request Type : * Teacher Certification

School Name : *

Contact Person : *

Phone Number : *

Email : *

Program : *

Course : *

Teacher Name : *

Justification : *

Upload Information

Attachments: Browse... No files selected.

Additional Comments:

Submit Request For Approval Cancel & Close

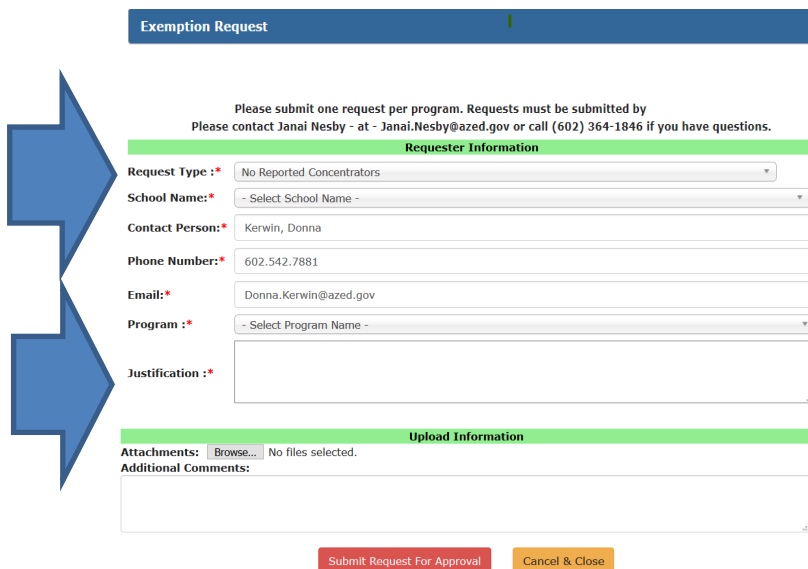
CTE DATA PORTAL SECONDARY USER GUIDE

Exemption Request Reporting instructions section continued:

To add an Exemption Request for No Reported Concentrators or No Reported Placement Surveys - Click on:

[Create New Request](#) and fill out the form –

- Select the Request Type (drop-down box): No Reported Concentrators or No Reported Placement Surveys
- Select the School name (drop-down box)
- Enter the Contact person: District name and district contact person
- Enter the Phone: district contact person phone number
- Enter the Email: district contact person email address
- Select the Program (drop-down box)
- Check the appropriate Performance Measure not met
- Enter the Justification – reasons why the Exemption Request should be approved
 - Limit comments to 250 characters. If more are needed, update the comments in a word document and attach to the request
 - Attachments: Browse to your file/attachment
 - Add any additional comments
- Submit Request for Approval – click on red button



Exemption Request

Please submit one request per program. Requests must be submitted by
Please contact Janai Nesby - at - Janai.Nesby@azed.gov or call (602) 364-1846 if you have questions.

Requester Information

Request Type : No Reported Concentrators

School Name : - Select School Name -

Contact Person : Kerwin, Donna

Phone Number : 602.542.7881

Email : Donna.Kerwin@azed.gov

Program : - Select Program Name -

Justification :

Upload Information

Attachments : Browse... No files selected.

Additional Comments :

[Submit Request For Approval](#) [Cancel & Close](#)

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Exemption Request Reporting instructions section continued:

To add an Exemption Request for Other - Click on:

[Create New Request](#) and fill out the form –

- Select the Request Type (drop-down box): Did Not Meet Performance Measures
- Select the School name (drop-down box)
- Enter the Contact person: District name and district contact person
- Enter the Phone: district contact person phone number
- Enter the Email: district contact person email address
- Select the Program (drop-down box)
- Enter the Justification – reasons why the Exemption Request should be approved
 - Limit comments to 250 characters. If more are needed, update the comments in a word document and attach to the request
 - Attachments: Browse to your file/attachment
 - Add any additional comments
- Submit Request for Approval – click on red button

Exemption Request

Please submit one request per program. Requests must be submitted by
Please contact Janai Nesby - at - Janai.Nesby@azed.gov or call (602) 364-1846 if you have questions.

Requester Information

Request Type :*

School Name :*

Contact Person :*

Phone Number :*

Email :*

Program :*

Justification :*

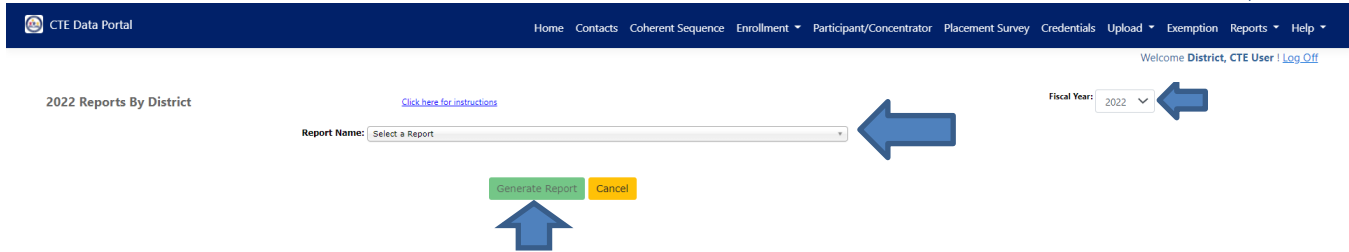
Upload Information

Attachments: No files selected.

Additional Comments:

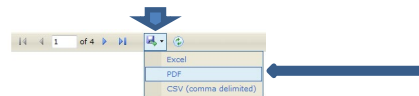
CTE DATA PORTAL SECONDARY USER GUIDE

Reports Instructions section:



- To view a report:
 - Click on Reports tab
 - Select the Fiscal Year
 - Select the report name.
 - District name defaults to your district.
 - Choose the school or all schools for an 'all-schools' report.
 - Performance Measures reports are also available by district, by school, by all programs or a single program.
 - Click on Generate Report.
 - The report opens as a web page.
 - Click the Export icon drop-down menu at the top upper-left corner of the webpage and choose PDF

This will create the report as a PDF



- Save the report
- Note: 5 years of reports are kept in the CTE Data Portal (current year + 4 prior years)
- Reports can also be saved as Excel or CSV files.

Coherent Sequence reports:

- Coherent Sequence Information report

Coherent Sequence reports description

List by district and school of the complete program sequence by course a district has entered online.

Report includes the program number, program name, course number, course name, courses taught at another school, and modified date. The report can be run at district-level for all schools, or by school within the district. Every time the Coherent Sequence is updated, the modified date will reflect the current date. This information is displayed online in the Coherent Sequence web pages and in the Coherent Sequence Information report.

Credentials reports:

- Credentials Summary report by District or by School
- Disaggregated Credentials by District
- Disaggregated Credentials by School

Credentials reports description

List by district or by school all the credentials a student has earned reported by the school district at a school level or at a district level. Reports include the district, school, program, course, student credentials earned and student demographics. The reports are best exported to Excel for saving to your computer as the reports are very large (wide). Credentials Summary report contains totals of Credentials by District or by School.

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Enrollment and Funding reports:

- Courses Ineligible for Funding report
- CTED/School Enrollment Discrepancy report
- District Enrollment Funding report
- Enrollment Headcount report
- Enrollment Summary report
- Funding Summary report
- Improper Teacher Certification report
- Records Not Added report
- Related Placement Funding report
- Student Enrollment Summary Report
 - Disaggregated Student Enrollment report

Enrollment and Funding reports descriptions

Courses Ineligible for Funding report:

Course data submitted in Enrollment that are not eligible for State Priority Funding are used to create the Courses Ineligible for Funding report. Report includes school, program and course information, course enrollment record information (term, period, and teacher) and counts by grade level and total student count and reason for funding ineligibility. Report does not contain any dollar amount. Report is run at school level only – may be run for all schools in a district. Reasons for course ineligibility are:

- “Teacher improperly certified for this CTE course.”
- “No required concentrators exist for this program.” only after the four-grace period is passed
- “No required placements exist for this program.” only after the four-year grace period is passed

CTED/School Articulated Enrollment Discrepancy report:

The CTED/School Articulated Enrollment Discrepancy report was created to ensure that both Districts and CTEDs provided matching student enrollment data to CTE via the CTE Data Portal. District enrollment articulated to a CTED should match the CTED enrollment in the CTE Data Portal. This new report is a tool that both Districts and CTEDs can use to ensure that their enrollment data is correct.

- This new report will list by district school or by CTED student level the discrepancies between district-provided articulated enrollment and CTED-provided enrollment data by location and/or by program. The report will also list the matching data between district-provided articulated enrollment and CTED provided enrollment data.
- Only district school articulated enrollment data is compared to CTED enrollment.
 - CTED students that are not attending a district school are excluded from this report.
 - District school information is on the left side of the report; CTED information is on the right side of the report.
 - Matches between district school and CTED data are compared by program and course, location of instruction, student, teacher, term, and student's school of residence.
 - If district school articulated enrollment student data exists, but no matching CTED enrollment exists, the Match column = N
 - If CTED enrollment student data exists, but no matching district school articulated enrollment exists, the Match column = N
 - If matching district school articulated enrollment and CTED enrollment student data exist, the Match column = Y

CTE DATA PORTAL SECONDARY USER GUIDE

Enrollment and Funding reports descriptions continued:

District Enrollment Funding Report:

Data submitted in Enrollment is used to generate the CTE State Priority Funding at the district level in the District Enrollment Funding report. CTE State Priority Funding dollars are distributed at the district-level. Report includes State Priority Funding by district, school, program, course, student counts by grade and total student count, weighted count, and funding for those courses eligible for funding at the district level. Produced by Preliminary Funding and Final Funding annually.

Enrollment Headcount report:

Report shows total number of students enrolled in CTE courses by course location and disaggregated by student's grade level. This report is not used in the determination of enrollment funding and is updated in real time as student enrollment is reported in the CTE Data Portal. The report is available by district and is sorted by school, program, course, course location, student grade level and total student counts.

Enrollment Summary report:

Report provides a summary of all enrollment records uploaded for school or district by fiscal year as of the current date.

Funding Summary report:

Report provides the total amount of State Priority Grant dollars generated by district Enrollment reporting and the Related Placement reporting. Data submitted in Enrollment is used to generate the CTE State Enrollment Priority Funding and the basis of the funding formula is the average student counts of Fall and Spring course enrollments of 11th and 12th grade students. Related Placement reporting (unduplicated) is used to generate the CTE State Related Placement Priority Funding. The summary of two totals generates a district's CTE State Priority Funding.

Improper Teacher Certification report:

Report includes the teachers at a school that do not have the required certifications to teach the CTE program by May 1 annually. Report also lists the required certifications for the CTE program. Exemption Requests may be submitted for improper teacher certification annually. If Exemption Request is approved by CTE, State Priority Funding will be generated for that program's course enrollment.

Records Not Added report:

Report includes invalid Enrollment records rejected as of the current date. Invalid records do not appear on the Enrollment Summary report.

Related Placement Funding report:

Related Placement Survey funding paid in the current fiscal year is for Perkins V CTE program Concentrators who exited with specific leave codes and are in a related Placement by the second quarter following graduation. Placements may be in postsecondary education or advanced training, military service, employment, the Peace Corp, or a National Service Program. Funding is earned only if the Placement is related to the student's secondary CTE program of study. A related Placement is one that obviously uses or builds on the occupational standards acquired in the student's secondary CTE program. CTE can only fund one related student placement even if multiple related placements for the same student.

Student Enrollment Summary report:

- Disaggregated Student Enrollment report

List by district or by school all the student level enrollment reported by a school district. Reports include the district, school, program, course, teacher, student enrollment and student demographics. The reports are best exported to Excel for saving to your computer as the reports are very large (wide).

CTE DATA PORTAL SECONDARY USER GUIDE

Performance Measures reports: Available in CTE Data Portal annually October 1

- PM Results by District All Programs (District Level Performance-DLP) report
- PM Results by District by Program report
- PM Results by School All Programs report
- PM Results by School by Program report
- PM Results Graph report
- Performance Measures Summary report
- Performance Measures Secondary State Adjusted Levels of Performance – Three Year Comparison
- Performance Measures Secondary State Adjusted Levels of Performance – Three Year Comparison District by Program
- Performance Measures Secondary State Adjusted Levels of Performance – Three Year Comparison School by Program

Performance Measures Results:

Produces a school-level or district-level one-page report displaying all Performance Measures data for one CTE program or all programs. Perkins IV Performance Measures exist in 2019 & prior-year reports. Perkins V Performance Measures began in 2020 Performance Measures reports and will continue for all subsequent years. The report can be produced by:

- PM Results by District All Programs (District Level Performance-DLP) report
- PM Results by District by Program report
- PM Results by School All Programs report
- PM Results by School by Program report

Performance Measures Results Graph Report:

Produces a school-level or district-level one-page graph report displaying all Performance Measures data for one CTE program. All programs at a school-level or district-level can also be selected.

Performance Measures Summary Report:

Produces a summary report displaying Performance Measures data for each CTE program at each school. Each program at each school is listed separately and Performance Measures are calculated separately for each program at each school.

Performance Measures Secondary State Determined Levels of Performance – Three Year Comparison:

Produces a district summary report displaying all eight Performance Measures data results for the last 3 consecutive years for the district. Report includes the district levels and 90% district levels for the last 3 consecutive years and includes the State of Arizona determined levels for the last 3 consecutive years. The report is color-coded to indicate levels of performance and should be printed on a color printer.

Performance Measures Secondary State Determined Levels of Performance – Three Year Comparison District by Program:

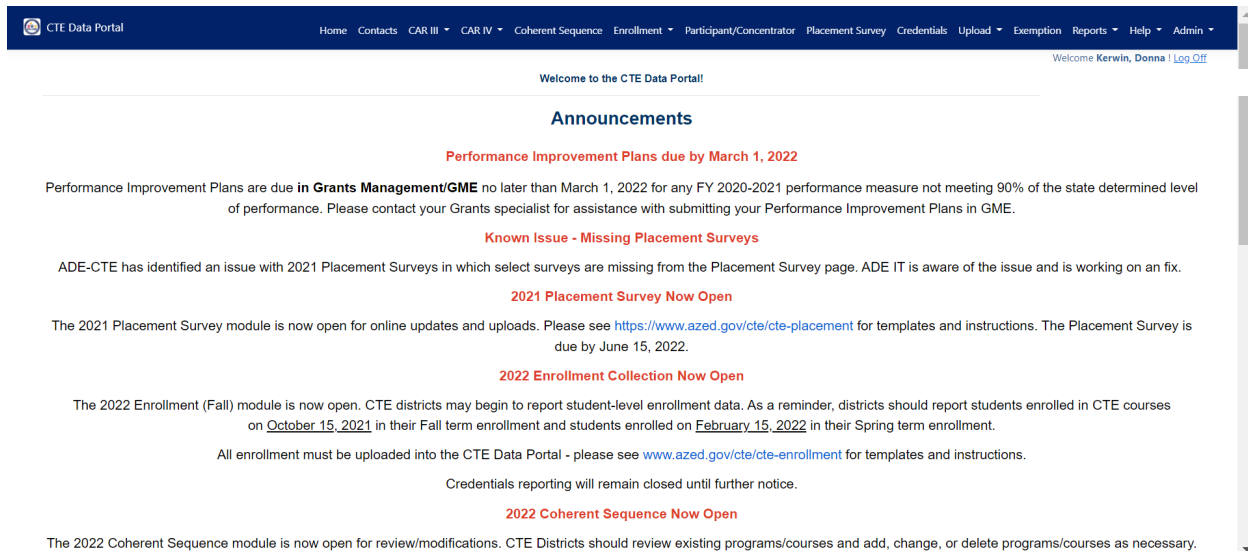
Produces a district summary report displaying all eight Performance Measures data results for the last 3 consecutive years by district by program. Report also includes the district levels and 90% district levels for the last 3 consecutive years and includes the State of Arizona determined levels for the last 3 consecutive years. The report is color-coded to indicate levels of performance and should be printed on a color printer.

Performance Measures Secondary State Determined Levels of Performance – Three Year Comparison School by Program:

Produces a school summary report displaying all eight Performance Measures data results for the last 3 consecutive years by school by program. Report also includes the district levels and 90% district levels for the last 3 consecutive years and includes the State of Arizona determined levels for the last 3 consecutive years. The report is color-coded to indicate levels of performance and should be printed on a color printer.

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CTE Data Portal Support section:



The screenshot shows the CTE Data Portal interface. At the top is a navigation bar with links: Home, Contacts, CAR III, CAR IV, Coherent Sequence, Enrollment, Participant/Concentrator, Placement Survey, Credentials, Upload, Exemption, Reports, Help, and Admin. Below the navigation bar is a welcome message: "Welcome to the CTE Data Portal!" and "Welcome Kerwin, Donna | Log Off". The main content area is titled "Announcements" and contains several updates:

- Performance Improvement Plans due by March 1, 2022**: Performance Improvement Plans are due in Grants Management/GME no later than March 1, 2022 for any FY 2020-2021 performance measure not meeting 90% of the state determined level of performance. Please contact your Grants specialist for assistance with submitting your Performance Improvement Plans in GME.
- Known Issue - Missing Placement Surveys**: ADE-CTE has identified an issue with 2021 Placement Surveys in which select surveys are missing from the Placement Survey page. ADE IT is aware of the issue and is working on a fix.
- 2021 Placement Survey Now Open**: The 2021 Placement Survey module is now open for online updates and uploads. Please see <https://www.azed.gov/cte/cte-placement> for templates and instructions. The Placement Survey is due by June 15, 2022.
- 2022 Enrollment Collection Now Open**: The 2022 Enrollment (Fall) module is now open. CTE districts may begin to report student-level enrollment data. As a reminder, districts should report students enrolled in CTE courses on October 15, 2021 in their Fall term enrollment and students enrolled on February 15, 2022 in their Spring term enrollment. All enrollment must be uploaded into the CTE Data Portal - please see www.azed.gov/cte/cte-enrollment for templates and instructions. Credentials reporting will remain closed until further notice.
- 2022 Coherent Sequence Now Open**: The 2022 Coherent Sequence module is now open for review/modifications. CTE Districts should review existing programs/courses and add, change, or delete programs/courses as necessary.

Find your District Entity Administrator and gain access to the CTE Data Portal via ADEConnect. To find your district entity administrator – search by Entity ID, CTDS, or Entity Name at this site: <https://adeconnect.azed.gov/FindEA>

Questions regarding **CTE Data Portal** should be directed to CTE staff:

Donna Kerwin Donna.Kerwin@azed.gov 602-542-7881	Samuel Irvin Samuel.Irvin@azed.gov 602-364-1946
Tammie Chavez Tammie.Chavez@azed.gov 602-542-3839	Janet Silao Janet.Silao@azed.gov 602-542-5485

Questions regarding **access to ADEConnect** should be directed to:

ADESupport
adesupport@azed.gov
602-542-2222 or 866-577-9636
6:00 AM – 6:00 PM Monday-Friday