

CTE DATA REPORTING ROLES & RESPONSIBILITIES – DISTRICTS AND CTED

Career and Technical Education Districts (CTED) and CTE-participating secondary school districts and charter schools (including CTED satellite campuses & member district schools) report CTE data to the Arizona Department of Education on an annual basis. This document outlines the roles and responsibilities of both CTEDs and their member districts for CTE data reporting. Instructions and additional materials regarding each element can be found on the ADE CTE website at www.azed.gov/cte.

Data Reporting Element	School Districts & Charter Schools	Career and Technical Education Districts
Coherent Sequence	✓	✓
Nonarticulated enrollment	✓	✓
Articulated enrollment	✓	✗
Industry-recognized Credential Attainment	✓	✓
Post-high school placements	✓	✓
CTE State Priority grant funding	✓	✗
Perkins V grant performance measures	✓	✗
Annual CTED Report (ARS § 15-393.01)	✗	✓

CTE SCHOOL DISTRICTS AND CHARTER SCHOOLS

COHERENT SEQUENCE

In the coherent sequence, districts and charters are responsible for:

1. Adding Nonarticulated and Articulated courses, including those taught at a CTED central campus.
2. Maintaining the coherent sequence by adding or removing courses when appropriate.
3. Ensuring that the course location on articulated courses is accurate, especially for articulated courses taught at a CTED central campus or community college campus where the course is paid by the CTED.
4. Working with their CTED central administration to ensure that the coherent sequence matches for articulated programs (taught at the CTED or community college, funded by the CTED).

ENROLLMENT

In Fall/Spring Enrollment reporting, districts and charters are responsible for:

1. Uploading all CTE student enrollment data using the appropriate file templates.
2. Reporting student enrollment for the correct days (fall term enrollment is captured on 10/15 and spring term enrollment is captured on 2/15 of the respective school year).
3. Reporting both nonarticulated and articulated enrollment, including articulated enrollment where the course is taught at a CTED central campus or community college, funded by the CTED.
4. Reporting enrollment for all CTE students in grades 09 – 12.
5. Ensuring that the credit earned by the student is accurately reported in the Enrollment upload files – enrollment reporting is the only place that credit may be recorded in the CTE Data Portal.
6. Ensuring that all courses are taught by appropriately certified instructors and that the instructor will be properly certified no later than May 1st of the school year.
7. Reviewing enrollment reports and funding reports to ensure that data is accurate.
8. Working with their CTED central administration to ensure that the enrollment data matches for articulated programs (taught by the CTED or at a community college funded by the CTED).

INDUSTRY CREDENTIALS

In the credential reporting, districts and charters are responsible for:

1. Reporting all credentials attained by students enrolled in nonarticulated courses during the same school year.
2. Reporting all credentials attained by students enrolled in articulated courses where the articulated location is not a CTED central campus or community college funded by the CTED (i.e., articulated to another school within the district).
3. Monitoring credential data for students enrolled in articulated courses taught by the CTED or at a community college funded by the CTED – CTEDs should report this information.
4. Working with their CTED to ensure that all credentials are reported for students that earn them while enrolled in articulated courses taught at the CTED's central campuses or at a community college funded by the CTED.

Since CTE participating districts and charter schools have a performance stake in the accurate and timely reporting of credential data (for Perkins core indicator of performance 5S1), they will retain the ability to create and manage credential attainment data for all students, including those with articulated enrollment records where the course location is a CTED central campus. Member districts and satellite campuses of CTEDs should work closely with their CTED central administration to ensure that all credential attainment data is reported and is present in the CTE Data Portal application before the deadline(s). CTED central administration should lead the credential reporting for any student enrolled at the CTED's central or community college campuses, but member districts and charter schools may report credential data for these students as well.

PLACEMENT SURVEYS

In the placement surveys, districts and charters are responsible for:

1. Conducting and recording the placement survey for any eligible student that concentrated in a program at a district school (non-CTED programs).

2. Monitoring placement surveys for eligible students that concentrated at a CTED central campus or at a community college funded by the CTED – the CTED is responsible for conducting and recording these placement surveys).
3. Working with their CTED to ensure that all placement surveys are conducted and recorded wherever possible for students that concentrated at the CTED’s central campuses or at a community college funded by the CTED.

Since CTE participating districts and charter schools have a performance and funding stake in the accurate and timely reporting of placement data (for Perkins core indicator of performance 3S1), they (districts/charters) will retain the ability to manage placement survey data for their eligible concentrators, including those that attended their program at a CTED central campus. Member districts and charter satellites should work closely with their CTED central administration to ensure that all placement survey data is reported and is present at all appropriate locations in the CTE Data Portal before the deadline. CTED central administration should lead placement survey reporting for any students that attended the CTE program at the CTED’s central or community college locations, but member districts and charter schools may report the placement survey data for these students as well.

CAREER AND TECHNICAL EDUCATION DISTRICTS

COHERENT SEQUENCE

In the coherent sequence, CTEDs are responsible for:

1. Adding all courses taught at their central campuses (including community colleges if administered by the CTED). All courses will be reported as nonarticulated.
2. Accurately reflecting community college courses on the coherent sequence.
3. Maintaining the coherent sequence by adding or removing courses when appropriate.
4. Working with their member districts to ensure that articulated enrollment (at the member district) is recorded correctly and that it matches CTED enrollment where appropriate.

ENROLLMENT

In Fall/Spring Enrollment reporting, CTEDs are responsible for:

1. Uploading all CTE student enrollment data using the appropriate file template.
2. Reporting student enrollment for the correct days (fall term enrollment is captured on 10/15 and spring term enrollment is captured on 2/15 of the respective school year).
3. Reporting all CTE students enrolled (in any grade), including those that are homeschooled (including ESA recipients) or are attending from a non-CTE participating school and ensuring that these students are coded correctly in the enrollment upload file.
4. Ensuring that the credit earned by the student is accurately reported in the Enrollment upload files – enrollment reporting is the only place that credit may be recorded in the CTE Data Portal.
5. Ensuring that all courses are taught by appropriately certified teachers and that the instructor will be properly certified no later than May 1st of the school year.
6. Reviewing enrollment reports to ensure that data is accurate.
7. Working with their member districts to ensure that enrollment data matches for their member district’s articulated courses taught at the CTED central campuses or at a community college funded by the CTED.

INDUSTRY CREDENTIALS

In the credential reporting, CTEDs are responsible for:

1. Reporting all credentials attained by students enrolled in CTED central campus/CTED-funded community college courses.
2. Working with their member districts to ensure that all credentials are reported for the member district's students that earn them while enrolled at the CTED central campus or at a community college funded by the CTED.

PLACEMENT SURVEY

In the placement surveys, CTEDs are responsible for:

1. Conducting and recording the placement survey for any eligible student that concentrated in a program at the CTED's central campus or at a community college funded by the CTED.
2. Working with their member districts to ensure that all placement surveys are conducted and recorded wherever possible for students that concentrated at the CTED's central campuses or at a community college funded by the CTED.