



# CTED/SCHOOL ARTICULATED ENROLLMENT DISCREPANCY REPORT INSTRUCTIONS

## INTRODUCTION

- School and/or CTED must report enrollment for report to populate. If school doesn't have any articulated (CTED) enrollment, or CTED has no enrollment, report will be blank.
- Report shows differences (discrepancies) between the CTED central campus (including community college) enrollment and district school articulated enrollment (where course is taught at a CTED central or community college campus).

Left side shows students enrolled in the course detailed in the header that have been submitted by the district school.

Report header shows program, course, location, term, and teacher information. All information must match between school and CTED enrollment to populate on this report.

Right side shows students enrolled in the course detailed in the header that have been submitted by the CTED.

Program Number: 47060800		Program Name: Aircraft Mechanics (NT-F)		Course Number: 47060814		Course Name: Aircraft Mechanics I		Course Taught By: CTED - Central Campus		Term: 1		Teacher Name: Edna Educator (5555555)	
Students Reported by District						Students Reported by CTED Site							
Arizona Union High School						CTED - Central Campus							
SUID	Student Name	Credits Earned	SUID	Student Name	Credits Earned	Match							
111111111	Lauren Learner	3	111111111	Lauren Learner	3	Y							
123456789	Peter Pupil	3				N							
			987654321	Samuel Student	1	N							
999999999	Skyler Scholar	1	999999999	Skyler Scholar	3	N							

Blanks on the left side mean that the school has not submitted a student, but the CTED has – and the CTED has indicated that the left-side school is the student's regular high school.

Blanks on the right side mean that the CTED has not submitted a student, but the school has – and the school has indicated that the student is attending the class at the right-side CTED location.

If all elements match (including credits), a "Y" is displayed in the "Match" column. Otherwise, an "N" is displayed.

## Purpose of the Report

The CTED/School Articulated Enrollment Discrepancy Report (A.K.A. “Enrollment Discrepancy Report”) was created as a tool to help Career and Technical Education Districts (CTEDs) and member districts ensure that their enrollment data is correct. The report does not purport that either the CTED or the member district enrollment is correct but rather serves to assist CTEDs and member districts in identifying mismatches in their enrollment data and taking steps to rectify or resolve those mismatches. Districts and CTEDs should work together to resolve any discrepancies in their enrollment data.

School districts that are member districts of CTEDs submit enrollment as “articulated enrollment” when the course is taught somewhere other than the student’s primary high school (commonly referred to as “school of residence”), including courses that are taught on CTED central or CTED community college campuses. CTEDs report enrollment for all students at their central and community college campuses. There is substantial overlap between the two sets of enrollment data as a majority of CTED central/community college campus enrollment is comprised of students travelling from member districts schools. This report shows how well aligned the overlap between district school-reported articulated enrollment (where course location is a CTED central/community college campus) and the CTED-reported central/community college campus enrollment.

## What happens if my data doesn’t match up?

The CTE Data Portal will not prevent your data from being submitted.

- Any data submitted by the district will be used for district funding, performance measures, identifying participants and concentrators, etc. District funding will not be affected.
- Any data submitted by the CTED will be used for CTED participants and concentrators, CTED achievement profiles, CTED annual report, etc.