# CTE Data Reporting – Local Responsibilities by Month

Deadlines are in **red**.

| Month | Deadlines & Recommended Responsibilities |
|---|---|
| October | • Data reporting begins for new fiscal year<br>• **Update contacts before end of October**<br>• **Review coherent sequence and make adjustments as needed before end of October**<br>• Work with district SIS staff to get Fall term enrollment data for students enrolled on October 15 (this is not a deadline!)<br>• Report student's credential attempts (if any) for current year or prior year |
| November | • Upload Fall term students – even if credits are not yet posted – and fix any errors present on the error report<br>• Start setting up process for collecting placement surveys from last year's eligible concentrators<br>• Start conducting placement surveys, maintain documentation of contacts, and report results in the CTE Data Portal<br>• Report student's credential attempts (if any) for current year or prior year |
| December | • Start/continue conducting placement surveys, maintain documentation of contacts, and report results in the CTE Data Portal<br>• Fix any errors in the placement template if using the placement survey upload<br>• Report student's credential attempts (if any) for current year or prior year |
| January | • **Submit Fall term enrollment by January 15**<br>• Finish conducting placement surveys, maintain and organize documentation of contacts, and report results in CTE Data Portal<br>• Report student's credential attempts (if any) for current year or prior year |
| February | • Work with District SIS staff to get Spring term enrollment data for students enrolled on February 15 (this is not a deadline!)<br>• Finish conducting placement surveys, maintain and organize documentation of contacts, and report results in CTE Data Portal<br>• Report student's credential attempts (if any) for current year or prior year |
| March | • Upload Spring term students – even if credits are not yet posted – and fix any errors present on the error report<br>• Finish reporting placement surveys |

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| | - Report any student's credential attempts (if any) for current year or prior year |
| April | - Review all data for accuracy and completeness<br>- CTEDs/Member Districts – ensure that articulated enrollment is congruent with CTED enrollment<br>- Finish reporting placement surveys<br>- Report any student's credential attempts (if any) for current year or prior year |
| May | - Review all data for accuracy and completeness<br>- CTEDs/Member Districts – ensure that articulated enrollment is congruent with CTED enrollment<br>- Finish reporting placement surveys<br>- Report any student's credential attempts (if any) for current year or prior year |
| June | - **Submit Spring term enrollment by June 15**<br>- **Submit placement surveys by June 15**<br>- **Submit funding Exemption Requests by June 15**<br>- **Ensure all of the prior year's credentials are reported by June 30**<br>- Review all data for accuracy and completeness<br>- Report any student's credential attempts (if any) for current year or prior year<br>- CTE Data Portal will close on June 15 for everything except credentials |
| July | - Review preliminary funding reports<br>- Review preliminary performance measures reports<br>- Adjust/update enrollment and placement data as needed<br>- **Submit all adjustments by July 31** |
| August | |
| September | - Review final funding reports<br>- Review final performance measures reports<br>- Start performance improvement plan if needed. |

Deadlines & dates are subject to change and will be communicated via email and on the CTE Data Portal homepage.

CTE website: https://www.azed.gov/cte/cte-data-portal-information