Career &

Technical Education

# CTE Data Portal

# User Guide

# Contents

*Last revised September 2023*

# ADEConnect



All CTE LEAs who want to participant 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

To gain access to the CTE Data Portal to add and update all data, request this access:

- CTE Data Portal: Modify

To gain only read-only access to the CTE Data Portal, request this access:

- CTE Data Portal: Read Only

Instructions on Accessing the CTE Data Portal are found at: https://www.azed.gov/cte/data



- CTE Data Portal User Guide SY2022-2023
- CTE Data & Accountability Handbook
- Instructions: Accessing the CTE Data Portal

## CTE District-specific policies and funding cycle:

Summary Enrollment and Policy for CTE Districts

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:

The term "CTE course" means a course that is offered by a career and technical education district as part of a career and technical education district program, that is approved by the career and technical education division of the department of education and that meets the following requirements:

a) Is taught by an instructor who is certified to teach career and technical education by the state board of education or by a postsecondary educational institution.
b) Is part of a program that requires students to obtain a passing score of at least sixty percent on an assessment that demonstrates the level of skills, knowledge and competencies necessary to be successful in the designated vocation or industry for that program of study.
c) Is part of an approved career technical education district program.
d) Is not a course or any variation of a course, including honors, that is required under the minimum course of study pursuant to section 15-701.01 in order to graduate from high school, except that credit may be awarded for any career and technical education course.
e) Requires a majority of instructional time to be conducted in a laboratory environment, field-based environment or work-based learning environment, except for community college courses.
f) Has demonstrated a need for extra funding in order to provide the career technical education course.
g) Requires specialized equipment and specialized materials in order to provide instruction to students that exceeds the cost of a standard educational course.

The term "CTE program" means a sequence of courses that is offered by a career technical education district and meets all the following requirements:

a) Is taught by an instructor who is certified to teach career and technical education by the state board of education or by a postsecondary educational institution.
b) Requires an assessment that demonstrates the level of skills, knowledge, and competencies necessary to be successful in the designated vocation or industry or

an assessment necessary for certification, if appropriate, or for career readiness and entry-level employment, in and acceptance by that vocation or industry. Any assessment adopted pursuant to this subdivision shall require a passing score of at least sixty percent.

c) Requires specialized equipment and specialized materials in order to provide instruction to students that exceeds the cost of a standard educational course.

d) Requires a majority of instructional time to be conducted in a laboratory environment, field-based environment or work-based learning environment, and requires career and technical student organization participation, except for community college courses.

e) Demonstrates alignment through a curriculum, instructional model and course sequence to meet the standards of a career and technical education preparatory program as determined by the career and technical education division of the department of education.

f) Has a defined pathway to career and postsecondary education in a specific vocation or industry as determined by the career and technical education division of the department of education.

g) Is approved by the career and technical education division of the department of education based only on the requirements prescribed in this paragraph after the submission of all required documentation.

h) Is certified by the career technical education district governing board to have met all the requirements prescribed in this article.

i) Is offered only to students in grades nine, ten, eleven and twelve.

j) Fills a high-need vocational or industry need as determined by the career and technical education division of the department of education.

k) Requires a single or stackable credential as described in subdivision (l) of this paragraph or a skill that will allow a student to obtain work as described in subdivision (l) of this paragraph on graduation before receiving an associate degree or baccalaureate degree.

l) Leads to certification or licensure, if available, or to career readiness and entry-level employment where relevant certification or licensure does not exist in that industry, in the designated vocation or industry that has been verified and accepted by that vocation or industry and that qualifies the person for employment. If there is no certification or licensure that is accepted by the vocation or industry, or if business practicalities do not require certification or licensure, completion of the program must qualify the student for at least entry-level employment.

m) Requires instruction and instructional materials in courses that are substantially different from and exceed the scope of standard instruction and that include vocational skills, competencies and knowledge to be successful in the designated career technical education district program vocation or industry.

n) An industry or vocation has agreed to provide financial or technical support to the career technical education district for a specific career technical education district program. For the purposes of this subdivision, "financial support" includes in-kind contributions and donations.

o) A career technical education district has demonstrated a need for extra funding in order to provide the career technical education district program.

## CTE State Priority Funding Cycle for CTE Districts

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 the CTE Data Portal. 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 CTE Data Portal Participant-Concentrator and Placement Survey is used to calculate local results for the Secondary Perkins V 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 Data Portal Homepage.

**Annual CTE State Priority Funding Cycle for CTE Districts**
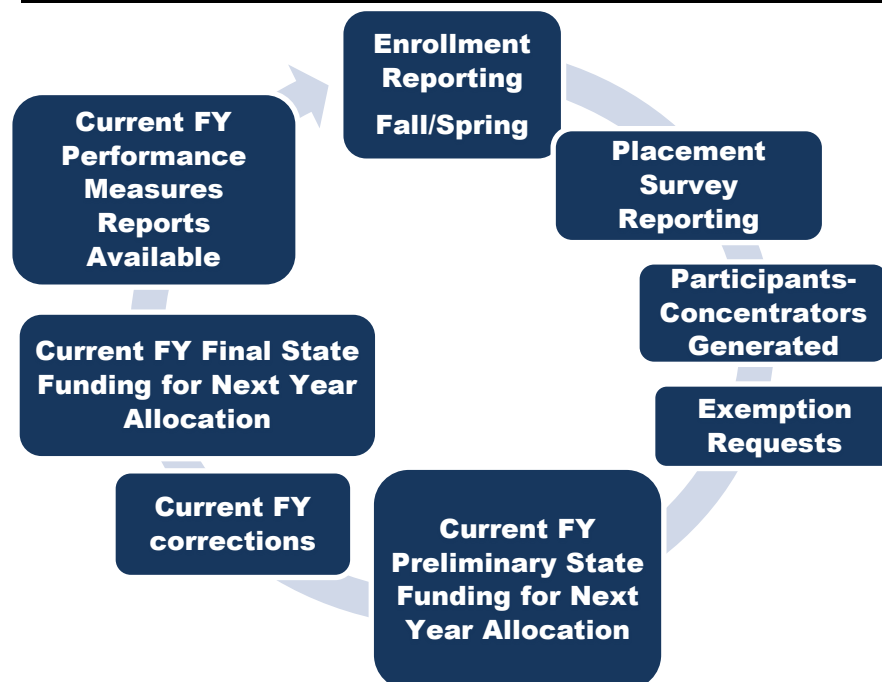
Summary Performance Measures

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 | 2020-2021 | 2021-2022 | 2022-2023 | 2023-2024 |
|---|---|---|---|---|---|
| **Academic Standards Attainment** | 2S1 Academic-Reading<br>2S2 Academic-Math<br>2S3 Academic-Science | 24.50%<br>28.25%<br>20.25% | 24.75%<br>28.50%<br>20.50% | 25.00%<br>28.75%<br>20.75% | 25.25%<br>29.00%<br>21.00% |
| **Technical Skill Attainment** | 5S4 Technical Skill Attainment | 70.25% | 70.50% | 70.75% | 71.00% |
| **Industry Credentials** | 5S1 Industry Credentials | 33.25% | 33.50% | 33.75% | 34.00% |
| **Graduation** | 1S1 Graduation | 92.25% | 92.50% | 92.75% | 93.00% |
| **Placement** | 3S1 Placement | 76.25% | 76.50% | 76.75% | 77.00% |
| **Nontraditional Students** | 4S1 Nontraditional | 33.25% | 33.50% | 33.75% | 34.00% |

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

## Summary Performance Measures continued:

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.

**CTED-specific policies:**

## Summary CTED Enrollment and Policy Citations

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 (District-only requirement)
- Offers a Career Technical Student Organization appropriate to the program

The CTE Data Portal application will be used by all CTEDs to report on 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 CTED contacts, coherent sequence, enrollment, participant-concentrator, placement surveys, student credentials and other State reports. The annual CTED Report to the Arizona State Legislature will consume data from CTED enrollment, participants, concentrators, placements, and student credentials earned in CTE programs. CTEDs will report data for all central – owned, central – leased, and community college campuses within the CTED. CTEDs will not report data for satellite campuses.

Under the provisions of the Arizona Revised Statutes (ARS) §15-393.01(C), the Arizona Department of Education, Career & Technical Education (ADE-CTE) unit is required to collect and analyze information submitted by each Career & Technical Education District (CTED) and make this information available to select individuals and groups as specified below. CTED data collected in the CTE Data Portal will be used to populate some components of the annual CTED report.

## Summary CTED Enrollment and Policy continued:

CTED Annual Report: ARS §15-393.01(C) - On or before December 31$^{st}$ of each year, the Career and Technical Education division of the Department of Education shall submit a Career & Technical Education District (CTED) annual report to the Governor, the President of the Senate, the Speaker of the House of Representatives, the Secretary of State and the Joint Legislative Budget Committee. The annual report shall include the following:

1. The average daily membership of each career technical education district, including the average daily membership of each centralized campus, satellite campus and leased centralized campus as defined in section 15-393.

2. The actual student count of each career technical education district, including the student count of each centralized campus, satellite campus and leased centralized campus as defined in section 15-393.

3. The programs and corresponding courses offered by each career technical education district, including the location of each program and course.

4. For each career technical education district based on program or course location:

   (a) The student enrollment of each program and corresponding course.

   (b) The percentage of students who enrolled in the second year of each program and corresponding course relative to the number of students in the same cohort who enrolled in the first year of each program and corresponding course.

   (c) The percentage of students who completed each program relative to the number of students in the same cohort who began the program.

5. The costs associated with each program offered by the career technical education district.

6. A listing of any programs or courses that were discontinued by review of the career and technical education division pursuant to section 15-393, subsection W.

7. A listing of any programs or courses that were continued by review of the career and technical education division pursuant to section 15-393, subsection W.

8. A listing of any programs or courses that were added by the career and technical education division.

9. For applicable school districts, the required maintenance of effort and how monies were used to supplement and not supplant base year career and technical education courses, including expenditures related to personnel, equipment, and facilities.

10. For students who meet the requirements to receive funding pursuant to section 15-393, subsection X, students enrolled in an internship course and students enrolled in the year immediately following graduation, a separate listing of the following information for each district:

(a) Average daily membership.

(b) The actual student count.

(c) Enrollment by course or program and persistence at each grade level toward completion of the program.

(d) The percentage of students who completed each program.

(e) The number of certifications and licenses earned by students delineated by those who attended a satellite program and those who attended a centralized campus.

11. Any other data or information deemed necessary by the department of education.

CTE Data Portal application – online functions common to both CTE Districts and CTEDs:

**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.
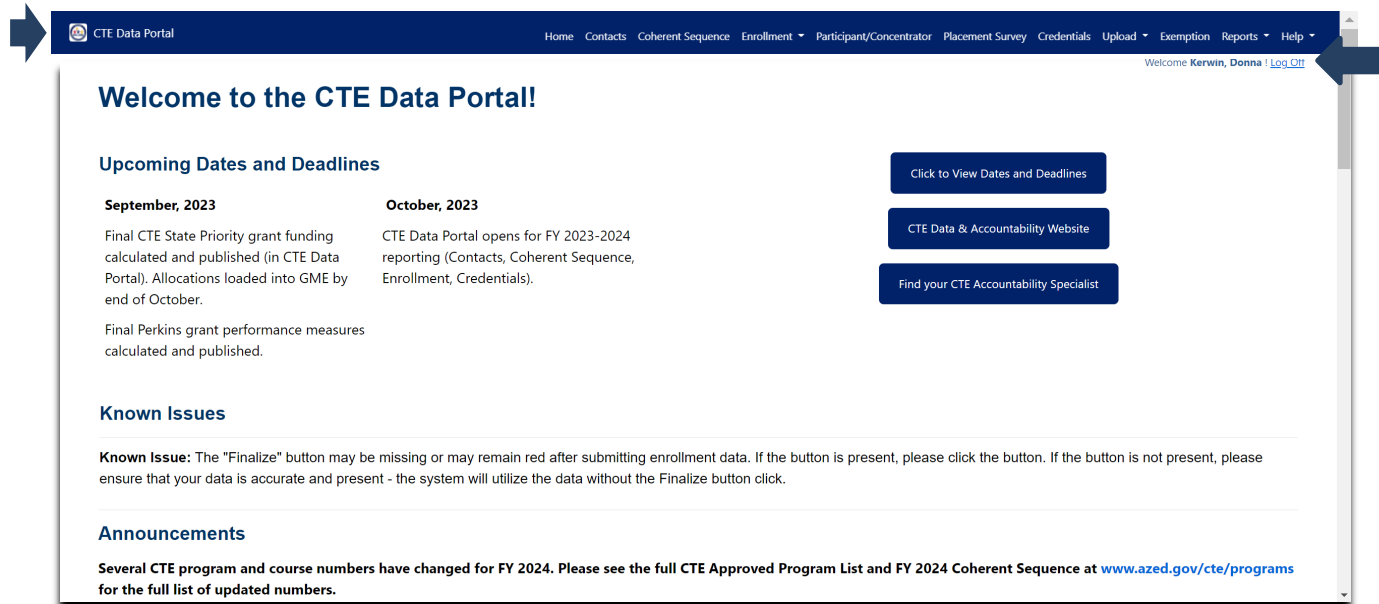


The CTE Data Portal Homepage will contain important information about annual CTE Timelines and helpful hints and links. The deep blue area at the top of the screen includes each function available to districts in the CTE Data Portal. Click on a function at the top of the screen to go to that function.  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 application – online functions common to both CTE Districts and CTEDs:
CTE contact information is available in **Help\Contact Us**



CTE Data Portal support and Federal Perkins due dates are available in **Help\FAQ**



The link to find a teacher's Educator ID – Online Arizona Certification Information System website – is available in **Help/FAQ**

## 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**



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.

## Coherent Sequence Reporting instructions section:



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. Every year each campus Coherent Sequence data will be 'rolled over' into the next school year Coherent Sequence as a courtesy to districts for ease of updates. CTE Programs and Courses that are offered at your district must be entered into each campus Coherent Sequence completely, even if no enrollment is expected to occur in certain courses in the current school year. The Coherent Sequence is the complete list of courses in a CTE program that a district plans to offer over the life of the CTE program.

- 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 over the life of the CTE program.
- Coherent sequence can be modified any time during the reporting year to identify changes in course offerings.

## Coherent Sequence Reporting instructions section continued:



To complete your Coherent Sequence:

- **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. CTE Districts can have both Non-Articulated and Articulated courses. CTEDs have only Non-articulated courses.
  - **Create New Record**
  - **Modify**
  - **Submit to ADE->**

  Finalize Coherent Sequence

**You must click on Finalize Coherent Sequence button to notify CTE that this has been completed.**

**Course Enrollment for any course <u>cannot be added</u> 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.

## Coherent Sequence Reporting instructions section continued:



**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.

**Coherent Sequence Reporting instructions section continued:**



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.

**Coherent Sequence Reporting instructions section continued:**



- Use the <u>checkbox</u> next to <u>Modify</u> 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



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

You must click on the red Finalize Coherent Sequence button at the top of the page to notify CTE 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.

## Enrollment Reporting instructions section:



Course Enrollment can be added manually online in the CTE Data Portal. 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. Please confirm that the courses and program already exist in the school's Coherent Sequence, and then you can add course enrollment and students in that course.

*Adding enrollment records: Create the course, then add students to the course.*



- Click on Create Course Enrollment Record.
- Choose the program from the drop-down menu, then choose the course.
- Enter the local course title and class period, then select course location. The program and course must already exist in the school's coherent sequence. The course location(s) will appear in the drop-down box of the course location.
  - If the course is non-articulated (taught at the school) the Enrollment Type: Non-Articulated will appear.
  - If the course is articulated (taught at a different site), the Enrollment Type: Articulated will appear.

**Enrollment Reporting instructions section continued:**

| Course Enrollment Record |
| --- |

Course enrollment at:

| Course Information |
| --- |

Term: 1

Select CTE Program:* 46041500 : Construction Technologies ▾    Select CTE Course:* 46041511 : Construction Technologies I ▾

Local Course Title:* TEST1    Period:* 1

| Course Location Information |
| --- |

Course Location: * _____ ▾    Enrollment Type: Non-Articulated

| Teacher Information |
| --- |

Educator ID(EIN):* 9999999    [ Search ]

- For a course taught by a district or CTED teacher, enter Educator ID and click on Search.

| Course Enrollment Record |
| --- |

Course enrollment at

| Course Information |
| --- |

Term: 1

Select CTE Program:* 46041500 : Construction Technologies ▾    Select CTE Course:* 46041511 : Construction Technologies I ▾

Local Course Title:* TEST1    Period:* 1

| Course Location Information |
| --- |

Course Location: * _____ ▾    Enrollment Type: Non-Articulated

| Teacher Information |
| --- |

Educator ID(EIN):* 9999999    [ Search ]

**EIN found.**

Educator Id:
Email Address:* Sample.Teacher@school.org    Teacher Name: Sample Teacher
Appropriately Certified: Yes

If a valid teacher is found, the teacher's name and the teacher's ADE certification status will display. Enter the teacher's email address.

- Click on [ Create Course ]

- If the course is taught at a postsecondary institution or CTED at postsecondary institution, enter the teacher's name and teacher email address. Postsecondary institutions and CTED at postsecondary institution teachers do not have Educator IDs.

| Postsecondary Teacher Information |
| --- |

First Name: ⬅    Last Name: ⬅
Teacher Email Address: ⬅

**Enrollment Reporting instructions section continued:**

When a course has been successfully created, the course information details will display. The program and course information, the course local course title, period, course location, enrollment type, educator ID, teacher name, teacher email address, and appropriately certified information will appear. The enrollment counts section will increase as students are added to the course.

To add a student to the course, click on the Add Student link.

| Course Enrollment Record |
|---|

Course enrollment at                                                    )

| Course Information |
|---|

**Term:** 1

**Program Number & Name:** 46041500 : Construction Technologies (NT-F)     **CTE Course Number & Name:** 46041511 : Construction Technologies I

**Local Course Title:*** TEST1     **Period:*** 1

| Course Location Information |
|---|

**Course Location:**                              l) **Enrollment Type:** Non-Articulated

| Teacher Information |
|---|

**Educator Id:**
**Email Address:**     9999999
Sample.Teacher@school.org     **Teacher Name:** Sample Teacher
**Appropriately Certified** Yes

| Enrollment Counts |
|---|

**Grade Count:**     **Grade 9:** 0   **Grade 10:** 0   **Grade 11:** 0   **Grade 12:** 0

**Gender Count:**     **Female:** 0   **Male:** 0

**Special Population:**   **Special Needs:** 0   **Economically Disadvantaged:** 0   **Single Parent:** 0   **Non-Trad Gender:** 0

**English Learner:** 0   **Homeless:** 0   **Foster Care:** 0   **Military Parent Active Duty:** 0

**Migrant:** 0

| Student Details |
|---|

Add Student ⬅

Show 50 entries                                      Search: [        ]

| Student ID | Student Name | Grade | Credits Earned*? | Student Type* | Select For Deletion ? Select All |
|---|---|---|---|---|---|
| | | | No data available in table | | |

Showing 0 to 0 of 0 entries                    Previous   Next

**Save Changes**   **Cancel & Close**

**Enrollment Reporting instructions section continued:**



- Click on the Add Student link and the course enrollment details will display.
- Enter the student's SUID and click on Search. If the student is found, the student's SUID, name, date of birth, grade level, gender, and race/ethnicity will appear.
- Choose the student type by clicking on one of the student type boxes
- Enter the student credits earned in this course in the semester (Fall or Spring).
- Click on [Add Student] green button to save the student information.

- Continue to add students to the course until all students and their credits earned have been added.
- Click on the [Save Changes] green button to save the course and student information.
- The Fall or Spring Enrollment summary page will then appear with the course that was added and the total number of students in the course.

## Enrollment Reporting instructions section continued:



## Deleting enrollment records

Enrollment records that were added 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-add those records as well.

*To delete entire course enrollment records:*

- Select "Delete" in the actions column for the course you would 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.

*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 Courses** or **Delete All Spring Courses** 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.

**Enrollment Reporting instructions section continued:**
To delete individual student records:



- Click on <u>Modify</u> link for the course you would like to modify (the course that contains the student record you want to delete)
- Find the student or students you want 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.

**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 and 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, then select one of these reports:
        - Records Not Added (VOCI11-2) Report may be empty if no errors
        - Enrollment Summary (VOCI 21-1) Report contains all valid records added currently for current fiscal year
        - Disaggregated Student Enrollment Summary Report
        - Enrollment Headcount Report (district-level)
    - Click on Generate Report

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

**Participant-Concentrator Reporting instructions section:**
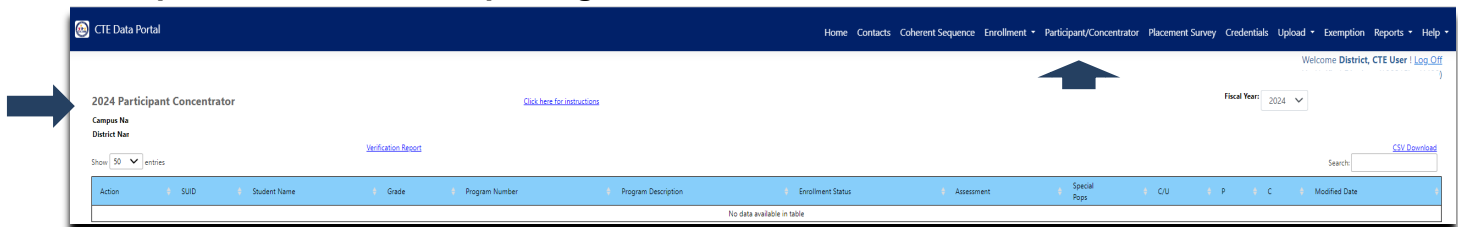


Click on the Participant-Concentrator tab to see your district's Participants-Concentrators summary page in the CTE Data Portal (the default fiscal year is the current year). Every year the CTE Data Portal creates new Participant-Concentrator student records at the school that last gave the student credit in the program, even if student is no longer enrolled at that school. Participant-Concentrator records are created from course enrollment and prior-year participant-concentrator records. Participant-Concentrator records are created twice each school year:

- Before Preliminary State Priority Funding
- Before Final State Priority Funding

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 Data Portal has done the following –
**Created** new Participant-Concentrator student records at the school that last gave the student credit in the program, even if student is no longer enrolled at that school.

- o Credit is not open for update as current year credits were created from current year Enrollment student records.
- o Non-Trad programs will be identified.
- o CTE Assessment information (passed/did not pass) will also be available for every program a student has earned credit in.
- o 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.
- o Click on Click Here for Instructions for more information online in the CTE Data Portal for Participants-Concentrators.

## Participant-Concentrator Reporting instructions section continued:
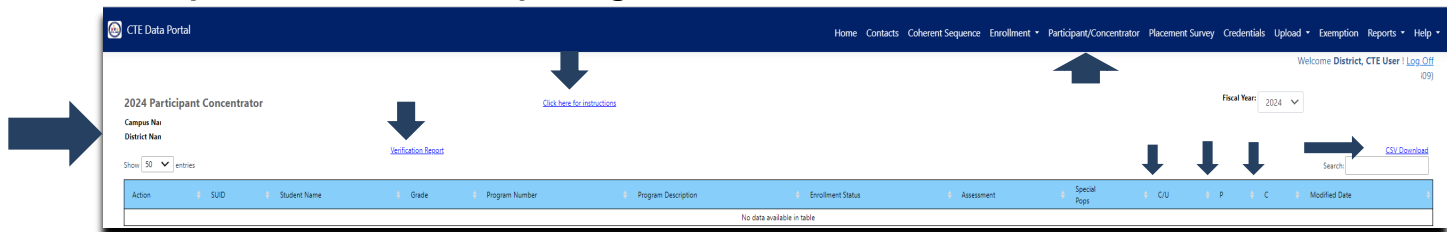


Features also available in the CTE Data Portal Participant-Concentrator summary page:

- Search on last name/first name/SUID/program/enrollment status
- Sort on any column ascending/descending by clicking on that column:
  o Hover cursor on a column title and the full description of the column will display
- Prior-year Participant-Concentrators available for View
- Hover cursor on a column title and the full description of the column will display
- 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.
- Enrollment Status: new enrollment status codes are displayed instead of AzEDS leave codes. Below is a table of AzEDS leave codes and their equivalent Enrollment Status Codes:

| Enrollment Status Code | Leave Codes | Phrase |
|---|---|---|
| GR | G, S7, W7 | GR - Student has graduated. |
| LS | S11, S5, S6, W11, W5, W6 | LS - Student has left secondary education. |
| NE | A, C, D1, D2, S10, S13, S17, S18, S19, S20, S21, S22, S51, S8, W13, W15, W17, W18, W19, W20, W21, W22, W51, W8 | NE - Student has left secondary education and is not expected to re-enroll |
| SE | 29, 3109, 3690, CC, CCLC, E1, E10, E11, E12, E13, E14, E15, E16, E17, E18, E19, E2, E20, E3, E4, E5, E6, E7, E8, E9, EK, ER, ET, L, NDM, Not Applicable, Not Provided, P, R, R1, R10, R11, R12, R13, R2, R21, R22, R3, R4, R41, R5, R51, R6, R7, R9, RD, RP, S1, S12, S2, S3, S41, S9, S99, SA, SC, SE, W, W1, W10, W12, W14, W2, W3, W41, W9, WD, WK, WP, WT | SE - Student is still enrolled in secondary education |
| SU | S4, W4 | SU - Status Unknown |

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.
A new Participant-Concentrator report is available in the Reports function:
- Participant-Concentrator Disaggregated report

## Placement Survey Reporting Instructions section:



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
>
> o 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
>
> o 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).
> o 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.
> o Student address or Employer address - do not use any periods (.) in the address.
> o Click on the [Save Changes] button to save the record.

**Placement Survey Reporting Instructions section continued:**
Fill out the student address, phone number, email address, answer any placement information questions and add any student placement information and **Save Changes** to save the student record.

### Placement Record

Program Name: 46040020 - Construction Technologies (NT-F)

#### Student Information

SUID:        Student Name:        Gender:   M        Enrollment Status:   GR

Address1:* [                    ]    Address2: [                    ]

City:* [        ]    State:* [ - Select State - ▼ ]    Zip:* [        ]

Phone: [        ]    Email Address: [                    ]

Are you returning from a religious mission?   ● No   ○ Yes

#### Postsecondary Education

Are you enrolled in postsecondary education?   ○ No   ● Yes

Postsecondary school: * [ - Select Post Secondary School N ▼ ]

Does your program of study relate to your high school CTE program?   ● No   ○ Yes

What level of postsecondary education are you pursuing?* [ - Select Education - ▼ ]

#### Advanced Training

Are you enrolled in an advanced training program?:   ○ No   ● Yes

Advanced training provider?:* [ Type it in here ]

Does your program of study in advanced training relate to your high school CTE program?   ● No   ○ Yes

Is your advanced training an apprenticeship?   ● No   ○ Yes

#### Military

Are you in the military?   ○ No   ● Yes

Military Branch name?* [ - Select Military Branch Name - ▼ ]

Does your job relate to the skills learned in the program listed above?   ● No   ○ Yes

What are your job duties?* [ Type it in here ]

#### Public Service

Are you in the Peace Corps?   ● No   ○ Yes

Are you in a National Service Program?   ● No   ○ Yes

Peace Corps and National Service Program count as related placement.

#### Working

Are you working?   ○ No   ● Yes

Does your job directly relate to the skills learned in the program listed above?   ● No   ○ Yes

Is your employment an apprenticeship?   ● No   ○ Yes

Employer name:* [                    ]

Address1:* [                    ]    Address2: [                    ]

City:* [        ]    State:* [ - Select State - ▼ ]    Zip:* [        ]

Phone: [        ]    Fax: [        ]    Supervisor: [        ]

What are your job duties?* [ Type it in here ]

[ Save Changes ] [ Close ]

## Placement Survey Reporting Instructions section continued:



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

Any Unduplicated Related placement = $$$ <u>State Priority Funding Related Placement Dollars</u>

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
  - <u>CSV download</u> – create an Excel download file of all Placement Surveys in the summary page. Save Excel file to your computer.
  - Placement Survey <u>Verification Report</u> – click on this link to generate the Placement Survey Verification Report. This report is described in detail on page 17.

## Placement Survey Reporting Instructions section continued:

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

| | |
|---|---|
| **G – Graduated** | |
| **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** |

However, the AzEDS leave codes themselves no longer appear in the CTE Data Portal. The AzEDS leave codes that belong to the Enrollment Status Code will appear in the Placement Survey detail pages:

| Enrollment Status Code | Leave Codes |
|---|---|
| GR | G, S7, W7 |
| LS | S11, S5, S6, W11, W5, W6 |

## Placement Survey Reporting Instructions section continued:



CSV Download:

Click on the link - <u>CSV download</u> – 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 <u>Verification Report</u> 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**

**Placement Survey Reporting Instructions section continued:**

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

▼ **Guidance Documentation**

**Placement Survey**

- CTE Placement Survey Instructions & Follow-up Recommendations Guidance
- Guidance on Related Placement
- Placement Survey Data Sharing Between CTEDs and Member Districts

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. Guidance on Related Placement provides guidance on choosing a related placement for a student. Placement Survey Data Sharing Between CTEDs and Member Districts provides guidance on how CTEDs and their member districts should share student placement survey data.

 The Arizona Department of Education CTE unit recommends that the LEA that teaches the student be the LEA that conducts the Placement Survey (i.e., contacts the student). Districts with nonarticulated/on-campus enrollment should conduct the placement survey for their nonarticulated/on-campus students and CTEDs should conduct the placement survey for their own central or community college campus students and share the results of their placement survey efforts with member districts. Each CTED and member district should agree on who will conduct the placement survey for which students and who will share data with whom. Regardless of who conducts the placement survey, data sharing agreements between the CTED and each member district are important to ensure that data is fully captured and recorded at both the CTED and at each member district.

**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. A student can have only one passed credential in a program.

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.

## Upload File Instructions section:
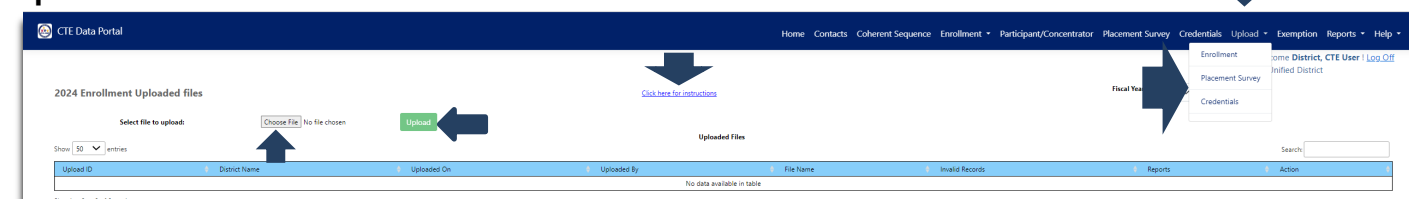


Larger districts with many records to add/modify may want to upload a file versus updating online one record at a time. Enrollment can be uploaded in a file and the uploaded enrollment records can also be updated online after a successful upload. Successfully uploaded data will appear in the appropriate 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 -
    - o 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
    - o 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

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

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

**Upload File Instructions section continued:**
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.

<u>Column lengths</u> 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.

**Uploading Enrollment data**: 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 Data and Accountability and in the CTE Data Portal>Upload Click here for instructions. Templates available include:
- Non-articulated courses
- Articulated courses
- Postsecondary articulated courses
- CTED (Central and Community College) courses

**Upload file templates**
Please be sure to use the correct upload template when adding records to Enrollment. The upload file templates are available on the CTE Data and Accountability websites and in the Upload Click here for instructions link.

CTE District templates: (not to be used by CTEDs):
- 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.

CTED template: (not to be used by CTE Districts):
- CTED Nonarticulated courses – use this file template to add records to your own CTED campus enrollment.

**Upload File Instructions section continued:**

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 have 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.

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.

**Frequently Asked Questions for Enrollment file uploads:**

**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.*

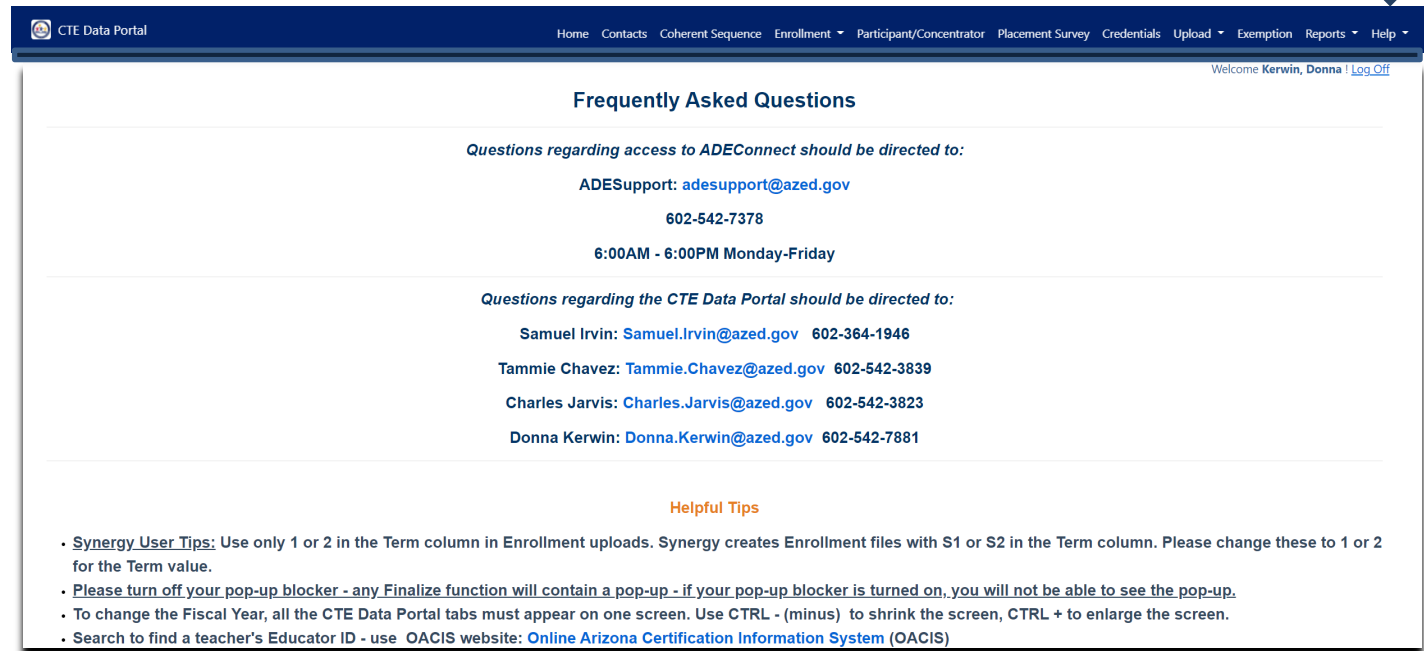**Q.** Why am I getting errors when trying to upload a file?

**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.*

**Frequently Asked Questions for Enrollment file uploads continued:**

**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 Support section:

| CTE Data Portal | Home | Contacts | Coherent Sequence | Enrollment ▾ | Participant/Concentrator | Placement Survey | Credentials | Upload ▾ | Exemption | Reports ▾ | Help ▾ |

Welcome **Kerwin, Donna** ! Log Off

### Frequently Asked Questions

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

ADESupport: adesupport@azed.gov

602-542-7378

6:00AM - 6:00PM Monday-Friday

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

Samuel Irvin: Samuel.Irvin@azed.gov   602-364-1946

Tammie Chavez: Tammie.Chavez@azed.gov   602-542-3839

Charles Jarvis: Charles.Jarvis@azed.gov   602-542-3823

Donna Kerwin: Donna.Kerwin@azed.gov   602-542-7881

#### Helpful Tips

- Synergy User Tips: Use only 1 or 2 in the Term column in Enrollment uploads. Synergy creates Enrollment files with S1 or S2 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: Online Arizona Certification Information System (OACIS)

Click on Help>FAQ for CTE Data Portal support contact information.
Find your District Entity Administrator and gain access to the CTE Data Portal via ADEConnect and 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** | **Samuel Irvin** |
|---|---|
| Donna.Kerwin@azed.gov | Samuel.Irvin@azed.gov |
| 602-542-7881 | 602-364-1946 |
| **Tammie Chavez** | **Charles Jarvis** |
| Tammie.Chavez@azed.gov | Charles.Jarvis@azed.gov |
| 602-542-3839 | 602-542-3823 |

Questions regarding **access to ADEConnect** should be directed to:
**ADESupport**
adesupport@azed.gov
602-542-7378
6:00 AM – 6:00 PM Monday-Friday

**CTE Data Portal application – CTE District-specific online function**
**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 4-year grace period
- Other

The Exemption Request process is:

- District submits an Exemption Request for a program/course at a school
- CTE Accountability Team Specialist Approves/Not Approves Exemption Request
- If an Exemption Request is approved for a course, and there are multiple courses reported in the enrollment records for the same program taught by the same teacher, then the approved Exemption request will be applied to all the courses in that program, and all courses will be funded in that program taught by the same teacher.

## FIVE-YEAR ROLLING PERIOD FOR SUBMITTING EXEMPTION REQUESTS

Only one teacher certification exemption request per district per teacher may be submitted/approved in a  rolling five-year period. In other words, if a teacher with an approved exemption request moves schools within the district, no second exemption can be approved until the five-year period has elapsed regardless of program taught. However, if the teacher moves to another district, a second exemption can be approved at the new district.

Only one program concentrators/placements exemption request per district per program may be submitted/approved in a rolling five-year period. However, if a program goes inactive (no enrollment reported for two consecutive years) and is restarted in a subsequent year, the program may be considered new for that school.

**Exemption Request Reporting instructions section continued:**

*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 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)
- 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 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

# CTE Data Portal application – CTED-specific online function
## CTED Statement of Assurance instructions section:

After completing the Contact information in the CTE Data Portal, a CTED district will need to read and acknowledge the CTED 2023-2024 Statement of Assurance. Read the entire assurance agreement and then click on the checkbox and the green box to acknowledge the agreement:    I Agree

Then click on Submit to save the 2023-2024 Statement of Assurance. After the assurance is saved, all CTED functions in the CTE Data Portal will appear at the top of the page. Then proceed to the Coherent Sequence function.

## CTE Data Portal application – CTED-specific online function
**Member Districts Instructions section:**
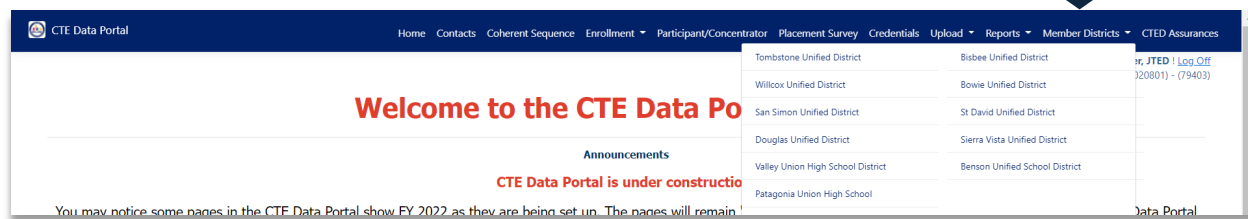


CTED Districts will be able to view their Member District's data in the CTE Data Portal.

- Choose the Member Districts function and then select the desired member district.
- All the CTED's member districts will be listed in the pop-up menu. (The CTED 'Cochise Technology District' is shown as an example in this user guide).

After selecting a member district, the CTED District will have access to that member district's CTE Data Portal data for View-only. After navigating to a member district, the CTED District can go back to its own CTED District data by clicking on the 'Go Back To (CTED District name) link'.

## CTE Data Portal Reports Section – common to both CTE Districts and CTEDs:

- 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.
    - 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.
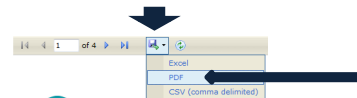
### Coherent Sequence reports:

- 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:

- 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).

CTE Data Portal Reports Section – common to both CTE Districts and CTEDs continued:

**Enrollment Reports:**
- CTE Opportunity Gap Analysis report (by District or by School)
- CTED/School Enrollment Discrepancy report
- Enrollment Headcount report
- Enrollment Summary report
- Improper Teacher Certification report
- Records Not Added report
- Student Enrollment Summary Report
  - Disaggregated Student Enrollment report

**Enrollment reports descriptions**

**CTE Opportunity Gap Analysis report:**

CTE Opportunity Gap Analysis Report analyzes enrollment trends on an annual basis by comparing CTE enrollment to schoolwide enrollment by gender, race/ethnicity, and special population. The report shows observable disparities or "opportunity gaps" in the CTE participation for specific subgroups or special populations. Gaps may be due to a variety of factors – the report indicates where the gap exists and the magnitude of the gap but does not explain the underlying cause for the gap. The report shows "opportunity gaps" as a percentage-point difference between the schoolwide population and the CTE-participating population for each subgroup or special population.

**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 Reports Section – common to both CTE Districts and CTEDs continued:

**Enrollment Headcount report:**
Report shows unduplicated 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. Report can contain duplicate student counts because both terms for courses are included in the report if both terms are reported by the school district.

**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.

**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).

**Participants-Concentrators report:**
- Participants-Concentrator Disaggregated Report

Participants-Concentrators Disaggregated report
List by district/school or by CTED/campus all the participant-concentrators for a school year. Reports include the district/school or CTED/campus, program, student information and credits earned, 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 Reports Section – CTE District-specific section

**Funding Reports:**
- Courses Ineligible for Funding report
- District Enrollment Funding report
- Funding Summary report
- Related Placement Funding report

**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

**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.

**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.

**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.

CTE Data Portal Reports Section – CTE District-specific section continued:

**CTED (Member district's CTED data in reports). Reports are hidden from the CTED itself.**

- CTED Coherent Sequence Information
- CTED Credential Summary
- CTED Participants - Concentrators Summary
- CTED Placement Survey Summary
- Member District CTED Enrollment Summary

**CTED Coherent Sequence Information report:**
List of the CTED's program sequence by course. Report includes the program number, program name, course number, course name, and modified date. Every time the Coherent Sequence is updated, the modified date will reflect the current date. This information is displayed online in the CTED's Coherent Sequence programs section. Report is hidden from the CTED itself.

**CTED Credential Summary report:**
Totals of students who earned and attempted to earn a CTE Credential by program. Listed by CTED/campus and program. Report can be run by any member district of the CTED, will only show total number of CTE Credentials (attempted and passed) entered by the CTED. Report is hidden from the CTED itself.

**CTED Participants-Concentrators Summary report:**
List by CTED/campus all the participants-concentrators for a school year whose school of residence is the member district. Only totals by program appear in this report. Total participants, concentrators, and others (who do not qualify as either a participant or concentrator) appear by program. Totals of took assessment and passed assessment by program also appear. Report is hidden from the CTED itself.

**CTED Placement Survey Summary report:**
List by CTED/campus all the placement surveys for a school year whose school of residence is the member district. Only total by program appear in this report. Active date of program, total placements, and total related placements by program appear. Report is hidden from the CTED itself.

**Member District CTED Enrollment Summary report**:
Report provides a summary of all enrollment records uploaded/added by a CTED by fiscal year as of the current date. Member districts will see their own CTEDs enrollment records. Report is hidden from the CTED itself.

CTE District-only Performance Measures reports descriptions:  Available in CTE Data Portal annually:

- 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 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 Secondary State Determined Levels of Performance – Three Year Comparison by District:**
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 by 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.

CTE District-only Performance Measures reports descriptions continued:

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

Produces a school summary report displaying all eight Performance Measures data results for the last 3 consecutive years <u>by school by program</u>. 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.