



Guidance on Reporting Articulated Enrollment at other non-CTED Schools

Audience

This guidance document applies to secondary LEAs except career and technical education district (CTED) central/community college campuses.

Subject

In most cases of non-CTED articulated enrollment, the enrollment should be reported as nonarticulated enrollment by the district of attendance.

When

This guidance applies to school year/fiscal year 2022-2023 and forward.

Definitions

- **Nonarticulated:** A course taught on-campus by school district instructors.
- **Articulated:** Generally, a course taught off-campus at another location, such as a CTED, another school within the district, or another school outside of the district.
- **Concurrent or Ancillary Enrollment:** In this context, enrollment at a high school or CTED other than the student's primary ("main") high school.
- **District/School of Residence/Record:** The student's primary ("main") high school; the school from which the student plans on graduating; the school responsible for maintaining the student's transcript.
- **District/School of Attendance:** The district and/or school that provides instruction to the student for the particular program/course.

Content

In most cases of non-central-CTED articulated enrollment, the enrollment should be reported by the district of attendance only. This includes all in-district and out-of-district concurrent enrollment where a student receives instruction in a CTE course from a non-CTED school other than their primary school of residence. Districts should continue to report articulated enrollment for CTED central campus and community college courses.

All schools, including CTEDs, should use the "CC – Completed Concurrent Enrollment" year-end exit code when a student completes a school year at a concurrent enrollment school. Graduation from multiple schools or improper use of withdrawals is not appropriate; the "CC" exit code is designed to exit a student from a school's cohort on the last day of the school year.

In-District Concurrent Enrollment

In-district concurrent enrollment is when a student attends an in-district school other than their primary school of residence/record for one or more courses. The student does not plan on graduating from the concurrent enrollment school. Their primary school of residence maintains the student's transcripts and the student plans on graduating from their primary school of residence/record.

In-district concurrent enrollment may be reported at any school within the district at which the student is enrolled, at either their "main" school or their concurrently enrolled school. However, the district must select only one school within the district to report their enrollment per each CTE program if the student receives instruction in the same CTE program at more than one school within the district.

Funding, performance measures, and placement records will exist at the school that reports the enrollment (given that the student receives credit).

Example

A student is enrolled in a CTE program in period 2 at their main high school. After school, the student travels to another high school within the district and takes another class of the same CTE program. This district may pick either school to report the enrollment. For simplicity, ADE/CTE recommends that the district report the enrollment at the student's regular/main high school (period 2 as nonarticulated, after-school period as articulated). The student's participant/concentrator record and placement survey would be created at the school that reported the enrollment (given that the student received credit and no other enrollment in the same program was reported for the student elsewhere).

Out-of-district Concurrent Enrollment (except CTED-articulated enrollment)

In this context, out-of-district concurrent enrollment is when a student attends an out-of-district school other than their primary school of residence/record that is not a CTED central campus for one or more courses. The student does not plan on graduating from the concurrent enrollment district or school. Their primary district and school of residence/record maintains the student's transcripts and the student plans on graduating from their primary school of residence/record.

Out-of-district concurrent enrollment should be reported by the district of attendance and not by the student's district of residence/record. Funding, performance measures, and placement records will exist at the school that reports the enrollment (given that the student receives credit) which is the school that is actually providing instruction to the student in the particular CTE program.



Example

A student is enrolled in a high school that does not offer the CTE program they wish to take so the student enrolls concurrently at a neighboring high school in another school district (non-CTED). The school district that is actually teaching the program (in which the student is concurrently enrolled) would report the enrollment. The student's home/main high school (in which they are not enrolled in the CTE program) would not report anything (regarding this particular situation). CTE course enrollment funding would be allocated to, and the participant/concentrator record and placement survey would be created at, the school actually teaching the student.

Concurrent Enrollment at a CTED Location

Districts should continue to report concurrent enrollment at CTED central or community college sites as articulated enrollment, except that member districts of the East Valley Institute of Technology (EVIT) do not report articulated enrollment for EVIT central campus courses.

Nothing in this guidance document affects how CTED member districts or satellite campuses should report their articulated, CTED central campus enrollment.

Nothing in this guidance document affects how CTEDs should report their own central or community college site enrollment.

Contact

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