



These business rules apply to the career and technical education district (CTED) annual report required by Arizona Revised Statutes §15-393.01(C). The report must contain the following elements:

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.

Beginning in FY 2022, CTEDs report enrollment data to the Arizona Department of Education (“Department”) via the CTE Data Portal, an online data collection application. The Department compiles the CTED annual report using this CTED-reported data. The business rules below describe how each element of the CTED annual report is compiled and presented:

Element 1 – Average Daily Membership

For the purposes of this report, the Department reports the Average Daily Membership (ADM) as of the 100th day of school for each CTED central, leased central, community college, and satellite campus.

Element 2 – Student Count

For the purposes of this report, the Department reports the actual student count (headcount) as of the 100th day of school for each CTED central, leased central, community college, and satellite campus.

Element 3 – Programs and Courses Offered

For the purposes of this report, the Department reports all programs and courses listed on the Coherent Sequence of each CTED central, leased central, community college, and satellite campus in the CTE Data Portal application. Programs/courses do not need to have enrollment in the same fiscal year to be included in this portion of the report.

Element 4a – Student Enrollment

For the purposes of this report, the Department reports the total unduplicated student count (headcount) for each CTE course for each CTED central, leased central, community college, and satellite campus as reported in the CTED Data Portal application. Courses with zero students enrolled are included in this portion of the report with a zero value for the Course Enrollment Student Count.

Element 4b – Program Persistence

For the purposes of this report, the Department reports the total unduplicated count of students that earn at least one credit in at least two courses of a program (minimum of 1 credit in each course) divided by the total unduplicated count of students that earn at least one credit in the program for each CTED central, leased central, community college, and satellite campus. Credit tracking is part of enrollment reporting in the CTE Data Portal application.

Element 4c – Program Completion

For the purposes of this report, the Department reports the total unduplicated count of students that complete a program, indicated by a student earning the required number of credits for a given program, divided by the total unduplicated count of students that earn at least one credit in the program for each CTED central, leased central, community college, and satellite campus. Credit tracking is part of enrollment reporting in the CTE Data Portal application.

Element 5 – Cost Reporting

For the purposes of this report, the Department reports annual program costs as reported by the CTED on spreadsheet templates collected outside of the CTE Data Portal application.