



# **PLACEMENT SURVEY DATA SHARING BETWEEN DISTRICTS AND CTEDS**

CAREER & TECHNICAL EDUCATION  
DATA & ACCOUNTABILITY

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Placement Surveys are conducted for CTE concentrators that leave secondary education each year. The CTE Data Portal system creates Placement Surveys from Participant/Concentrator records. A student must be a concentrator and have a qualifying enrollment status for a Placement Survey to be generated. As both Districts and CTEDs report student enrollment data and maintain Participant/Concentrator records separately, both the District and CTED may see a Placement Survey for the same student/program. At the District, this includes Participant/Concentrator records and Placement Surveys for articulated students that attend a CTED central or community college campus. At the CTED, this includes all CTED central or community college students.

## **DATA COLLECTION RESPONSIBILITIES**

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.

## **PERKINS V RESPONSIBILITIES**

LEAs that participate in Perkins V must record the placement outcomes for all eligible CTE concentrators, including articulated students that attend a CTED central or community college campus. If the CTED conducts the placement survey for its own on-campus students, the CTE Data Portal will automatically copy the CTED's placement data into the placement surveys for the student/program at any of the CTED's satellite schools, if the satellite version of the placement survey is blank (not yet entered any data). Conversely, if the satellite school conducts the placement survey for its articulated students, the CTE Data Portal will automatically copy the school's placement data into the placement surveys for the student/program at the school's CTED central campuses. Regardless of which entity is completing the survey, both entities should ensure that their data is correct and complete before finalizing their placement surveys for the fiscal year.

## **HOW TO SHARE DATA**

Regardless of which LEA conducts a placement survey for a shared student, the data should be shared freely with all LEAs at which the student has a placement survey. Rather than duplicating work or contacting students more than once for the same program, LEAs can use the placement survey data created by another LEA to complete their own placement surveys.

The CTE Data Portal will automatically copy data from CTED to District School records or from District School to CTED records if the destination record is blank, meaning that no data has been reported in the destination record, including student contact information.

Even though the CTE Data Portal will automatically copy information, it is still recommended that Districts and CTEDs verify data for mutual students. The CTE Data Portal Placement Survey page has a link ("CSV Download") to download all placement data (including blank surveys and responses) as an Excel file. Once the placement survey is complete, CTEDs and member districts should share the Excel file download and ensure

that all data is appropriately captured on both sides. Districts and CTEDs could also share any uploaded placement survey bulk upload files to ensure that the same data is captured by both the District and CTED.

## CTED RESPONSIBILITIES

- ADE/CTE recommends that CTEDs conduct the placement survey for all qualifying students that attend CTED Central campus or Community College campus CTE programs, including, but not limited to, students from member districts, private or charter school students, homeschooled students, ESA recipients, etc.
- The CTE Data Portal will automatically copy the CTED's placement data into their member district's placement surveys if the member districts have not yet reported any placement data for such the CTED's central campus students.
- CTEDs should share the results of their placement survey outreach efforts with their member districts for students that attend the CTED's central or community college campuses from a member district.
  - Survey outreach results could include the CSV Download Excel file after the CTED has reported the placement survey data or the completed bulk upload file.
- CTEDs should verify placement data against any placement data recorded by member districts for shared students and resolve any discrepancies.
- CTEDs should coordinate formal data sharing agreements with member districts that specify which LEA (CTED or member district) will conduct the placement survey for which students.
- CTEDs should ensure that all placement data is recorded appropriately in the CTE Data Portal for all of their central and community college campus students regardless of which LEA conducted the placement survey. **Only placement data recorded in the CTE Data Portal for the CTED's placement surveys will be used for CTED-related reports, including the CTED's Achievement Profile.**

## DISTRICT RESPONSIBILITIES

- ADE/CTE recommends that Member districts conduct the placement survey for all qualifying students that attend nonarticulated/on-campus CTE programs, including, but not limited to, students that normally attend the member district's school, private or charter school students, homeschooled students, etc.
- The CTE Data Portal will automatically copy the district's placement survey data into their CTED's placement surveys if the CTED has not yet reported any placement data for their own central campus students.
- Member districts should share the results of their placement survey with their CTED if they conducted the placement survey for their articulated students that attend classes at the CTED's central or community college campuses.
  - Survey outreach results could include the CSV Download Excel file after the CTED has reported the placement survey data or the completed bulk upload file.
- Member districts should verify placement data against any placement data recorded by CTEDs for shared students and resolve any discrepancies.
- Member districts should form formal data sharing agreements with their CTED that specify which LEA (CTED or member district) will conduct the placement survey for which students.
- Member districts should ensure that all placement data is recorded appropriately in the CTE Data Portal for all of their students, including both nonarticulated and articulated students, regardless of which LEA conducted the placement survey. **Only placement survey data recorded in the CTE Data Portal for the district's placement surveys will be used for district-related reports, including Perkins V performance measures, and CTE State Priority grant funding purposes.**

## IMPACT ON PERFORMANCE MEASURES AND FUNDING

Regardless of how data is recorded (manually, uploaded, or auto filled), related placements are eligible to generate CTE State Priority grant allocations for eligible sub-recipients. If data is auto filled into eligible Priority grant recipient's placement survey, the Priority grant recipient will be eligible to receive Priority funding even if the data was entered by a non-eligible entity (such as a CTED).

Regardless of how data is recorded (manually, uploaded, or auto filled), placements are eligible to be counted in the Perkins V performance measures for Perkins sub-recipients.

## PLACEMENT SURVEYS CREATED BY CHANGE REQUEST

If a placement survey is created by change request (i.e., inserting credits or overriding the enrollment status requirement), placement survey data may be pre-populated (auto filled) if the alternative entity already entered placement data into their placement survey for the same student.

## DEFINITIONS

<b>CTED</b>	Career and technical education district
<b>LEA</b>	In this case, a local education agency that offers CTE programs, either a school district, charter school, or career and technical education district (CTED).
<b>Perkins V</b>	Colloquial name for the Strengthening Career and Technical Education for the 21 <sup>st</sup> Century Act