



*****Temporary Guidance*****

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 CTE students, including articulated students that attend a CTED central or community college campus. If a CTED conducts the placement survey for its own on-campus students, the CTED should share the results of the survey with member districts who will then report the data in their own Placement Surveys. This is to ensure that member district placement survey results are counted when calculating Perkins V performance measures and CTE State Priority grant related placement funding.

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 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

- CTEDs should 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.

- 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 itself will be used for CTED-related reports, including the CTED's Achievement Profile.**

DISTRICT RESPONSIBILITIES

- Member districts should 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.
- 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 will be used for district-related reports, including Perkins V performance measures, and CTE State Priority grant funding purposes.**

DEFINITIONS

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