



This guidance applies to career and technical education districts (CTED) with students that attend central campuses (both owned and leased) and/or community college campuses. This guidance does not apply to CTED satellite campuses or member districts.

CTEDs must use the appropriate AzEDS exit code for their students at the end of the school year. A new exit code (also known as “leave codes”) has been created for AzEDS that can be used to exit concurrently enrolled students at the end of the school year.

The Arizona Department of Education has created a year-end/exit code for students that complete a school year in a concurrent enrollment to accurately reflect the exit status for such students. Historically, districts may have withdrawn a student from the school’s cohort the day immediately prior to the last day of the school year or inappropriately assigned a graduation or promotion code which led to incorrect reporting for drop-out, graduation, and persistency reporting.

Schools may now use the “CC” – Completed Concurrent enrollment code on the last calendar day of the school year when the student is officially concurrently enrolled at the school to remove the student from the school and any cohort reporting (like a mid-year “W1” withdrawal).

Students must be “officially” concurrently enrolled in order for the “CC” code to be used; schools that use this code if the student’s enrollment is not identified as a concurrent enrollment will fail integrity checks. Concurrent enrollment, which is also referred to as Ancillary enrollment, is when a student is taking one or more courses at a school that is not their regular “home” high school. Students do not plan on graduating from the school at which they are concurrently enrolled, and their transcript (and credits) continue to be maintained by their regular “home” high school. Concurrent enrollment is reported as “Ancillary” membership; membership type is reported to AzEDS as part of a student’s school enrollment.

CONCURRENT ENROLLMENT AT CTEDs

In most cases, a CTED should not be a student’s Main enrollment (CTEDs are typically concurrent enrollment), even if the student does not attend any other public school; the CTED enrollment should be considered concurrent/ancillary since the student does not plan on graduating from the CTED. This would include homeschooled students that attend CTE courses at a CTED central campus, as well as empowerment scholarship account (ESA) students.

Membership type (main or concurrent/ancillary) does not impact ADM funding for either the CTED or any member district/satellite campus. In the CTE Data Portal system, students that receive a “CC” leave code will be considered “Still Enrolled” for data tracking purposes.

Students	
Completed Program	Completed Concurrent Enrollment
Code	
<ul style="list-style-type: none"> Year-end: C Mid-year withdrawal: W13 Summer withdrawal: S13 	<ul style="list-style-type: none"> Year-End: CC <i>Code may only be used on last calendar day of school year.</i>
Description	
<p>Completers are 12th grade students that have completed a course of study at a career and technical education district before or after graduation.</p> <p>Since career and technical education districts cannot graduate students/give a high school diploma, this code indicates that the student has completed their program and is not expected to re-enroll.</p>	<p>Student has completed a concurrent enrollment and needs to be removed from the concurrent enrollment school's cohort reporting. The student is expected and/or eligible to return in a following year to complete their program.</p> <p>This includes 12th grade CTED central campus students who graduate from their regular "home" high school and are expected to return to the CTED central campus in the year immediately following graduation to complete their CTED program.</p>
When to use this code	
<p>Use this code when the student has:</p> <ol style="list-style-type: none"> Completed the CTED program, <u>AND</u> Has exited secondary education and is not expected to re-enroll in the CTED or in another high school (i.e., student has graduated from their high school). 	<p>Use this code when the ancillary student has:</p> <ol style="list-style-type: none"> Completed a school year but may return in a following fiscal/school year for additional classes, including students that graduate high school but enroll in the CTED in the year immediately following graduation. <p>Use this code for Empowerment Scholarship Account students that have:</p> <ol style="list-style-type: none"> Attended a central campus course and have completed a school year but may return in a following fiscal/school year for additional classes.
Other Details	
<ol style="list-style-type: none"> Code may be used by career and technical education districts at their central or community college campuses. Code should only be used for students in grades 09 – 12 that have concluded their high school education and are not expected to re-enroll in the following year. 	<ol style="list-style-type: none"> Code may be used by either career and technical education districts or non-CTED districts. Code should only be used for students in grades 09 – 12 that have completed the concurrent enrollment courses and may return in the following year(s) to complete the program (including the year immediately following graduation)*. Code may only be used on the last calendar day of the school year. Mid-year withdrawals should continue to use the appropriate withdrawal code. Student must be officially concurrently enrolled to use this code. To be "officially" concurrently enrolled, the student must have multiple school enrollments and the code may be used for enrollments where the membership type is "Ancillary" (except CTED-only enrollment). Code will remove student from the concurrent enrollment school's cohort reporting.