



INTRODUCTION

ADE Career and Technical Education collects student/course level enrollment data via the CTE Data Portal application. Enrollment data reported in the CTE Data Portal is used to comply with state and federal laws and regulations, calculate state grant funding, evaluate, and calculate federal grant performance measures, calculate CTED achievement profile data, and more. Enrollment is reported either as nonarticulated (on campus) or articulated (off campus) and, for school districts that are members of a CTED, reported by both the school district and the CTED.

DATA CAPTURE DATES

Participating CTE districts report student level enrollment for all CTE courses in both Fall and Spring terms. Enrollment is captured on specific dates during the school year:

- **Fall Term: October 15**
- **Spring Term: February 15**

Districts and CTEDs must report students that were enrolled in CTE courses on the data capture dates in each respective term. Only students actively enrolled in a CTE course may be reported (regardless of attendance on those particular dates), meaning that is a student withdrew prior to or transferred in after a data capture date, that student should not be reported in that term's CTE course enrollment.

For students that transfer schools and continue in CTE programs, credit history is tracked across all CTE-participating schools and should not be duplicated. If a district or CTED feels that they should report a student's enrollment for students not actively enrolled on a term's data capture date to accurately capture the student's credits, please contact CTE Accountability. The CTE Data Portal system will prevent a school from creating a duplicate enrollment record for a student in any given term.

Districts may wait until the credits have been posted at the end of each respective term before reporting student enrollment for that term, but the students that are reported should be those that were enrolled on the respective data capture date.

SUMMER ENROLLMENT

CTE does not fund summer enrollment via state grant funding. However, CTED students enrolled in summer courses may be reported in the CTE Data Portal – students should be reported in the same fiscal year as their AzEDS membership for the CTED.

AzEDS INTERFACE

The CTE Data Portal interfaces with the ADE AzEDS (Arizona Education Data Standards) system to verify student enrollment (by school of residence) and to populate student demographic information, including grade level and any special populations. The CTE Data Portal does not interface with AzEDS to populate enrollment data – all enrollment data must be provided by the districts directly into the CTE Data Portal.

COURSES MUST EXIST ON COHERENT SEQUENCE

A program/course and articulated location (if applicable) must exist on the coherent sequence in order to record enrollment data in that program/course and articulated location (if applicable). For example, if Graphic Design – Graphic Design I exists as a non-articulated course on a school's coherent sequence, that school could record student enrollment in Graphic Design I only at the school of residence. If the school attempted to

record student enrollment at an articulated location (including at a CTED campus), the CTE Data Portal would reject the record and the student enrollment would not be processed. However, if Graphic Design I existed on the coherent sequence with an articulated location specified (such as a CTED campus), and the school attempted to record Graphic Design I student enrollment at the specified articulated location, the record would be accepted. A program/course may exist on the coherent sequence in multiple locations (non-articulated and articulated). The CTE Data Portal uses the school of residence CTDS number to verify student enrollment.

REPORTING CREDITS BY TERM

Any credits earned by students in CTE courses must be recorded with the student level enrollment data. When recording data, schools should pay close attention to how the credit was earned by the student. If a student earns credit in a course that spans one school year, earning 0.5 credits in each term (Fall and Spring), the CTE student enrollment data should reflect this and the school would record 0.5 credit in each term, resulting in 1 credit awarded at the conclusion of the school year. If a student earns credit in a course that spans only one semester (such as in a block course), the CTE student enrollment data should reflect this, and the school would record 1 credit earned in 1 term. In the case where a student earns 0.5 credits in the same course in 2 different class periods of the day in the same term, the data should be recorded as earning 0.5 credits in each course within the same term (2 separate enrollment records in the same term differentiated by class period). The system will aggregate credits by program and course, so the student will still receive 1 credit at the conclusion of the term.

ZERO CREDIT

A value should be recorded even if the student did not earn credit (i.e., did not pass the course) – the school should record a “0” for the credit earned. In cases where students do not earn credit, the student’s enrollment will still be eligible to generate grant funding (given that course is eligible for funding).

CREDIT REPORTED BY MULTIPLE SCHOOLS

The primary goal of enrollment and credit reporting is ensuring that student progress is accurately tracked. The two specific data capture dates aide in this be ensuring that students are reported only by one school if they transfer schools during the school year. However, ADE/CTE recognizes that circumstances may exist where students may earn credit that would not be accurately recorded if the student’s enrollment was reported only on the data capture date. The CTE Data Portal software allows credit greater than zero to be reported only once per *student*, per *term*, and per *course* (not *program*).

Case 1: A student is enrolled in School A on the Fall term data capture date and is not enrolled in any CTE program. After the Fall term data capture date, the student transfers to School B and earns credit in a CTE program. School B may report the enrollment and the credit. School B will receive state grant funding for this enrollment. School A reports nothing and does not receive state grant funding (as the student was not enrolled in any CTE program).

Case 2: A student is enrolled in School A on the Fall term data capture date and is enrolled in Agriscience I. After the data capture date, the student transfers to school B and enrolls in Agriscience I to finish the Fall term. At the end of the term, School A does *not* award credit to the student for Agriscience I, but school B does. Both schools A and B may report the Fall enrollment, but only school B may report the credit. Both schools A and B will receive state grant funding for this student. If the student remains enrolled in Agriscience I in the Spring term at school B, only that school will report the spring term enrollment and credit.

Case 3: A student is enrolled in School A on the Fall term data capture date and is enrolled in Agriscience I. After the data capture date, the student transfers to school B and enrolls in Agriscience I to finish the Fall term. At the end of the term, both schools A and B award credit for Agriscience I. Both schools A and B may report the Fall enrollment, but only school A may report the credit as the student was enrolled in school A on the data capture date. Both schools A and B will receive state grant funding for this student. CTE Data Portal software

will ensure that only one school reports the enrollment and credit (greater than zero) but will allow either school A or B to report the credit if the other has not. The school that attempts to report the credit second will receive an error message. Please contact CTE Accountability if you receive this message and believe it to be in error.

Other cases/circumstances may exist. Please contact CTE Accountability if you have any questions on which CTE students should be reported and with what credit.

CREDIT MUST BE REPORTED DURING REPORTING WINDOW

Please note that all credit must be provided with the student's CTE enrollment data and credits cannot be modified anywhere else in the CTE Data Portal or after the Enrollment modification window closes (see Data Portal schedule/timeline for modification window timeframe).