



## INTRODUCTION

CTE participants and CTE concentrators are tracked year-by-year in the CTE Data Portal until the student either graduates or leaves school. Participants and concentrators are used in calculating the state's, a district's, or school's performance measures as required by Perkins V. The CTE Data Portal will also display technical skills assessment results and any credential data for each student/program, if applicable.

Participant/Concentrator records are created when a student earns credit in a CTE program and are retained until the student graduates or otherwise leaves school. The record consists of the student's information and the number of credits they earned, by year, in a CTE program. Each CTE program a student earns credit in would create a separate Participant/Concentrator record. Each fiscal year's Participant/Concentrator records consist of the prior year's records where the student is still enrolled, and any new records created (by the system) because a student earned credit in a CTE program in the reporting year.

Participant/Concentrator records are created for secondary-level schools, including CTEDs, only, and are not created for community colleges.

## DATA DEPENDENCIES

In CTE data reporting, the participant/concentrator record is dependent on:

- **CTE student enrollment data** – credits are populated directly from the CTE Data Portal enrollment data.

In CTE data reporting, the following elements are dependent on the participant/concentrator record.

- **CTE State Priority funding** – all programs must have a concentrator within the first four years of the program's existence to qualify for CTE State Priority funding.
- **Federal Performance Measures (Perkins V Performance Measures)** – concentrator data is used extensively in calculating the performance measures specified in Perkins V.
- **Placement Survey** – The Placement Survey is created for each concentrator that leaves secondary education in the reporting year.

## STUDENT DEMOGRAPHICS AND AzEDS EXIT CODES

The CTE Data Portal interfaces with the AzEDS system to populate the student's "leave code" at the end of the fiscal year. Leave codes may be posted at any point during the school year up to the AzEDS reporting cutoff and are refreshed daily in the CTE Data Portal. Leave codes are also referred to as "Exit Codes" in AzEDS. Leave codes are translated into an "Enrollment Status" that indicates if the student is still enrolled in school, has left school, or status is unknown.

The CTE Data Portal interfaces with the AzEDS (Arizona Education Data Standards) system to populate the student's name, grade level, gender, race/ethnicity, and any special populations. Special populations include Special Needs, Economically Disadvantaged students, English Learners, Homeless Individuals, Individuals in Foster Care, students with a parent in Active Military duty, and Migrant students. Special populations data are used by ADE to identify equity gaps and to comply with federally mandated year-end reporting. Cohort year is also populated from AzEDS and is used in several performance measures. The CTE Data Portal refreshes AzEDS-derived data on a nightly basis, including leave codes.

All student data is archived at the end of the data reporting cycle; any changes to the AzEDS data (such as through the 915 process) are not reflected in the CTE Data Portal after the data is archived.

## CREDITS IN THE CTE DATA PORTAL

The CTE Data Portal aggregates student's credits directly from the CTE Data Portal Enrollment records at each school to verify if the student meets the definition of CTE participant or CTE concentrator. Student may gain more than 1 credit in a single CTE course, but until they complete two or more CTE courses in a single CTE program, they will not be considered a CTE concentrator.

A student's Participant/Concentrator record may also display credits earned in an "Intro Program". Intro programs, discontinued in 2018, allowed students to receive credit in a "shared" intro course before concentrating in a specific CTE program. Intro credits cannot be edited and the CTE Data Portal will display any intro credits earned in a qualifying CTE intro program for each CTE program in which the student has continued.

Credits may not be modified in the PC record; all credits are reported during the enrollment reporting timeframe.

## PARTICIPANT/CONCENTRATOR RECORD CREATION PROCESS

The CTE Data Portal creates Participant/Concentrator records automatically; district/CTED users do not have the ability to create or modify participant/concentrator records. The CTE Data Portal will create a participant/concentrator record at the school that most recently awarded credit (reflected in the CTE Data Portal) to the student in the program that is indicated on the record. Since student's may participate/concentrate in more than one program, records for a single student may exist at multiple schools with each school maintaining the records only for the programs in which they taught the student.

### EXAMPLE

Johnny attends Hillside High School in southern Arizona for his Freshman and Sophomore years. He participates and concentrates in both Culinary Arts and Automotive Technologies at Hillside High School. During the summer between his Sophomore and Junior year, he transfers to Mountain High School in northern Arizona. At Mountain High School, in his Junior year, Johnny participates in Automotive Technologies, but does not continue in Culinary Arts. For this Junior year:

- Mountain High School would see the concentrator record for Johnny for the Automotive Technologies program (with all credits he's earned at any school in AZ) but would not see the concentrator record for Culinary Arts.
- Hillside High School would see the concentrator record for Johnny for Culinary Arts but would not see the concentrator record for Automotive Technologies. Hillside would continue to maintain the Culinary Arts record until Johnny earns credit in Culinary Arts elsewhere or leaves secondary education.

When Johnny graduates from Mountain High School a year later, Mountain High School would be responsible for conducting the Placement Survey for the Automotive Technologies program and Hillside High School would be responsible for conducting the Placement Survey for the Culinary Arts program.

## DEFINITIONS

### Concentrator

At the secondary level, a student who has completed and passed at least two courses worth at least one credit each in a single career and technical education program. Internship, cooperative education, and diversified cooperative education are not included in defining a CTE concentrator. At the postsecondary level, a student that has completed at earned at least 12 community college credits in a CTE program or has completed the program if it consists of 12 or fewer credits. Secondary students that attend community college courses (dual enrollment or via their district's CTED articulation) must

qualify as a concentrator using the postsecondary definition to be considered a concentrator at the postsecondary institution. The student may qualify using the secondary definition to be considered a concentrator at their school.

**Participant**

A student who has completed and passed a single course worth at least one credit in a CTE program in the reporting year.