Quality data reporting is critical in all aspects of program administration, from demonstrating student success and advancement to accurately calculating CTE funding. Local education agencies ("LEAs") that report data to the Arizona Department of Education via the CTE Data Portal are encouraged to review their data early and often to ensure that is as accurate as possible. The CTE Data Portal has data verification and validation tools available, however, it is the LEAs responsibility to ensure that data reported is correct. The CTE Data Portal does not allow improper data to be entered (invalid SUIDs, not enrolled students, incorrect program, or incorrect course numbers, etc.), however, **properly formatted information that is entered in the wrong place will not always produce errors.**

Once enrollment data is reported for Fall and/or Spring term, LEAs should utilize the following tools and reports to verify the reported data is accurate and that it matches their LEA data/information systems.

ENROLLMENT SUMMARY REPORT

The Enrollment Summary Report shows an aggregate count of reported students by class period.

To generate the Enrollment Summary Report:

1. Log into the CTE Data Portal.
2. In the main menu area, hover over Reports and select District Reports.
3. Ensure the fiscal year is set to the current reporting year.
4. Select the Enrollment Summary Report from the reports list.
5. If desired, select report parameters (District, campus/building, and/or program).
6. Click Generate Report.

The report lists each class period by program, course, teacher, and course location (articulated courses) and displays aggregate counts of students by gender, race/ethnicity, and special populations.

✓ Data reporters should compare the Enrollment Summary Report to their schools' master schedules to ensure that all classes are accounted for in the CTE Data Portal.
✓ Data reporters should ensure that the total number of courses per program matches the total number of courses for that program on the master schedule.
✓ Data reporters should ensure that the articulation information on the Enrollment Summary Report matches the master schedule.

DISAGGREGATED STUDENT ENROLLMENT SUMMARY REPORT

The Disaggregated Student Enrollment Summary Report shows a complete list of all reported students.

To generate the Disaggregated Student Enrollment Summary Report:

1. Log into the CTE Data Portal.
2. In the main menu area, hover over Reports and select District Reports.
3. Ensure the fiscal year is set to the current reporting year.
4. Select the Disaggregated Student Enrollment Summary Report from the reports list.
5. If desired, select report parameters (District and/or campus/building name).
6. Click Generate Report.

The report lists each student reported in the CTE Data Portal for the selected parameters, by district, campus, program/course, class period (including teacher and local course title), and term. The report includes the

student's name, SUID, and credits earned as well as student demographic information for data analysis purposes.

> ➢ Data reporters should validate the Disaggregated Student Enrollment Summary report against their class rosters and ensure that all students are accounted for in the CTE Data Portal and that their credit reported in the CTE Data Portal matches their credit reported in the district's SIS.

ENROLLMENT HEADCOUNT REPORT

The Enrollment Headcount Report shows the total number of students enrolled in CTE courses, by course location, and is disaggregated by the student's grade level. The difference between this report and the enrollment summary report is that the Enrollment Summary Report breaks enrollment counts down by class period and term whereas this report does not. The Enrollment Headcount Report gives a clearer picture of the true number of enrollees over the entire school year.

To generate the Enrollment Headcount Report:

1. Log into the CTE Data Portal.
2. In the main menu area, hover over Reports and select District Reports.
3. Ensure the fiscal year is set to the current reporting year.
4. Select the Enrollment Headcount Report from the reports list.
5. If desired, select report parameters (District, campus/building, and/or program).
6. Click Generate Report.

The report displays the student count for each CTE program and course reported for the selected parameters. Please note that the report consolidates all instances of a single CTE course at each school into one row (example: a school offers Agriscience I in periods 1, 2, 3, and 4. The Enrollment Summary Report would show 4 rows – one for each period – whereas this report shows only one row – for Agriscience I).

> ➢ Data reporters can use this report to get the true number of students reported, by course and course location, for each CTE program offered by the LEA.

CTED/SCHOOL ARTICULATED ENROLLMENT DISCREPANCY REPORT

The CTED/School Articulated Enrollment Discrepancy Report shows the differences between CTED-reported and Member District School-reported enrollment data for mutual students. CTEDs are responsible for reporting all on-campus students and member districts are responsible for reporting all their own students, including those that they send to a CTED's central campus(es). As there is an overlap, this report shows the degree to which the two datasets match. Additional instructions for interpreting the Enrollment Discrepancy report are online at www.azed.gov/cte/data.

To generate the CTED/School Articulated Enrollment Discrepancy Report:

1. Log into the CTE Data Portal.
2. In the main menu area, hover over Reports and select District Reports.
3. Ensure the fiscal year is set to the current reporting year.
4. Select the CTED/School Articulated Enrollment Discrepancy Report from the reports list.
5. If desired, select report parameters (District, campus/building, and/or program).
6. Click Generate Report

The report shows all district/school-reported data on the left side and all CTED-reported data on the right side for mutual students. The report checks for matches based on program, course, course location, teacher, student, and credits earned. Mutual students means:

- For CTEDs, a mutual student is one with a student type equal to one where an SOR CTDS number has been provided – the report will check for a match reported by the SOR.

- For Districts, a mutual student is one where the student is enrolled in an articulated course where the course is taught by a CTED central campus – the report will check for a match reported by the CTED.

Additional instructions for interpreting the Enrollment Discrepancy report are online at www.azed.gov/cte/data.

- ➤ Data reporters should generate the Enrollment Discrepancy Report frequently while reporting their enrollment data; the report updates in real-time as data is reported by either the district or CTED.
- ➤ If either the District or CTED reports enrollment that *could* have a matching enrollment record, it will appear on the report. This could lead to situations where discrepancies appear on the report unexpectedly or even after all other discrepancies have been resolved – it is important to note that the report does not indicate that the District or CTED has improperly reported data, only that there is a difference between the data reported.
- ➤ Data reporters should use the Enrollment Discrepancy Report to lead discussions between CTED and District to ensure that all mutual students are correctly accounted for at both LEAs.

IMPROPER TEACHER CERTIFICATION REPORT

The Improper Teacher Certification Report shows all reported teachers that are not properly certified for the courses for which they were reported and any teachers whose certification will lapse before the cutoff for the reporting year. Each year, teachers must be certified as of May 1st to be considered "properly certified" for CTE reporting purposes.

To generate the Improper Teacher Certification Report:

1. Log into the CTE Data Portal.
2. In the main menu area, hover over Reports and select District Reports.
3. Ensure the fiscal year is set to the current reporting year.
4. Select the Improper Teacher Certification Report from the reports list.
5. If desired, select report parameters (District and/or campus/building name).
6. Click Generate Report.

The report shows the courses that are reported with improperly certified teachers along with the teacher's information, current certifications, and required certifications. Certifications that will expire before the May 1st cutoff are indicated with a "^" symbol.

- ➤ Data reporters should generate the Improper Teacher Certification Report after reporting their enrollment data and resolve any improperly certified teachers.
- ➤ Teachers that begin the school year as improperly certified but become properly certified during the school year will be automatically updated in the system and removed from the report. The CTE Data Portal may take a few days to update after ADE Certification issues the correct certificate.
- ➤ LEAs may also submit an exemption request for improperly certified teachers. Additional guidance on exemption requests is available online at www.azed.gov/cte/data.