INTRODUCTION

The CTE Data Portal creates a list of eligible concentrators in the Placement Survey module on an annual basis. Only students that exist on this list in the Placement Survey module can have a placement survey recorded/report to ADE. Students cannot be added to this list after it is completed, so it is critical that schools maintain accurate enrollment reporting, including the appropriate credits, to ensure that all concentrators are tracked appropriately.

DATA ENTRY

The CTE Data Portal allows for data entry in two ways – direct data entry through a placement survey form or via upload using an Excel template. The explanations below of each field within the placement survey apply to both methods of data entry.

Manual Entry

To access the Placement Survey page in the CTE Data Portal, click in "Placement Survey" in the main navigation menu.

To modify/enter data in individual Placement Surveys in the CTE Data Portal, click "Modify" for the record you wish to modify.

Complete each required field; if student has placement in any category, additional questions will be required in that category. Some questions may not appear unless student has placement in that category (i.e., some fields are dependent on other fields)

Click "Save Changes" to save your data and return to the main Placement Survey page.

See the CTE Data Portal User Guide for step-by-step instructions.

Bulk Upload

To upload individual Placement Surveys in the CTE Data Portal, hover over "Upload" in the main navigation menu and click on "Placement Survey".

Upload a complete (filled in) Placement Survey template by browsing for the file on your computer and clicking "Upload".

If there are any errors in the template, the system will show a link for an "Error Report" that specifies the error. Resolve and re-upload.

See the CTE Data Portal User Guide and instructions tab in the template for step-by-step instructions and field specifications.

For fields that contain either a "Y" or "N", do not include quotes (") in the field.

RELIGIOUS MISSION FIELDS

Districts/CTEDs may elect to move the placement survey for returning religious mission students into the current fiscal year. Only students that graduated in the prior or second prior fiscal years are eligible to move into the current fiscal year.

These fields are only required if the record has been moved into the current fiscal year via the CTE Data Portal Change Request process or by contacting CTE Accountability.

POSTSECONDARY EDUCATION

This section records the student's placement in postsecondary education. For purposes of CTE placement, "postsecondary education" is enrollment in a postsecondary technical school, community college or university (either public or private). Students must be enrolled in a postsecondary institution and not only accepted to the institution to be eligible for postsecondary education placement.

If the student is enrolled in postsecondary education, the survey must also include the level of education that the student is pursuing. The student does not need to have attained that level of education yet (i.e., enrolled in a program that culminates in an associate degree). The upload option requires a code value for level of postsecondary education pursued:

Code	Postsecondary Level of Education
1	Non-degree seeking
2	Certificate, Credential or License
3	Associate degree
4	Bachelor's degree
5	Other, enter description online

ADVANCED TRAINING

This section records the student's placement in advanced training or technical schooling. For purposes of CTE placement, "advanced training" is any training program in which the student is enrolled after high school that culminates in the attainment of a credential, certificate, diploma, or license, other than those that qualify as postsecondary education (community colleges, universities, and postsecondary technical schools are considered postsecondary education). For students that are attending a CTED in the year immediately following graduation, their CTED enrollment may qualify as advanced training if, and only if, the student was a concentrator prior to their graduation from high school (the student needs to be a concentrator at time of graduation to be eligible for placement survey). Apprenticeships may also be considered advanced training (they may also be considered employment, depending on the student's responses to the survey questions).

If the student is placed in advanced training, the survey will also collect information on whether the advanced training placement is a registered apprenticeship.

MILITARY SERVICE

This section records the student's placement in military service. Although not typical, military service for nations other than the United States may still qualify the student for placement in this category. To be considered for placement in this category, the student must be active duty in the military or a member of the military in a reserve capacity. If the student has military service placement, the survey will also collect information on the student's service, such as military branch. The upload option requires a code value for the military branch of service:

Code	Military Branch	Code	Military Branch
1	Air Force	8	Coast Guard Reserve
2	Army	9	Marine Corps Reserve
3	Navy	10	Navy Reserve
4	Marine Corps	11	Air National Guard
5	Coast Guard	12	Army National Guard
6	Air Force Reserve	13	Space Force
7	Army Reserve	14	Other, enter description online

PUBLIC SERVICE

This section records the student's placement in a public service program. For purposes of CTE placement, "public service program" is the Peace Corps or any national service program that receives assistance through Title I of the National and Community Service Act of 1990 (42 U.S.C. 12511 et seq.). Placements in a public service program are considered "related" for CTE placement funding purposes and the survey does not ask if the placement is related to the student's high school CTE program.

EMPLOYMENT

This section records the student's placement in employment. A person is considered employed if they are working in a paid position. There is no hour per week or specific employer requirements. Students in apprenticeships may be considered for placement in employment (apprenticeships may also be considered for placement in the advanced training category depending on the student's survey responses).

If the student is placed in employment, the survey will also collect information on whether employment placement is a registered apprenticeship.