



INTRODUCTION

The CTE Data Portal contains all local education agencies (LEA) that maintain approved career and technical education (CTE) programs, including school districts and career and technical education districts (CTED). Each district has a list of approved schools within the district that offer CTE programs. Participating LEAs that wish to amend the list of approved schools or sites within their district that offer CTE programs may submit an entity amendment request to the CTE unit of the Arizona Department of Education (ADE) for review. The Entity Amendment Request is submitted from the CTE Data Portal homepage by selecting “School Modification/Removal Request”.

Only existing, participating LEAs may submit an entity amendment request. New LEAs that are not yet participating in an approved CTE program must submit an “Intent to Apply” form which can be found on the CTE Grants website (www.azed.gov/cte/grants).

There are three types of entity amendments that can be requested: Adding a school/site, modifying a school/site, or deleting a school/site. Each request must be submitted separately (an individual form submission for each request).

The CTE Data Portal entity information should mirror the ADE school directory information as closely as possible.

ADDING A SCHOOL

If the participating district will begin to offer approved CTE programs at a new school or site that is not yet in the CTE Data Portal, the district should submit an Entity Amendment Request to add the new school or site. The district must submit the new school’s name and CTDS number. CTE staff will verify the following in the ADE school directory:

1. The submitted name and CTDS align to an entity in the directory.
2. The submitted school is active in the directory.
3. The submitted school is within the participating district.
4. The new school requested serves at least one grade level between grades 9 – 12.

If all criteria are met, CTE staff will add the new school to the CTE Data Portal using the information from the ADE school directory. Once the school is added, the district must create a coherent sequence of CTE courses and programs before any data may be reported. CTE staff will work with the requesting district to ensure the school is set up correctly. If the school already exists in the CTE Data Portal, it may be reactivated instead of created.

MODIFYING A SCHOOL

If the participating district wishes to modify the name of a school or site that is already in the CTE Data Portal, the district should submit an Entity Amendment Request to modify the school or site. The district must submit the existing school name and the updated school name. CTE staff will verify the following the ADE school directory:

1. The existing school’s CTDS number aligns to a school in the directory with a different name than what exists in the CTE Data Portal.

If the directory information is different than the CTE Data Portal information, CTE staff will update the school name in the CTE Data Portal. If the district wishes to make a modification other than a name change, the

district must submit the additional details using as much detail as possible. The district must submit a brief justification or reason for the change.

DELETING A SCHOOL

If the participating district wishes to remove or inactive a school or site that is in the CTE Data Portal, the district should submit an Entity Amendment Request to delete the school. The district must submit the name and CTDS number of the school they wish to delete and a brief justification for deletion. Please note that schools are not actually deleted but are “inactivated” and can be reactivated without loss of data continuity. Schools should be inactivated only once no data is present (enrollment data or placement surveys). This means that even after the school stops reporting enrollment data, it may be several years before the school can be inactivated so that any existing placement surveys can be submitted and counted.

If a school no longer plans to offer CTE programs, the school may stop reporting enrollment data and should alert their ADE/CTE Data & Accountability specialist. Only once the school is completely inactive (i.e., all placement surveys submitted and counted in the performance measures, if applicable) should the school be made inactive in the CTE Data Portal system.

CTE DATA & ACCOUNTABILITY CONTACTS

Contact information for the ADE CTE Data & Accountability team can be found on the CTE website at www.azed.gov/cte/data or by clicking [here](#).