2018-19

Annual Career and Technical Education Student Enrollment File

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Using the CTE Student Enrollment File Application

Introduction

The Annual Career and Technical Education Student Enrollment File is an annual summary of students enrolled in an approved CTE courses, in grades 7-12, reported as enrolled and served in CTE Courses within a district.

The Annual Career and Technical Education Student Enrollment File is used to:

- Calculate district's Perkins performance indicators
- Fulfill federal and state reporting requirements
- Fulfill legislative and other requests

Included in this application, in addition, to course information for students enrolled in CTE courses in the school year in review, are indicators for students identified as CTE Completers, students enrolled in Tech Prep Courses, students who have obtained Tech Prep Completer Status, State and National Assessments and Industry Certifications Received.

Definitions for CTE and Tech Prep Completers are provided in this document and within the CEDARS Manual Student Grade History File (H), found here.

OSPI does not have a list of recognized state or national industry certifications. Districts are tasked with the responsibility of ensuring the certifications received by students meets state or national industry standards.

Accessing the Annual CTE Student Enrollment File

The application defaults to the most recent year of data to be reviewed. The user may choose to review information from a previous school year by selecting the year to review within each of the reports available in the application.
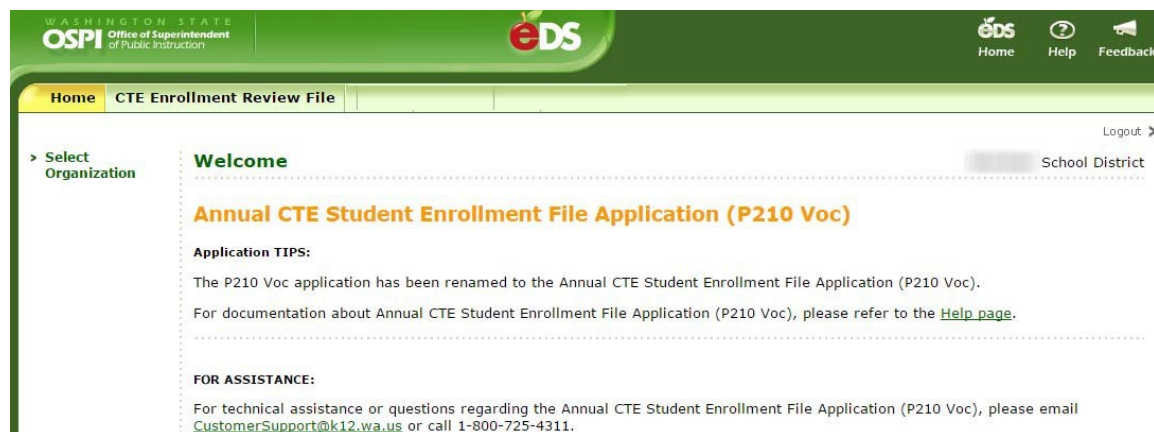
Click on the CTE Enrollment Review File tab to be directed to the Annual CTE Student Enrollment File Application (P210 Voc) Reports page. Links to all sections of the reports are located on the left side of the screen.

Annual CTE Student Enrollment File Application (P210 Voc) Reports

Annual CTE Student Enrollment Files Status Report

Clicking on the Annual CTE Student Enrollment File Status, listed under Status Reports on the left side of your screen, will provide the user with a quick overview of the schools in their district that are represented in the CTE Student Enrollment File.

The Status Report is intended to be used for informational purposes for the district and does not require any completion or validation.

Enrollment Reports

CTE Student Enrollment Report

The Annual CTE Student Enrollment Report, located under Enrollment Reports on the left hand side of the screen, is a summary of all students in grades 7-12 reported as enrolled and served in CTE courses during the reporting year. The CTE Student Enrollment Report is generated using the Comprehensive Education Data and Research System (CEDARS) submissions from the school year in review.

Clicking on the "Continue" button will take you to a screen which will allow you to select report criteria, or filters, which will provide you with a subset of students to view.

If you wish to view all students, do not select any report criteria and click on the *Next* button.

Within this report you need to review and verify the following:

- CIP Codes/Courses reported – verify that all CIP Courses offered during the school year in review are included in the report

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- Students listed – verify that all students enrolled and served in the CIP Courses reported are included in the report
    - The review of student level information should include all pertinent student information
- Is Vocational Completer – Students identified as a CTE Completer – 360 hours of instruction in a single program area with **all** courses completed with a grade of "D" or better - are to be reported as a CTE Completer. The student's completer status should be reported in the course taken in which the student obtains the 360 hours.
- Has Industry Certification – Indicates the student has obtained a state or national industry recognized certification in the CIP Code/Course being reported.
    - If multiple certifications are obtained through one CTE class/course, you only need to submit 'Has Industry Certification = Yes' once to CEDARS
    - If certification is obtained after completing multiple CTE classes/courses, submit the 'Has Industry Certification = Yes' in the final class/course taken.
- Tech Prep – If your district has any tech prep articulation agreements with a local community/technical college review the CIP Codes/Courses that are part of this agreement to ensure they are coded correctly
- Is Tech Prep Completer – If the student completes **all** courses identified as part of a tech prep articulation agreement with grades of "B" or higher, the student is to be reported as a Tech Prep Completer in the final class/course taken
    - The student does not have to apply for the college credit for these classes/courses to be identified as a Tech Prep Completer

If a review of the student level enrollment report identifies any information that needs to be added, updated or corrected this must be done through CEDARS submissions. Please work with your district CEDARS Administrator to ensure all updates are made prior to the reporting deadline.

Consolidated Annual Report

The Consolidated Annual Report provides the user with multiple ways to review the annual CTE data submitted to CEDARS aggregated to the school level.

Consolidated Annual Report – Full Report. Displays, by school, the:
- CIP Code and CIP Code Name and
    - Total Enrollment in the CTE course by grade, gender, Ethnicity/Race and sub-group population
    - CTE Completer information by grade, gender and Ethnicity/Race
    - Number of students enrolled in courses that are part of a Tech Prep Articulation Agreement, Tech Prep Completers and Industry Certification

The Consolidated Annual Report has been broken out into smaller reports that report individual sections:
- Total Enrollment and CTE Completers by school, CIP Code and CIP Code name
- Total Enrollment by federal reporting program by school, CIP Code and CIP Code name
- Total number of students enrolled in courses that are part of a Tech Prep Articulation Agreement, Tech Prep Completers and Industry Certification by school, CIP Code and CIP Code name
- Total Enrollment and CTE Completers by Ethnicity/Race by school, CIP Code and CIP Code name
- Total Enrollment and CTE Completers by gender by school, CIP Code and CIP Code name
- Total Enrollment and CTE Completers by grade by school, CIP Code and CIP Code name

Certification: Accepting and Locking Your Reports

The last step in the Annual CTE Student Enrollment File (P210 Voc) is to accept and lock your data. Once you have reviewed and made all necessary updates and/or corrections to your student level data you may finalize and lock your data.

A summary comparison of the current and previous year's data is displayed for comparative purposes.

A list of the CIP Codes and CIP Code Names submitted by your district for the year in review is displayed on the Certification page.

An aggregate summary of CTE Completers, by CIP Code and School, reported for the current school year and the previous year is provided. Review this information to for accuracy and completeness.

Number of Completers This Year vs. Previous Years:

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OSPI Legacy Code	School Name	CIP Code	CIP Name	Current Year Completers	Previous Year Completers	Change In Enrollment
		110601	Digital Communication Tools	0	0	0
		110699	Office User Specialist	0	21	-21
		110803	Video Game Design/Digital Computer Animation for Game Design	0	0	0
		110901	Computer Systems Networking and Telecommunications	0	0	0
		150406	Robotics Foundations	0	0	0
		270301	Applied Math	0	2	-2

Once you have reviewed this information and believe it to be accurate and complete, you will need to certify your data.

The acceptance and certification button is found below the "Number of Completers" comparison report at the bottom of the Certification page.

☐ I agree that the information contained in the Annual CTE Student Enrollment File Application (P210 Voc) report is accurate and acknowledge that I am certifying the 2018-2019 Annual CTE Student Enrollment File Application (P210 Voc) Report by clicking the accept button. **NOTE:** You must check this checkbox to display the **Accept** button. Clicking the **Accept** button will lock and finalize your report.