

## TIPS FOR REPORTING SEGMENTS IN CAREER & TECHNICAL EDUCATION INFORMATION SYSTEM (CTEIS)

→Remember:

- ✓ A CTE program is defined as a *sequence of courses*
- ✓ Students enroll in "course sections" which are uniquely defined by:
  - Time of year (Fall Semester, 1<sup>st</sup> Trimester, 1<sup>st</sup> Quarter, etc)
  - Time of day (1<sup>st</sup> hour, 1<sup>st</sup> period, 1<sup>st</sup> block, etc)
  - Minutes per week (example: instruction provided for a 2 hour block 5 days per week=600 minutes per week)
  - Number of Weeks (example: 1 semester=18 weeks)
  - Instructor
  - Content (defined by standards which have been grouped into segments)
- ✓ A CTE concentrator is a student who has completed courses (sections) covering 50% of the program standards (approximately 6 segments) *and enrolled in the NEXT course* (section) in the sequence.

→By reporting the "segments" covered in each course section in CTEIS, it will be possible to identify students who are concentrators.

- Districts will not report student competency in CTEIS by standard—only the overall grade received by the student for the course section.
- Districts must enter the segments covered in each course section (which are defined and reported as fall semester sections, spring semester sections, special sections, etc.)
- Districts should begin defining the segments covered by each course section in preparation for reporting on the Fall Enrollment Report (4483A), due around mid-October.
  - **→Districts MUST report the segments covered in each course section on the Spring Enrollment Report (4483D), due around mid-March.**

→Students will be identified as a program completer, concentrator or neither based on their enrollment in, and successful completion of, course sections.

- To be identified as a completer the student will have completed, with a grade of 2.0 or better, course sections which covered all 12 segments (and taken the state technical skill assessment, where applicable)
- To be identified as a concentrator the student will have completed, with a grade of 2.0 or better, course sections covering around 6 segments and enrolled in another course section
- Students who have completed course sections covering fewer than about half the segments will not be identified as a concentrator or completer until they enroll in the next course section.

See Examples

August 6, 2008

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Examples

**SEMESTER (1 Year Program)**

Student	Student Grade in Fall Semester Course Section (segments 1-6)	Student Grade in Spring Semester Course Section Segments (7-12)	Student Identified as Concentrator at End of Year?	Student Identified as Completer at End of Year?
A	2.0	2.0	Yes	Yes
B	1.5	3.0	No	No
C	Not enrolled	4.0	No	No
D	2.5	Not Enrolled	No	No
E	2.0	Enrolled but Withdrew/Dropped before end of semester (No grade)	Yes	No
F	2.0	1.5	Yes	No

**TRIMESTER (1 Year Program)**

Student	Student Grade in 1st Trimester Course Section (segments 1-4)	Student Grade in 2nd Trimester Course Section (segments 5-8)	Student Grade in 3rd Trimester Course Section (segments 9-12)	Student Identified as Concentrator at End of Year?	Student Identified as Completer at End of Year?
G	2.0	2.0	1.0	Yes	No
H	2.0	3.5	2.0	Yes	Yes
I	1.5	2.0	2.0	No	No
J	1.5	2.0	Not Enrolled	No	No
K	Not Enrolled	2.0	2.0	No	No
L	2.0	2.0	Not Enrolled	No	No
M	3.0	2.0	Enrolled but Withdrew/Dropped before end of trimester (No grade)	Yes	No

**TRIMESTER (MULTIYEAR)**

Student	Year 1			At End of Year 1		Year 2			At End of Year 2	
	Student Grade in Course Section			Student identified as a Concentrator?	Student Identified as a Completer?	Student Grade in Course Section			Student identified as a Concentrator?	Student Identified as a Completer?
1 <sup>st</sup> Trimester segments 1-2	2 <sup>nd</sup> Trimester segments 3-4	3 <sup>rd</sup> Trimester segments 5-6	1 <sup>st</sup> Trimester segments 7-8			2 <sup>nd</sup> Trimester segments 9-10	3 <sup>rd</sup> Trimester segments 11-12			
N	2.0+0 (Grade of 2.0 in course sections covering segments 5-12)	1.0 Not Enrolled	2.0	No	No	2.0 Not Enrolled	Not Enrolled	Not Enrolled	Yes No	No

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	last year)									
O	<u>2.0</u> Not Enrolled	<u>2.0</u> 2.0 (Grade of 2.0 in course sections covering segments 1-4 and 9-12 last year)	<u>2.0</u>	<u>No</u>	<u>No</u>	<u>2.0</u> Not Enrolled	<u>1.0</u>	<u>Not Enrolled</u>	<u>Yes</u>	<u>Yes</u> <u>No</u>
P	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>No</u>	<u>No</u>	<u>Not Enrolled</u>	<u>Enrolled but Dropped</u>	<u>Not Enrolled</u>	<u>Yes</u>	<u>No</u>
Q	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>No</u>	<u>No</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>Yes</u>	<u>Yes</u>
R	<u>Not Enrolled</u>	<u>2.0</u>	<u>2.0</u>	<u>No</u>	<u>No</u>	<u>2.0</u>	<u>Not Enrolled</u>	<u>Not Enrolled</u>	<u>No</u>	<u>No</u>