

# Spring Newsletter 2016

## CTEIS Informer



### CEPD Options

New/improved CEPD Options screens are available now. CEPD Administrators can now select options instead of ranking them. More information is available in the [CEPD Options document](#). CEPD Options due date: **May 20, 2016**.

### 61a1 Funding Formula Change

This year, OCTE has changed the way CTE programs will be funded. Funding will be calculated based on the number of Completers and Concentrators your programs produce instead of the number of students per classroom. This means that it is now more important than ever to make sure your programs are designed properly and your students are enrolled correctly.

### Final Enrollment Deadline

CTEIS enrollments are required to be entered into CTEIS by **May 16th, 2016**. This means that all students must be enrolled in order for OCTE to ensure they are properly matched to complementary MDE data. All that is required is that the student have a valid UIC and be enrolled in at least one current course. You may update grades, segments, and other information at a later date. If you have any questions, please call the help desk.

### Reports Updates

#### Assessment Analysis Report Re-released

The Assessment Analysis report has been re-released to help identify how well assessments have been applied to CTEIS.

This report is available to FAs and CEPD Administrators. It shows more detail on how the Technical Skill Assessments were matched to CTEIS students and if it was applicable to establishing completion and inclusion in 2S1.

### CEPD Administrators and Fiscal Agency Level 5's Can Return Report Submissions

Instead of having to request the report be returned by OCTE, districts can now do it themselves. This new feature will be reviewed in upcoming training.

### Follow-Up List and Follow-Up List by Program Now Show a Teacher Name.

These Follow-Up reports will now show a teacher in the upper right corner of the report. Since a program can have multiple teachers, we have chosen to display the most recent teacher.

### New Special Population Listing by Class Summary Report

We have provided a new Special Populations Summary report that was suggested by a district reporter. This can be found in the building reports section of CTEIS. If you have any suggestions for reports, please submit them.

### Assessment Data Pulls

OCTE provides a data extraction service to all CTEIS Enrollment reporters to ease the process of organizing skill assessment tests for Concentrators and Completers. To take advantage of this service, please be sure that your students eligible for assessment are properly enrolled in a course within their program via Manage Enrollment. We will then be able to extract all the students currently enrolled in that program and provide that information to the appropriate test vendor. Ucoming dates for Assessment Pulls: **March 25, 2016; April 15, 2016**

### Spring Enrollment FAQs

*When is Spring Enrollment training?*

Starts **April 7, 2016**. [See training schedule](#)

### April 4, 2016

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#### Training

Schedule/register for [CEPD Admin training](#): **March 31, April 1, and April 4**. This [webinar](#) reviews CEPD Admin. tasks plus the [New CEPD Options](#) process.

*What information should I report in my Enrollment data?*

You collect and report student, course, and enrollment information for the school year. **Remember, students enrolled after the deadline in May will not be counted for funding.**

*What should I do about the warnings I get when I run my report validation?*

Warnings do not prohibit you from submitting your Enrollment information; Warnings can be an indicator of improperly submitted data, causing a loss in Completers and Concentrators, thus affecting funding. They may also indicate a potential TRAC finding. Please review the warnings closely and contact the CTEIS Help desk for assistance if necessary.

