

MICHIGAN



Enrollment Data Report Review and Submission



*For
Fiscal Agency
Authorized Officials*

Spring 2021

REVIEW AND SUBMISSION OF THE ENROLLMENT DATA REPORT FOR FISCAL AGENCY AUTHORIZED OFFICIALS

In the web-based Career and Technical Education Information System (CTEIS), reports may only be submitted by an authorized official of the Fiscal Agency and reviewed by a CEPD Administrator. CTEIS will inform Fiscal Agency authorized officials via email when reports at the building level are ready for review. Likewise, CEPD administrators are notified by email when a report is submitted by a Fiscal Agency authorized official. CEPD administrators must then examine all reports submitted by Fiscal Agency authorized officials and indicate that the review is complete so that the reports may be accepted and compiled by the Office of Career and Technical Education.

This booklet contains instructions for the review and submission of Enrollment data reports for Fiscal Agency authorized officials.

To begin reviewing your report:

Navigate to www.cteis.com and click the "**Login**" link at the top right side of the screen. Enter your MEIS user name and password to login to CTEIS.

Using the navigation panel, select **Admin → Fiscal Agent Monitoring → Enrollment Collection Submission** to go to the Fiscal Report Submission page. Choose a year from the **Select Year** drop-down menu to display your building grid, which lists all buildings within your Fiscal Agency as well as the report status of each building.

FISCAL AGENT

FISCAL AGENT MONITORING

- [Enrollment Collection Submission](#)
 - [Expenditure Fiscal Agency Review](#)
 - [Expenditures Review by Building](#)
 - [District Follow Up Review](#)
 - [District Course Review](#)
 - [View Programs](#)
- #### MANAGE USERS
- [Manage Users](#)

Fiscal Report Submission													
Select Year:													
Buildings: 29													
				CEPD	Fiscal	Fiscal Agency Name	Oper	Operating Agency Name	Build	Building Name	Building Status	Fiscal Status	CEPD Status
VIEW ISSUES	REPORT	REPSTD	COMP ASSES	99	63020	Ferndale Public Schools	63020	Ferndale Public Schools	01222	Ferndale High School	X	SEND BACK	SUBMIT
VIEW ISSUES	REPORT	REPSTD	COMP ASSES	99	63000	Oakland Schools	63000	Oakland Schools	00756	Oakland Schools Tech...	X	X	X
VIEW ISSUES	REPORT	REPSTD	COMP ASSES	99	63000	Oakland Schools	63000	Oakland Schools	00813	Oakland Schools Tech...	X	X	X
VIEW ISSUES	REPORT	REPSTD	COMP ASSES	99	63000	Oakland Schools	63000	Oakland Schools	00814	Oakland Schools Tech...	X	X	X
VIEW ISSUES	REPORT	REPSTD	COMP ASSES	99	63000	Oakland Schools	63000	Oakland Schools	00449	Oakland Opportunity...	X	X	X
VIEW ISSUES	REPORT	REPSTD	COMP ASSES	99	63270	Clewsen City School District	63270	Clewsen City School District	00710	Clewsen High School			
VIEW ISSUES	REPORT	REPSTD	COMP ASSES	99	56030	Coleman Community School...	56030	Coleman Community School...	00746	Coleman Junior/Senior...			
VIEW ISSUES	REPORT	REPSTD	COMP ASSES	99	63000	Oakland Schools	63000	Oakland Schools	00812	Oakland Schools Tech...			
VIEW ISSUES	REPORT	REPSTD	COMP ASSES	99	63070	Avondale School District	63070	Avondale School District	05076	Avondale High School			

Buildings with an “X” in the **Building Status** column have been marked as complete by your building level reporters. When the Fiscal Agency review is complete, an “X” will appear under the column labeled **Fiscal Status**.

Viewing your reports:

You will need to review the reports of each building within your "Buildings" grid. Remember that the **Select Year** drop-down menu allows you to view reports from previous years should you need to review prior submissions.

Click the **VIEW ISSUES** button beside a building to view current errors and warnings, which are displayed beneath your building grid. Warnings indicate a possible problem that could affect future funding of your CTE programs, but these issues will not prevent submission of the Enrollment report. If you have questions about report warnings, please contact Joan Church at (517) 335-0360 for more information.

✖ 7 Issues.						
EXPORT TO EXCEL						
Error Type	Issue Level	Unit Name	Identifier	Issue Description	Building Number	Error Number
ERROR	1PROGRAM	Program: 16626 - Marketin...	Avondale High School	PSN not in Building (05976):	05976	6
ERROR	1PROGRAM	Program: 20801 - Compute...	Avondale High School	Missing Certification Information:	05976	6
ERROR	2STUDENT	0052837796 (Clname, Ifna...	SendingBldg: Avondale High...	UIC has no current MSDS record:	05976	6
ERROR	3CLASS	569784654	Avondale High School	No or wrong Semester Type: Invalid Class Dates: Invalid PSN:	05976	6
ERROR	4ENROLLMENT	569784654	Avondale High School	Enroll Error - 0011250344 (Clname, ifname) - Student Enrollment dates out of alignment...	05976	6
ERROR	4ENROLLMENT	123123	Avondale High School	Enroll Error - 0007004886 (Clname, ifname) - Student Enrolled 2 times in a class 123123:...	05976	6
WARNING	5OTHER	123123	Avondale School District	Class not reported for collections:	05976	6

To view the final Enrollment report for a building, click the **REPORT** button within your building grid; keep in mind that you may build this report to contain additional student information by clicking the **REPSTD** button instead.

4483 Program Enrollment and Completion Report

Michigan Department of Education


Office of Career and Technical Education - CTEIS Report

CEPD: 99
 Agency: (00000)- My School District
 District: (00000)- My School District
 Building: (00000)- My High School
 PSN/Program: (99999)- Agr, Agr Oper & Rel Sci
 Clp Code: (01.0000)- Reg

Course Name - CSC	Init Mo.	Rm No.	ENROLLMENTS			Dual Enr.	Virtual	Staff Name
			Tot.	DSB	LEP			
AgriSci1_S1_1 Agscience 1 - Sem 1	9	Agris	20	2	0		NV	Smith, Susan
AgriSci1_S1_6 Agscience 1 - Sem 1	9	Agris	11	7	0		NV	Smith, Susan
AgriSci2_S1_2 Agscience 2 - Sem 1	9	Agris	10	2	0		NV	Garcia, Maria
AgriSci2_S1_6 Agscience 2 - Sem 1	9	Agris	3	1	0		NV	Garcia, Maria
AgriSci3_S1_2 Agscience 3 - Sem 1	9	Agris	1	0	0		NV	Garcia, Maria
AgriSci1_S2_1 Agscience 1 - Sem 2	2	Agris	19	3	0		NV	Smith, Susan
AgriSci1_S2_6 Agscience 1 - Sem 2	2	Agris	10	6	0		NV	Smith, Susan
AgriSci2_S2_2 Agscience 2 - Sem 2	2	Agris	9	2	0		NV	Garcia, Maria
AgriSci2_S2_6 Agscience 2 - Sem 2	2	Agris	3	1	0		NV	Garcia, Maria
AgriSci3_S2_2 Agscience 3 - Sem 2	2	Agris	1	0	0		NV	Garcia, Maria


Page 1 of 1

Page 1 of 1



4483 Program Enrollment and Completion with Student Data Report

Michigan Department of Education



CEPD:

99

Agency:

(00000)- My School District

District:

(00000)- My School District

Building:

(00000)- My High School

PSN/Program:

(99999)- Agr, Agr Oper & Rel Sci

Clp Code:

(01.0000)- Reg

Course Name - CSC	Init Mo.	Rm No.	ENROLLMENTS			Dual Enr.	Virtual	Staff Name
			Tot.	DSB	LEP			
AgriSci1_S1_1 Agscience 1 - Sem 1	9	Agris	20	2	0		NV	Garcia, Maria

Subsection: A

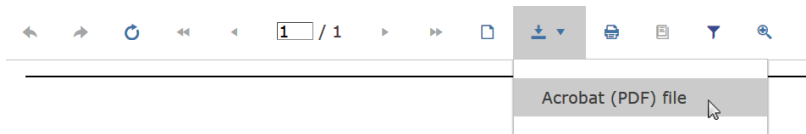
Segments: 123 45 6 7

Student	SP	BD	ED		CC	HSC
Zlast, Afirst	F	9/4	2/11	Bullock Creek High School		
Ylast, Bfirst	M	9/4	2/8	H.H. Dow High School		
Xlast, Cfirst	M	9/4	2/11	Bullock Creek High School		
Wlast, Dfirst	M	9/4	2/11	Bullock Creek High School		
Vlast, Efirst	M	9/4	2/11	Coleman Junior/Senior High School		
Ulast, Ffirst	F	9/20	2/11	Coleman Junior/Senior High School		
Tlast, Gfirst	F	9/4	2/11	Coleman Junior/Senior High School		
Slast, Hfirst	F	9/4	2/11	Coleman Junior/Senior High School		
Rlast, Ifirst	M	9/4	2/11	Bullock Creek High School		
Qlast, Jfirst	F	9/4	2/11	H.H. Dow High School		
Plast, Kfirst	M	9/4	2/11	Coleman Junior/Senior High School		
Olast, Lfirst	F	9/4	2/11	Coleman Junior/Senior High School		

Click the **COMP ASSESS** button within your building grid to view the Completer Assessment Report. This report allows you to project the segments your students will receive and to determine if they are progressing toward completion as expected.

Completer Assessment Report																
Includes All Students																
Michigan Department of Education																
Office of Career and Technical Education - CTEIS REPORT																
CEPD: 30																
Agency: (78000)- Shiawassee Regional ESD																
District: (78020)- Byron Area Schools																
Building: (00000)- Byron Area High School																
PSN/Program: (99999)- Agr, Agr Oper & Rel Sci																
Cip Code: (01.0000)- Agriculture, Agricultural Operations and Related Sciences																
E = Currently Enrolled w/ No Grade, P = Enrolled Passing Grade, F = Enrolled Failing Grade																
Student	UIC	Grd	Assessment	1	2	3	4	5	6	7	8	9	10	11	12	Q
VIWWIK, EECUY	0000000000	11		P	P	P	P	P	P	P	P	P	P			E
EYPICDUY, DKPYIK	0000000000	12		P	P	F	E	E	F			E		P	P	
EMPK, DSEDFE	0000000000	12		P	P	P	P	P	P	P	P	P	P			E
WII, EWOGOE	0000000000	10		E	E			E								
WEYI, EWKDDE	0000000000	12		P	P	P	E	E	P			E		P	P	
ZCEFF, TEPI	0000000000	12		P	P	P	P	P	P	P	P	P	P	P	P	P
TEXODUY, NSCODFUZSIC	0000000000	10		E	E			E								
RUUPCONS, TUCPEY	0000000000	12		P	P	P	E	E	P			E		P	P	
DGUMUPE, COWIK	0000000000	12		P	P	P	E	E	P			E		P	P	
EZZWOY, MCEKPIY	0000000000	12		P	P	F	E	E	F			E		P	P	
XECVWIK, FCUK	0000000000	12		P	P	P	P	P	P	P	P	P	P	P	P	P

To print your lists and reports, you must first export them to another format. Using the "Export" icon and drop-down list, choose the **Acrobat (PDF) file**



format. CTEIS exports your report when your selection is made, and you may save and print hard copies of your reports from within the chosen application.

Submitting your reports:

On the Report Submission screen, an “X” appearing under the **Building Status** column indicates a building that has submitted report data for review. During the course of your review, if any report requires revision, you may click the **RETURN** button to request that a building's enrollment information be edited and resubmitted.

Building Status	Fiscal Status	Cepd Status
X	X	
RETURN	COMPLETE	
X	X	

When you are satisfied that a building report is complete and accurate, indicate your approval by clicking the **COMPLETE** button. An “X” appears under the **Fiscal Status** column to indicate that the report can now be reviewed and approved by your CEPD administrator.

Once all data has been collected for your buildings, submitted by the Fiscal Agency authorized official, and reviewed by the CEPD administrator, the report will be accepted by the Office of Career and Technical Education.

Questions regarding the Enrollment Report, or general questions regarding CTEIS and the report submission and review process, may be directed to Joan Church, Department Specialist at ChurchJ@michigan.gov or (517) 335-0360.

Requests for technical assistance with CTEIS may be directed to the CTEIS help desk at cteis.help@PTDtechnology.com, (517) 333-9363, ext. 128, or (800) 203-0614, ext. 128.