



February, 2015

**Completer
Assessment Report
and Completer
Assessment
Summary Report**



WELCOME TO



SUPPORT

PTD Technology provides technical support to districts operating Career and Technical Education (CTE) programs.

The PTD Help Desk is staffed by experienced PTD training specialists, consultants, and dedicated support staff. Due to rapidly changing software versions and new releases, we may require additional time consulting with other professional staff.

When using this service, please be sure to provide your contact information including your name, school district, phone number, and/or email address. For CTEIS reporting, please also provide the name of the report you are preparing.

Technical Help:

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Extension 128

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OCTE website:

<http://www.michigan.gov/octe>

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1 Overview

This document explains how the Completer Assessment and the Completer Assessment Summary Reports can be used.

The Completer Assessment and the Completer Assessment Summary Reports can be used to determine who your end of the year completers/concentrators are going to be (without the results of the assessment).

These two reports are expanded from the reports available following the Enrollment validation process. They are useful in assessing the number and status of students in programs and the students segment record, assessment status, and potential eligibility to be assessed and complete their program. The completer Assessment report is considered to be a replacement for the PEAS (Potentially eligible for Assessment Report) as it will only contain students currently enrolled. Both these reports are only valid for the current year.

Note: You must validate your current-year data to enable both the Completer Assessment and the Completer Assessment Summary Report. The reports should be run after the Enrollment validation is processed. The validation does not need to be error-free.

2 Access Completer Assessment Reports

1. Log into CTEIS at www.cteis.com using your MEIS Username and Password.
2. From the main Menu, select **Reports**.
3. From the **Reports** Menu, select **Building Reports**. The Building Reports page is displayed.
4. Select the Completer Assessment or the Completer Assessment Summary report.
5. Enter the Report Criteria and click the **Create Report** button. The Completer Assessment/Completer Assessment Summary report is displayed.

Building Reports

Select a report from the left-hand column and then indicate specific selections using the Report Criteria Panel. Click the *Create Report* button to generate your report.

<div style="background-color: #e0f0ff; padding: 5px; border: 1px solid black; text-align: center; font-weight: bold; margin-bottom: 5px;">Student Reports</div> <ul style="list-style-type: none"> <input type="radio"/> Bad UIC by Building - List of invalid student UICs <input type="radio"/> UIC With No Current MSDS - List of students with expired UICs <input type="radio"/> Class Student List - Class list by building with Home Facilities and dates <input type="radio"/> Completers in Another District - Listing of students followed up by another district <input type="radio"/> Current Year Missing Grades - List of students missing grades <input type="radio"/> Sending Building Counts - Listing of student counts by sending building <input type="radio"/> Program Counts - Listing of student counts in programs by sending building <input type="radio"/> Program Enrollment History - Listing of student program/course history; useful for finding completers <input type="radio"/> Special Population - Summary of special population information by building <input type="radio"/> Special Population - Alpha - Summary of special population information sorted alphabetically <input type="radio"/> Special Population - Class - Summary of Special Population information by class <input checked="" type="radio"/> Completer Assessment Report - Listing of students and segments by PSN and building (Note: You must successfully validate your current-year enrollment data to enable this report.) <input type="radio"/> Completer Assessment Summary Report - Completion totals for the current school year (Note: You must successfully validate your current-year enrollment data to enable this report.) <input type="radio"/> Segment Q Class List - Class listing of Students with a Segment Q 	<div style="background-color: #e0f0ff; padding: 5px; border: 1px solid black; text-align: center; font-weight: bold; margin-bottom: 5px;">Report Criteria</div> <p>Building: <input type="text" value="06145-TBA Career Tech Cen"/></p> <p>Report PSN: <input type="text" value="- All -"/></p> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Create Report"/> </div>
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3 The Completer Assessment Report

The Completer Assessment report is similar to the Comp A report. The Completer Assessment report shows, by program, the Students taking the program along with the segments that they are enrolled in, indicating which ones they are passing (Grade of 2.0 or better), which ones they have, or are failing.

The following indicators are used in the report:

- Grade indicators:
 - Pass (2.0 or greater)
 - Enrolled - currently enrolled but no grade on record
 - Fail - less than 2.0 or dropped
 - Blank - No enrollment on record.
- Bold: Students who are potentially eligible for assessment based on achieving a greater than 6 segment and not already a completer.
- Assessment year: indicates that a student has already taken the assessment and gives the year of assessment.

4 The Completer Assessment Summary Report

This report is similar to the page prior to the Comp A report you received following running your validations.

The Completer Assessment Summary can be used by districts to get a Program by Program total of enrolled students, Potential completers (all 12 segments w/grades but no assessment results entered for the student), completers (all 12 segments w/ grades), concentrators (>7 segments with grades) and participants (segments taken but unknown grades). This information is based on the most recent Enrollment Validation.

 Completer Summary Report for 2014-2015 Michigan Department of Education Office of Career and Technical Education - CTEIS REPORT						
CEPD: 00						
Agency: (00000) - zjhshj SDJFJ Regional ESD						
District: (00000) - kjdfdf SDJFJ Public School District						
Building: (00000)- jdfkjkh High School						
CIP Code	PSN	PROGRAM NAME	Completer	Completer Pend Assessments	Concentrators	Participants
01.0000	19597	Agr, Agr Oper & Rel Sci	22	0	26	10
46.0000	19599	Construction Trades	0	0	0	19
48.0501	19600	Machine Tool Technology/Machinist	9	0	41	25
48.0701	19601	Woodworking General	12	0	13	53

5 Further Assistance

Updates, newsletters, due dates, and links to important documentation can be found at www.PTDtechnology.com/cteis. You may also view these items by visiting www.cteis.com.

Contact the CTEIS help desk at cteis.help@ptdtechnology.com or 1-800-203-0614 x128