

Using the Reports to Verify Data

Several report-building tools exist within CTEIS to inform users about the status of students, courses, and programs within CTE buildings and districts. Using these reports, CTEIS reporters can correct information and coordinate efforts to improve data.

Generating CTEIS Reports

A robust report-building tool is available to all CTEIS users by clicking **Reports → Building Reports** on the navigation panel. Several of these reports use live CTEIS data that is periodically processed and matched to external databases, and they evolve over the course of the year as building reporters update and validate their information. Building reports are extremely valuable tools for verifying the accuracy of assessment, follow-up, and enrollment data as you prepare to submit your final reports to OCTE.



The following is a list of the reports you will find useful as you approach your various tasks throughout the year:

FA Assessment Data Review and Assessment Analysis

- Assessment Analysis – Displays the testing dates and scores earned by each student broken out by sending facility.
- ASE Assessment Export – Allows an FA to export assessment data into a text format that may be corrected and re-uploaded into CTEIS.
- Assessment Data Review Report – Presents the student data that is received from the test vendor and is editable either on-screen or through a coordinated export, edit, and import process.

Follow-Up

- Completers in Another District – Lists students followed up by another district and indicates possible locations where completers missing from a follow-up list may be found.
- XO610: Placement Report of Completers by Program – Provides information about continuing education, employment, job satisfaction and average hourly wage of CTE completers 8 months after they leave their program.
- XO611: Education by Employment Comparison – Provides a snapshot of what happened to former high school students who (1) completed a career and technical education program, (2) were in 11th or 12th grade the previous spring, and (3) responded to the Follow-Up survey eight to ten months after completing their program.
- T1608: Career & Technical Education Follow Up Report – Shows an analysis of the responses collected for each Follow-Up survey question.

Student Reports	
<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 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

Enrollment

- Bad UIC Report – Provides a list of invalid student UICs.
- UIC with No MSDS – Provides a list of students with expired UICs.
- Class Student List – Shows students by class within home facilities.
- Current Year Missing Grades – Provides a list of students with missing grades.
- Program Enrollment History – Provides a listing of student program/course history that is useful for detecting individual completers.
- Completer Assessment Report – Lists students and segments by PSN and building.
- Completer Assessment Summary Report – Provides the total number of completers within your programs for the current school year.
- Segment Q Class List – Shows class listings of students with a Segment Q.
- Program/Course Section Data Verification and Enrollment Report – Contains program and course level information concerning time, enrollment, teacher, and semester/trimester (available at **Fiscal Agent à Enrollment Submission**).
- 4483 Student Listing Program/Course Section Data Verification and Enrollment Report with Students – Contains program and course level information concerning time, enrollment, teacher, semester/trimester, and student enrollments (available at **Fiscal Agent à Enrollment Submission**).

Miscellaneous

- Sending Building Counts – Provides a list of program and course student counts by sending facility.

- Program Counts – Provides a listing of program and course student counts in programs by building.
- Special Population – Provides a summary of special population information by building.

Further Assistance

Submission of the Enrollment report in June typically marks the end of the CEPD Administrator's responsibilities for the school year. Remember that assistance is always available if problems arise at any time throughout the year.

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.

General questions regarding CTEIS and the report submission and review process may be directed to the Office of Career and Technical Education at (517) 373-3373.