

Work Based Learning Data Reporting Tracking Sheet (WBL DRTS) Instructions

The Work Based Learning (WBL) Data Reporting Tracking Sheet (DRTS) is designed to provide teachers or work based learning coordinators with a standard form they can use to track individual student work based learning experiences across programs. This form is provided as a convenience for districts that do not already have a system for tracking individual student WBL experiences. If a district already has a system in place, there is no need to utilize this form. Use of this form is optional.

This form is designed so that teachers or WBL coordinators can track student experiences throughout the year and then provide the form to CTEIS data entry staff who can directly upload the information into CTEIS without additional editing to minimize errors in data communication and entry.

1. The form is in MS Excel format. The default file name that appears when downloaded from the Manage WBL section in CTEIS may be modified **but the file format must remain xlsx.**
2. The CTEIS data entry staff member may download the WBL DRTS spreadsheet pre-filled with student Unique Identifier Code (UIC), student first name, student last name, Program Serial Number (PSN), and program name with a blank column to enter the work based learning experiences. This form may be found under “Manage Work Based Learning” in CTEIS. The options for download of students are:
 - a. All Currently Enrolled
 - b. By Course Enrollment
 - c. In school but not enrolled
 - d. All students in program

If students have not yet been assigned to courses, only a subset of these choices will be available.

3. The CTEIS data entry staff member provides the pre-filled WBL DRTS form to the individual responsible for recording student level work based learning experiences.

4. The individual responsible for recording student level work based learning experiences opens the file in MS Excel and enters the appropriate code(s) for each work based learning experience for each student for the PSN using the following codes:

Work Based Learning Level	Code
Career Awareness	A
Career Exploration	E
Career Preparation	P
Career Training	T
Registered Youth Apprenticeship	Y

Refer to the Work Based Learning Continuum Guide on the website for coding guidance and examples:

https://www.michigan.gov/documents/mde/WBL_Continuum_Guide_703181_7.pdf.

5. Below is a description of the content of each column in the WBL DRTS spreadsheet. Note that fields marked with an asterisk (*) are required. Fields not marked with an asterisk are optional:

Column	Column Heading	Content	Content Description
A	UIC*	Student Unique Identifier Code (UIC)	A unique code assigned to each student by CEPI for reporting students in the Michigan Student Data System (MSDS)
B	FirstName	Student First Name	Student first name as entered into CTEIS and MSDS
C	LastName	Student Last Name	Student last name as entered into CTEIS and MSDS
D	PSN*	Program Serial Number	Unique 5-digit number assigned by OCTE to state approved CTE programs representing a unique combination of Educational Entity Master (EEM) building code, CIP Code, and program type (Reg = State-Approved Program EMC = EMC State-Approved Program RegE = Emerging Program EMCE = EMC Emerging Program)
E	Program Name	Official OCTE program name associated with the CIP code.	Official OCTE program name associated with the program CIP Code. Generally, matches the name listed on the National Center for Education Statistics IPEDS website for the CIP Code.
F	WBL*	Code field for work based learning experiences	Field in which district staff enter a code for each work based learning occurrence experienced by the student in the specified PSN during the school year.

6. Column F: Districts enter a code for each work based learning occurrence experienced by the student in the specified PSN during the school year in the following format:
- Enter codes without spaces between them.
 - Enter one code for each discrete work based learning occurrence. Refer to the Work Based Learning Continuum Guide on the website for coding guidance and examples at:
https://www.michigan.gov/documents/mde/WBL_Continuum_Guide_703181_7.pdf.

For example, if a student participated in two career fairs (level A), one job shadow (level E) and three practicums (level T) during the school year, the entry in the column "WBL*" would look like this:

WBL*
AAETTT

7. Optional additional columns: Teachers, work based learning coordinators, or others may add columns to the spreadsheet for their own convenience, such as to provide clarifying descriptions. CTEIS will ignore these fields when the data is uploaded to CTEIS. Below is an example of the spreadsheet with an optional column added by district staff:

UIC*	FirstName	LastName	PSN*	Program Name	WBL*	Description
0012345670	John	Smith	45677	Finance	AAEP	Career Fair, Field trip to PNC bank, Job Shadow at AAA Accounting, school store

8. At the end of the year, the spreadsheet with the WBL* column (column F) completed is provided to the CTEIS data entry staff person for upload into CTEIS. Note that the spreadsheet may not be reused. A new spreadsheet with a **blank** WBL* column must be filled out for each year. Adding additional events for a new school year to a spreadsheet with prior year data will result in duplicate entry of the prior year data. Uploading a new spreadsheet for a current year will overwrite the existing WBL data for the year. *Refer to CTEIS user instructions for upload directions. Note that an upload MAY overwrite data already entered into CTEIS depending on the method used to enter data.