

# CTERS Extract (Virginia)

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## Tool Search: CTERS Report

The CTERS Extract pulls technical information for courses and students who are enrolled in a career/technical path.

CTERS Report Editor

## Report Logic

Report Type	Logic
Fall	Reports courses taught in Semester 1 or Year Long that have a Perkins Code other than NULL. Only students who are actively scheduled into a course on September 30th will be included in the report.

Report Type	Logic
Spring	Reports courses taught in Semester 2 that have a Perkins Code other than NULL. Only students who are actively scheduled in a course on March 30th will be included in the report.

If a student's schedule has an End Date that is earlier than the Start Date of the course, the student will not be included in the report. Semesters are calculated by dividing the number of terms by 2.

## Generating the CTERS Extract

1. Indicate which **Report Type** to be generated, *Fall* or *Spring*. See the Report Logic section above for a description of these types.
2. Select the **Format** in which the report should be generated. Use *State Format (Fixed Width)* for submission to the state and *CSV* or *HTML* for data review and verification.
3. Select the **Calendar(s)** that should be included in the extract.
4. Click the **Generate Extract** button to view the report in the selected format.

## CTERS Extract Layout

### Header Records

Elements Name	Description	Type, Format and Length	Location
<b>Sender ID</b>	The division (district) number.	Numeric, 3 digits	District Information > State District Number
<b>Create Date</b>	Date on which the report was generated.	Date field, 10 characters MM/DD/YYYY	System Generated
<b>Create Time</b>	Time at which the report was generated.	Time field, 8 characters HH:MM:SS	System Generated
<b>Email</b>	The email address of the individual generating the report.	Alphanumeric	Demographics > Personal Contact Information > Email Address

Elements Name	Description	Type, Format and Length	Location
<b>tilde</b>	Necessary part of the report.	~~	System Generated
<b>Data Type</b>	Reports as SEDF	Alphanumeric, 4 characters	System Generated
<b>tilde</b>	Necessary part of the report.	~	System Generated
<b>Data Collection Name</b>	Generated from A + SEFD and four spaces, followed by the calendar start year, the State District Number and an indication of Fall (F) or Spring (S).	Alphanumeric, 17 characters	System Generated

## CTERS B Report Extract Layout

Element Name	Description	Type, Format and Length	Campus Database	Location
<b>Record Type</b>	Always report as B.	Alphanumeric, 1 character	Not dynamically stored	Not dynamically stored
<b>Semester</b>	The semester from which the report is pulled. Semesters are determined by dividing the number of Terms in half. The first two trimesters will report as Semester 1. Options are: <ul style="list-style-type: none"> <li>• 1: Semester 1</li> <li>• 2: Semester 2</li> <li>• 3: Year Long</li> </ul>	Numeric, 1 character	Not dynamically stored	Not dynamically stored
<b>Teacher ID Number</b>	The teacher's State ID number.	Numeric, 10 digits	person.staffStateID	Demographics > Local Staff Number
<b>School Number</b>	The identification number of the school.	Numeric, 9 digits	school.number	School Information > State School Number

Element Name	Description	Type, Format and Length	Campus Database	Location
<b>Course Number</b>	The number of the course.	Numeric, 9 digits	course.number	Course Information > State Code
<b>Course Length Weeks</b>	The length of the course in weeks.	Numeric, 2 digits	Calculated, not dynamically stored	Calculated from Section Information > Section Schedule Placement and Calendar Setup > Day Setup
<b>Periods Per Day</b>	The number of periods that that course meets in the school day.	Numeric, 1 digit	Calculated, not dynamically stored	Calculated from Section Information > Section Schedule Placement
<b>Period Length Mins</b>	The length of a period in minutes.	Numeric, 2 digits	Calculated, not dynamically stored	Calculated from Section Information > Section Schedule Placement and Calendar Setup > Period Setup
<b>Prefix</b>	The teacher's title. Male teachers report as MR. and female teachers report as MRS.	Alphanumeric, 10 characters	Calculated, not dynamically stored	Calculated from Demographics > Gender
<b>Teacher Last Name</b>	The last name of the teacher.	Alphanumeric, 20 characters	identity.lastName	Demographics > Last Name
<b>Teacher First Name</b>	The first name of the teacher.	Alphanumeric, 20 characters	identity.firstName	Demographics > First Name
<b>Middle Init</b>	The first initial of the teacher's middle name.	Alphanumeric, 1 character	identity.middleName	Demographics > Middle Name

<b>Element Name</b>	<b>Description</b>	<b>Type, Format and Length</b>	<b>Campus Database</b>	<b>Location</b>
<b>Female Count</b>	The number of female students reported for the Course Code	Numeric, 12 digits	Calculated, not dynamically stored	Calculated, not dynamically stored
<b>Two or More Races Count</b>	The number of students who identify as two or more races reported for the Course Code.	Numeric, 12 digits	Calculated, not dynamically stored	Calculated, not dynamically stored
<b>American Indian Count</b>	The number of students of American Indian descent reported for the Course Code.	Numeric, 12 digits	Calculated, not dynamically stored	Calculated from Demographics > Race/Ethnicity > American Indian
<b>Asian Count</b>	The number of students of Asian descent reported for the Course Code.	Numeric, 12 digits	Calculated, not dynamically stored	Calculated from Demographics > Race/Ethnicity > Asian
<b>Black Count</b>	The number of students of Black descent reported for the Course Code.	Numeric, 12 digits	Calculated, not dynamically stored	Calculated from Demographics > Race/Ethnicity > Black
<b>Hispanic Count</b>	The number of students of Hispanic descent reported for the Course Code.	Numeric, 12 digits	Calculated, not dynamically stored	Calculated from Demographics > Race/Ethnicity > Hispanic
<b>White Count</b>	The number of students of White descent reported for the Course Code.	Numeric, 12 digits	Calculated, not dynamically stored	Calculated from Demographics > Race/Ethnicity > White

Element Name	Description	Type, Format and Length	Campus Database	Location
<b>Hawaiian Count</b>	The number of students of Hawaiian descent reported for the Course Code.	Numeric, 12 digits	Calculated, not dynamically stored	Calculated from Demographics > Race/Ethnicity > Hawaiian
<b>Coop Count</b>	The number of courses with a Type of Co-Op.	Numeric 12 digits	course.type	Course Information > Type > CO: Co-Op
<b>Period Num</b>	The period number for which the instance of instruction is being reported.	Numeric, 1 digit	section.sectionID term.termID	Section Information > Section Schedule Placement
<b>International Baccalaureate</b>	Indicates if International Baccalaureate is marked on the course tool.	Alphanumeric, 1 character  Y or N	course.international Baccalaureate	Course Information > International Baccalaureate
<b>Formerly Tech Prep (Filler)</b>	<p>Filler field, reports as blank.</p> <p>Indicates the number of Tech Prep students enrolled in the course.</p>	Numeric, 12 digits	enrollmentVA.techPrep	State Programs > Career Tech
<b>CTE Dual Enrollment</b>	The number of students registered in a Dual Enrollment course.	Numeric, 12 digits	course.dual Enrollment	Course Information > Dual Enrollment