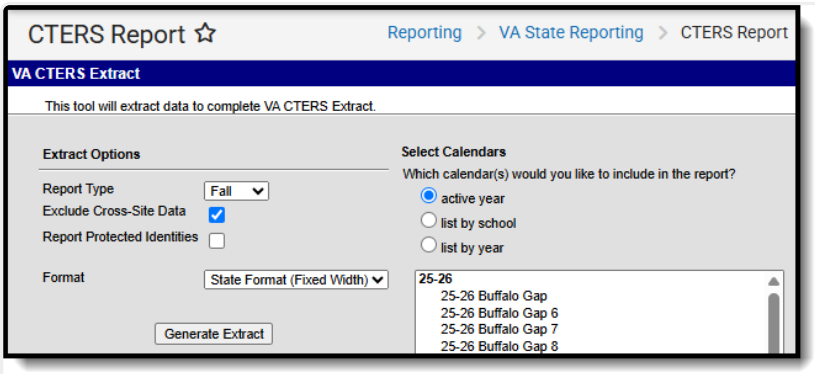
CTERS Extract (Virginia)

Last Modified on 07/24/2026 10:50 am CDT

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.
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.

When 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.

Generate 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. Unmark the **Exclude Cross-Site Data checkbox**, if applicable. This defaults to marked.
3. Mark the **Report Protected Identities** checkbox, if applicable. This defaults to unmarked.
4. 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.
5. Select the **Calendar(s)** that should be included in the extract.
6. 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
Sender ID	The division (district) number.	Numeric, 3 digits	District Information > State District Number
Create Date	Date on which the report was generated.	Date field, 10 characters MM/DD/YYYY	System Generated
Create Time	Time at which the report was generated.	Time field, 8 characters HH:MM:SS	System Generated
Email	The email address of the individual generating the report.	Alphanumeric	Demographics > Personal Contact Information > Email Address
tilde	Necessary part of the report.	~~	System Generated
Data Type	Reports as SEDF	Alphanumeric, 4 characters	System Generated
tilde	Necessary part of the report.	~	System Generated
Data Collection Name	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
Record Type	Always report as B.	Alphanumeric, 1 character	Not dynamically stored	Not dynamically stored
Semester	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: • 1: Semester 1 • 2: Semester 2 • 3: Year Long	Numeric, 1 character	Not dynamically stored	Not dynamically stored
Teacher ID Number	The teacher's State ID number.	Numeric, 10 digits	person.staffStateID	Demographics > Local Staff Number
School Number	The identification number of the school.	Numeric, 9 digits	school.number	School Information > State School Number
Course Number	The number of the course.	Numeric, 9 digits	course.number	Course Information > State Code
Course Length Weeks	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

Element Name	Description	Type, Format and Length	Campus Database	Location
Periods Per Day	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
Period Length Mins	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
Prefix	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
Teacher Last Name	The last name of the teacher.	Alphanumeric, 20 characters	identity.lastName	Demographics > Last Name
Teacher First Name	The first name of the teacher.	Alphanumeric, 20 characters	identity.firstName	Demographics > First Name
Middle Init	The first initial of the teacher's middle name.	Alphanumeric, 1 character	identity.middleName	Demographics > Middle Name
Female Count	The number of female students reported for the Course Code	Numeric, 12 digits	Calculated, not dynamically stored	Calculated, not dynamically stored
Two or More Races Count	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

Element Name	Description	Type, Format and Length	Campus Database	Location
American Indian Count	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
Asian Count	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
Black Count	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
Hispanic Count	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
White Count	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
Hawaiian Count	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

Element Name	Description	Type, Format and Length	Campus Database	Location
Coop Count	The number of courses with a Type of Co-Op.	Numeric 12 digits	course.type	Course Information > Type > CO: Co-Op
Period Num	The period number for which the instance of instruction is being reported.	Numeric, 1 digit	section.sectionID term.termID	Section Information > Section Schedule Placement
International Baccalaureate	Indicates if International Baccalaureate is marked on the course tool.	Alphanumeric, 1 character Y or N	course.international Baccalaureate	Course Information > International Baccalaureate
Formerly Tech Prep (Filler)	Filler field, reports as blank. Indicates the number of Tech Prep students enrolled in the course.	Numeric, 12 digits	enrollmentVA. techPrep	State Programs > Career Tech
CTE Dual Enrollment	The number of students registered in a Dual Enrollment course.	Numeric, 12 digits	course.dual Enrollment	Course Information > Dual Enrollment