

CTE Reporting (Arizona)

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[Career and Technical Education in Arizona](#) (referred to as CTED - Career and Technical Education District) aims to develop a competitive workforce and "engage learners in relevant experiences leading to purposeful and economically viable careers." In Campus, recording CTE information requires setup at the school level, the calendar level, and course level, plus additional Ed-Fi configuration and certain items recorded on the student's Enrollment record.

This article covers all of the setup needed to properly record CTE information and have CTE calculate accordingly for reporting purposes.

Information in this article reports in the following [Ed-Fi Resources](#):

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| <ul style="list-style-type: none"> • Students • Student Education Organization Association • Student School Associations • Student School Attendance Events • Student Section Association • Course Offerings | <ul style="list-style-type: none"> • Locations • Class Periods • Sections • Sessions • Calendars (if applicable) • Calendar Dates (submitted when Calendars are submitted) |
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School Setup

Tool Search: School Information

CTED requires a separate school to be created with the CTED Prefix and School name entered to differentiate between a non-CTED school. A district with a local high school named High School doesn't offer any CTE courses, but there might be a separate high school that only offers CTE courses, named South Institute of Technology High School, abbreviated as S.I.T.

See the [School](#) article for additional information on entering school details.

Setting up a school for CTED Reporting only needs to be completed one time. When rolling calendars forward for future school years, the entered CTED information also rolls forward.

1. Click **New**. A **School Detail** editor displays.
2. Enter the **Name** of the school with the **CTED Prefix** and **School Name**.
3. Enter the **State School Number** with the last five digits of the **CTDS number** for the CTED

School.

4. Enter the **Entity ID** for the CTED School.
5. Enter the **District Entity ID** with the Entity ID of your district.
6. Click **Save School** when finished.

CTED - School Detail Setup

Calendar Setup

Tool Search: Calendar Information

A new calendar is needed for CTED enrollments. All fields should match the regular enrollment calendars, EXCEPT the Days of the Week field does not need to be populated unless your CTED calendar needs to report to the state. Some districts do not report CTED calendars to the state; if you are unsure whether this is needed, contact your state representative at the Department of Education.

See the [Calendar Details](#) article for additional information on creating calendars.

Setting up a calendar for CTED Reporting needs to be done every year.

1. Click **New**. A **Calendar Info** editor displays.
2. Enter the **Name** for the calendar, following the naming convention established for your district.
3. Enter the **Start Date** and **End Date** of the calendar.
4. Enter all other applicable information for the calendar to match other calendars for the selected school.
5. Select the **Attendance Type** of either **004: Negative Method 2** or **004A: Negative Method 1**.
6. Select the **Attendance Calculation** of **QD: Quarter Day**.
7. When not reporting this calendar to the state, leave the **Days Per Week** field blank.
8. Click **Save** when finished.

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Calendar Information ☆

📄 Save
✖ Mark for Deletion

Calendar Info

Calendar ID 4315 *Name 2023 - ECHS - CLC *Start Date 07/01/2022	School 01003 E.V.I.T. - High School (schoolID:1) Number Sequence 2 *End Date 06/30/2023
Student Day (instructional minutes) 385 Whole Day Absence (minutes) 193	Teacher Day (minutes) 480 Half Day Absence (minutes) 96
Type I: Instructional Require Student Assignment <input type="checkbox"/> Ignore Master Push <input type="checkbox"/>	Summer School <input type="checkbox"/> Exclude <input type="checkbox"/> School Choice <input type="checkbox"/>
Comments rolling 09/28/2021 01:36 PM ALT PGM CAL	
Track Attendance Type 004: Negative Method 2 *Attendance Calculation HW: Half Day/Whole Day Days Per Week	
Student Brain Honey DomainID Staff Brain Honey DomainID EdFi CalendarID 4242-7284--4359	

CTED - Calendar Details Setup

Ed-Fi Setup

CTED Calendars DO NOT need to be mapped to report Ed-Fi unless the district needs to report the calendars to the state. When they do need to be mapped to the state, follow the configuration/setup steps for other calendars. This includes the Sessions for those calendars.

See the [Arizona Ed-Fi Setup](#) article for additional information.

Configuring Ed-Fi for a calendar needs to be done every year.

Course Setup

Tool Search: Course Information, Add Course, Course Masters

CTED Courses need to be created in the CTED Calendar the same way they are created and available in the regular school (non-CTED calendar). The courses can be set up to copy forward so they roll forward with other calendar information from one year to the next.

See the [Course Information](#) article and the [Course Masters](#) article for additional information.

While courses can roll forward from year to year, as part of the yearly Scheduling process, courses should be reviewed for any changes.

Student Setup

[Enrollments](#) | [Schedule](#) | [Section Student Detail](#)

For a student to have CTED courses, the student must be enrolled in two calendars (have two enrollments for the current year): a regular, non-CTED enrollment and a CTED enrollment.

For both enrollments, the student is scheduled into courses; for the CTED enrollment, the student has a Section Student Detail record.

Student enrollments, schedules, and Section Student Detail information need to be modified every year.

Enrollments

Tool Search: Enrollments

Regular Enrollment Entry

The student's *regular* enrollment has a **Service Type** of **P: Primary** and a **Local Service Type** of **P: Primary**, highlighted in the image below.

In addition, the **FTE** for this enrollment is set to **100%**. The CTED Enrollment has different values

for these fields.

CTED Enrollment Entry

1. Click **New**. The Enrollment editors display.
2. In the **General Enrollment Information** editor:
 - Select the CTED **Calendar** and **Schedule** from the dropdown lists.
 - Enter the correct **Grade Level** and **Start Date** for the student.
 - Set the **Service Type** as **S: Partial**.
3. In the **State Reporting Fields** editor:
 - Set the **Local Service Type** as **A: Ancillary**.
 - Set the **Resident District** as the CTDS of the CTED District:
 - Northern Arizona Vocational Institute of Technology (NAVIT) - 090835000
 - East Valley Institute of Technology (EVIT) - 070801000
 - Set the **FTE** to **25%**. When a student does not qualify for CTE ADM, the FTE should be set to 0%. A student can move in and out of qualification in a year, so more than one record could exist in this section.
4. Click **Save** when finished.

The Total CTE Hours field is populated as part of the [CTE Batch Calculation Process](#).

See the core [Enrollments](#) article or the [Arizona Enrollments](#) article for additional information.

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Enrollments ☆

Student, Isla Grade: 10 #123456 DOB: 08/13/07 Counselor: Poppy Staff
 VIRTUAL LEARNING CONSENT

Save
Delete
New
Print Enrollment History
New Enrollment History

General Enrollment Information

Enrollment ID 1202707

Calendar 2023 - ECHS - REGULAR	Schedule (read only) Main ▾	*Grade 10 ▾	Class Rank Exclude <input type="checkbox"/>	External LMS Exclude <input type="checkbox"/>
*Start Date 07/26/2022	No Show <input type="checkbox"/>	End Date <input type="text"/>	End Action <input type="text"/>	*Service Type S: Partial ▾
*Local Start Status E3: E03 1st AZ enroll, from other district ✕ ▾		Local End Status Select a Value ▾		
State Start Status E3: 1st AZ enroll, from other district		State End Status		

Start Comments

End Comments

Rolloled From Enrollment ID: N/A

Future Enrollment

State Reporting Fields

*Local Service Type A: Ancillary ▾	State Exclude <input type="checkbox"/>
Attendance Type <input type="text"/>	Graduation (Year End Status) <input type="text"/>
Withdrawal Reason <input type="text"/>	Serving District Select a Value ▾
Previous School State Select a Value ▾	Total CTE Hours <input type="text"/>
Previous LEA (Charter) <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	Total CC CTE Credits <input type="text"/>
Resident School E.V.I.T.- Arizona College Prep Erie Ca ✕ ▾	

Effective Date	Resident District	FTE	Tuition Payer	Special Enrollment
07/26/2022	UNIFIED DI(070801000) ▾	25% ▾	1: Normal ▾	<input type="text"/>
01/10/2023	UNIFIED DI(070801000) ▾	00% ▾	1: Normal ▾	<input type="text"/>
* <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

CTED Enrollment

Schedule

Tool Search: Schedule

Once enrolled, the student can be scheduled into courses for the year. This can be done from the following places:

- [Student Schedule](#) - use the [Walk-In Scheduler](#) to add Sections to the term/period grid (pictured below).
- [Section Roster](#) - from the Course Section, build a roster for that particular section.

Students are scheduled into the CTED course in both the CTED school and the regular school. Negative attendance for CTED courses is recorded in both enrollments.

	Q1 (7/20/2022 - 9/30/2022)			Q2 (10/18/2022 - 12/22/2022)			Q3 (1/10/2023 - 3/10/2023)		
	REGULAR	ODD	EVEN	REGULAR	ODD	EVEN	REGULAR	ODD	EVEN
P0	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
P1	No Scheduled Course	No Scheduled Course		No Scheduled Course	No Scheduled Course		No Scheduled Course	No Scheduled Course	
P2	CYB120-21 INTRO TO COMPUTER SYSTEMS Staff, Julia		CYB120-21 INTRO TO COMPUTER SYSTEMS Staff, Julia	CYB120-21 INTRO TO COMPUTER SYSTEMS Staff, Julia		CYB120-21 INTRO TO COMPUTER SYSTEMS Staff, Julia	No Scheduled Course		No Scheduled Course
ADVISORY		No Scheduled Course	No Scheduled Course		No Scheduled Course	No Scheduled Course		No Scheduled Course	No Scheduled Course
P3	No Scheduled Course	No Scheduled Course		No Scheduled Course	No Scheduled Course		No Scheduled Course	No Scheduled Course	
P4	No Scheduled Course		No Scheduled Course	No Scheduled Course		No Scheduled Course	No Scheduled Course		No Scheduled Course

CTED Student Schedule

Section Student Detail

Tool Search: Section Student Detail

The Section Student Detail tool allows districts to collect section data on a student-by-student basis that is unrelated to scheduling.

See the core [Section Student Detail](#) article for information on necessary tool rights, available Ad hoc fields, and guidance on adding and extracting Section Student Detail records.

1. Click **New**. A **New Section Student Detail** side panel opens.
2. Select the appropriate **Student(s)**.
3. Enter a **Start Date** and **End Date** based on the dates the student qualifies for the additional 25% ADM (FTE). When a student moves in and out of the CTE ADM qualification, one record is entered for each date period during which the student qualifies.
4. When the course is counted towards the CTE hours of calculation, set the **Career Readiness** field to **Yes**.

The Section Student Detail is only populated in the CTED school course.

CTED Section Student Detail

A script is available that creates CTED enrollments and copies attendance between enrollments. **There is a fee for this process.** There is a script that has been created for other districts that will create CTED enrollments and copy attendance between enrollments. This is done by custom development and there is a fee.

The [Events and Actions](#) tool can be used to copy attendance data between enrollments, to create enrollments and roster students into courses. **This tool is part of the Campus Workflow Suite.**

CTE Batch Calculation Process and Logic

The CTE Calculation is an automatic process and runs nightly for all students who are enrolled in the current scope year for grades 9-12. It does NOT include students who have excluded enrollments.

Hours are calculated for students who are scheduled into courses AND have a Section Student Detail record with the Career Readiness field set to Yes.

The following details the calculation for reporting CTE hours. This information is reported in the [Student School Association Resource](#).

1. All courses where a student is scheduled AND has a Section Student Detail record with the Career Readiness field set to Yes are found.
2. All scheduled period minutes for the courses during the Section Student Detail Record Start and End Dates are SUMMED.

- This includes only the Instructional Days in which the period (and course) is scheduled.
 - This includes the Start and End Dates of the Section Student Detail record. When there is more than one Section Student Detail record in a given course, all the time between each record's start and end dates is included.
 - When there are multiple Roster Start and End dates, the Section Student Detail dates must fall within the Roster Dates. When the dates fall outside of the roster dates, the roster start and end dates are used.
3. The SUM is DIVIDED BY 60, then rounded to 2 decimal places using normal rounding rules. This value is inserted into the Total CTE Hours field on the student's Enrollment record for the calendar where the student is scheduled into the course.
 4. The Student School Association resource is triggered to be sent.
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