

# CTE Reporting (Arizona)

Last Modified on 10/21/2024 8:21 am CDT

[School Setup](#) | [Calendar Setup](#) | [Ed-Fi Setup](#) | [Course Setup](#) | [Student Setup](#) | [CTE Batch Calculation Process and Logic](#)

[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:

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

## 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.

**School Information** ☆

Save School Delete School New School

School data is divided into two areas: School Detail and School History. School History records contain information related to a school that can be tracked historically. By creating a new School History, the new information is tracked as of a specific date while the previous values are preserved. To create a new School History record, select an existing School History and click the New School History button. This will create a new School History record based on the current information, which can be modified as needed and saved.

**School Detail**

Name: E.V.I.T. - High School State School Number: 54321

Entity ID: 1234

District Entity ID: 9876

Other fields include: NCES School Number, Standard Code (SIF StatePrid), School Org Type, CEEB Number, Course Catalog - Master List (EVIT), External LMS Exclude, Exclude, Dual Enrollment, Agency, Address, City, State (Arizona), Zip (85225), Physical Address, Physical City, Physical State (Arizona), Physical Zip (85225), Comments, Amplify Grade Levels, HMH School PID, Brain Honey DomainID, Food Service SiteID, CTDS Student (070801003), CTDS Header, District Header.

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.

☰
🔍
Infinite Campus

## Calendar Information ☆

Save
 Mark for Deletion

**Calendar Info**

Calendar ID <b>4315</b>	School 01003 E.V.I.T. - High School (schoolID:1)
*Name <input style="width: 100%;" type="text" value="2023 - ECHS - CLC"/>	Number <input style="width: 50%;" type="text"/>
*Start Date <input style="width: 50%;" type="text" value="07/01/2022"/>	*End Date <input style="width: 50%;" type="text" value="06/30/2023"/>
Student Day (instructional minutes) <input style="width: 50%;" type="text" value="385"/>	Teacher Day (minutes) <input style="width: 50%;" type="text" value="480"/>
Whole Day Absence (minutes) <input style="width: 50%;" type="text" value="193"/>	Half Day Absence (minutes) <input style="width: 50%;" type="text" value="96"/>
Type <input type="text" value="I: Instructional"/>	Sequence <input style="width: 50%;" type="text" value="2"/>
Require Student Assignment <input type="checkbox"/>	Summer School <input type="checkbox"/>
Ignore Master Push <input type="checkbox"/>	Exclude <input type="checkbox"/>
Comments <input style="width: 100%; height: 40px;" type="text" value="rolling 09/28/2021 01:36 PM ALT PGM CAL"/>	
Track <input style="width: 50%;" type="text"/>	
Attendance Type <input style="width: 100%;" type="text" value="004: Negative Method 2"/>	School Choice <input type="checkbox"/>
*Attendance Calculation <input style="width: 100%;" type="text" value="HW: Half Day/Whole Day"/>	
Days Per Week <input style="width: 100%;" type="text"/>	
Student Brain Honey DomainID <input style="width: 100%;" type="text"/>	
Staff Brain Honey DomainID <input style="width: 100%;" type="text"/>	
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](#)

In order for a student to have CTED courses, the student needs to be enrolled in two calendars (has 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 needs 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.

☰
Infinite Campus

**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:  External LMS Exclude:

\*Start Date: 07/26/2022  No Show:  End Date:   End Action:  \*Service Type: S: Partial ▾

\*Local Start Status: E3: E03 1st AZ enroll, from other district x ▾ Local End Status: Select a Value ▾

State Start Status: **E3: 1st AZ enroll, from other district** State End Status:

Start Comments:  End Comments:

Rolled From Enrollment ID: N/A

**Future Enrollment** +

**State Reporting Fields** -

\*Local Service Type: A: Ancillary ▾ State Exclude:

Attendance Type:

Withdrawal Reason:  Graduation (Year End Status):

Previous School State: Select a Value ▾ Serving District: Select a Value ▾

Previous LEA (Charter):  Total CTE Hours:  Total CC CTE Credits:

Resident School: E.V.I.T.- Arizona College Prep Erie Ca x ▾

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

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 Setup](#) - 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 for each date period for which the student qualifies is entered.



- 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.

The screenshot displays the 'Section Student Detail' interface. On the left, a table lists students with their IDs and dates. The student 'Janna (12) #345678' is highlighted with a red box, showing 'Start Date: 09/15/2022' and 'End Date: 12/22/2022'. On the right, the 'Edit Section Student Detail' form is shown. The 'Career Readiness' dropdown menu is highlighted with a red box and set to 'Yes: Yes'. Other fields include 'Start Date' (09/15/2022) and 'End Date' (12/22/2022). Buttons for 'New', 'Batch Fill', 'Save', 'Cancel', and 'Delete' are visible at the bottom.

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 have an enrollment 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 into a course 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 time between each record's start and end dates are included.
    - When there is more than one Roster Start and End date, 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 a value of 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.
-