

MEMORANDUM

TO: Area Vocational Directors

FROM: Chris Deaton, Director
Adult/Career & Technical Education

DATE: July 18, 2016

SUBJECT: CTE Enrollment Reporting 2016-2017

The Department of Workforce Development, Department of Education (DWD/DOE) will use IN TERS for the collection of Fall enrollments for your CTE district. Located on our website at <http://www.in.gov/dwd/2442.htm> you will find all the information needed to report enrollments in career-technical education programs in your district for 2016-2017. You will find the following documents listed on our website:

1. Authority to Collect Data Statement;
2. Summary of Authority/Need to Collect Data; Obligation to Supply Data, Confidentiality of Data and Uses of Data
3. DWD Enrollment and Completion Status Instructions and Definitions
4. Guidelines and Procedures for Data Collection/Reporting
5. Fall Data Eliminated Fields
6. Social Security Number Collection
7. Form 30A Instructions
http://www.in.gov/dwd/files/Instructions_for_Form_30A.pdf
8. Form 30A Frequently Asked Questions
http://www.in.gov/dwd/files/FORM_30A_FREQUENTLY_ASKED_QUESTIONS.pdf

Enrollment Information

Secondary enrollments for students enrolled in career-technical education programs are to be reported as of official count day, Friday, September 16, 2016. Please refer to your IN TERS technical support personnel for instructions on how to prepare the state enrollment report. The report containing all secondary enrollments for your area vocational district should be submitted on or before September 30, 2016. Changes are allowed until October 14, 2016.

The enrollments you report using the INTERS System must replicate the counts appearing on Form 30A Reports submitted to the Department of Education. In other words, the enrollments reported in INTERS for a school corporation must match their enrollment count on the Form 30A Report submitted to the Department of Education.

For school year 2016-2017 please retain a duplicate copy of your Form 30A Report(s) for all schools in your area district.

Completion Information

Your report containing the completion status of all secondary enrollees will be due by mid to late June.

If you have questions, call Chris Deaton at the office (317) 233-6697, or by e-mail at cdeaton@dwd.in.gov

Thank you for your cooperation.