

InTERS – 30 A Frequently Asked Questions

1. How are CTE “programs” defined?

For purposed of counting student enrollment for Additional Pupil Count (according to IC 20-43-8-9), the term “Career and Technical Education program” refers to individual, state-approved CTE courses identified on the funding crosswalk.

2. How are students in trimesters counted?

As is done for other courses the state counts the students who are in attendance as of the count day, whether the course is offered for semesters or trimesters.

3. How do schools report Area Participation?

Area participation is counted based on whether or not there are students enrolled in a course at a conduction school from more than one sending high school. If so, all students in that CTE course are counted for area participation at the home/sending school corporation.

4. Can student enrollment counts be duplicated?

No. However, if a student enrolled in more than one state-approved Career and Technical Education course at the time ADM is determined, that student will be counted for both courses.

5. How do I set ADM or Count Day flags?

On the FINAL 30A report that goes to the Indiana Department of Education (DOE) for funding, only student enrollments that are active on ADM or count day will be counted. In the “InTERS-FORM 30A INSTRUCTIONS” document it explains the

process to set the ADM or count day flags on the enrollments, which should be done once all of the data has been entered and is correct (to the best of the users knowledge). Only student enrollments that are active (Enrollment Status =A) on the day that the user sets the flags will be counted on the InTERS 30-A.

6. Can I run a test on Form 30A before entering all school information?

Yes. If you would like to test the INTERS-30A prior to getting all of the data entered and setting your ADM flags, it will count all active enrollments (Enrollment Status=A). Once the count day flags have been set, the InTERS 30A will only count student enrollments with the ADM/count day flags.

A sample copy of the InTERS -Form 30A instructions document which gives instructions for the entire process is located on our website. If you have any questions or concerns about the Form 30A, send an email to dwdinters30A@dwd.in.gov for assistance.

7. How are full year students counted in trimesters?

They report their full year students who start the year-long (at least two trimesters) course in the 1st semester AND their full year students who start the year-long course in second semester.