Tech Prep/Career Majors Data Reporting Instructions

INSTRUCTIONS (Data Elements to be collected)

1. **CONDUCTING SCHOOL #:** Enter your 4-digit school number. This is the code number of the school **where the students are taking (enrolled in)** a career-technical education program. This school number appears at the top of your *"Secondary (PIMAILOOS) and Adult Noncredit (PIMAILOOA) Inventory Report."*

2. **LOCAL PROGRAM/COURSE TITLE:** Enter the local program/course title for the program being reported.

3. **CREDIT HOURS:** Enter the number 1.

4. **INSTRUCTOR'S NAME:** Enter an instructor's name.

5. **STUDENT'S STN:** Enter the student's STN or Student Test Number. This is a required field.

6. **STUDENT'S SSN:** Enter the student's social security number. If you are unable to obtain the number from the student, please leave blank. Please set up the ISR/INTERS system to assign unique identifiers for students without social security numbers.

7. **STUDENT'S NAME:** Enter the last name, first name and middle initial of each student enrolled in the CIP code designated program identified at the top of the form in the appropriate columns.

8. **STUDENT'S GENDER:** Enter the sex of each student as **M** for Male and **F** for Female.

9. **RACE/ETHNIC:** Enter each student's race/ethnic group as a number from 1 to 6 using the legend on the back of the form or the race/ethnic group code numbers referred to in Item 13.

10. **GRADE LEVEL CODE:** Enter student's grade level code using the Grade Level Code box on the back of the form. The grade levels and their corresponding codes are as follows.

Secondary:	Grade Nine	2
	Grade Ten	3
	Grade Eleven	4
	Grade Twelve	5

11. **SENDING SCHOOL:** Enter the four digit school number for each student received from another school that attends your career-technical program. **Do not use this column for students that belong to your corporation.**

12. **SPEC CONS (Special Consideration):** If applicable, enter the student's special consideration using the codes on the back of the form in the box labeled **"Special Considerations" (Choose Only One).** The identifier numbers for each special consideration are listed in this box and complete definitions are included in these instructions. This column is **extremely** important in identifying the special populations which are being served in career-technical education programs. The information is used in monitoring plans for Perkins dollars.

13. **DIS ADV (Disadvantaged Code):** If *Special Consideration is "50"*, enter a disadvantaged code of 01 through 10 (only one) as defined on the back of the enrollment form. If the type of disadvantage is known, select one of the codes from 01 through 07, otherwise enter 08, 09, or 10 as appropriate

14. **SINGLE PARENT/DISPLACED HOMEMAKER:** Enter an **S** for Single Parent, **H** for Displaced Homemaker or **B** for Both, if any of your enrollees meet the following descriptions for being a Single Parent and/or Displaced Homemaker.

15. **OCC SKILL (Occupational Skill Mastery):** This column will be used to collect a "Y" or "N" and will be used to answer the question, "Did the student meet the competency requirements of the program?" The answer to this question will be tied to the competency method selected by the State.

16.

17. **GRADUATION CODE:** Enter **G** for graduated with full credit, **N** for did not graduate, **C** for received a certificate of high school completion, or **D** for GED.

18. **TECH PREP or "2 + 2":** Enter a check mark (√) if the individual is a Tech Prep or "2 + 2" student.

19. **NONVOCED or NOT STATE APPROVED:** Enter a (√) or "N" if the enrollment is not vocational or Career and Tech Ed State Approved. Enter nothing in the checkbox or "V" if the enrollment IS vocational or Career and Tech Ed State Approved.

20. **CIP CODE:** Enter the 6-digit Classification of Instructional Program (CIP) Code. If this is NOT a CTE enrollment use whatever CIP best describes the Career Major.