

## MEMORANDUM

**TO:** Area CTE Directors

**FROM:** Chris Deaton

**DATE:** June 26, 2018

**SUBJECT:** CTE Enrollment Reporting 2018-2019

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The Department of Education (DOE) will use InTERS for the collection of Fall enrollments for your CTE district. Located on our website at <https://www.doe.in.gov/cte/inters> you will find all of the information needed to report enrollments in career & technical education programs in your district for 2018-2019. You will find the following documents listed on our website:

1. Summary of Authority/Need to Collect Data; Obligation to Supply Data, Confidentiality of Data and Uses of Data
2. Enrollment and Completion Status Instructions and Definitions 2018-19
3. Guidelines & Procedures for Collecting Data
4. CTE Enrollment Reporting 2018-19
5. Social Security Number Collection
6. Form 30A Instructions

### Enrollment Information

Secondary enrollments for students enrolled in career & technical education programs are to be reported as of official count day, Friday, September 14, 2018. Please refer to your InTERS 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 October 05, 2018. Changes are allowed until October 19, 2018.

**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 2018-2019 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) 232-9169, or by e-mail at [cdeaton2@doe.in.gov](mailto:cdeaton2@doe.in.gov)

Thank you for your cooperation.