

Preparing for the 2019-20 Career Education Snapshot

Districts should refer to this guidance sheet to assist in the preparation of the 2019-20 Career Education snapshot. Districts should be working in collaboration with their designated Carl Perkins CTE coordinators and other district CTE content experts (district administrators, CTE teachers, CTE coordinators, etc.) along with their district WISEdata users or data stewards to ensure accurate and timely reporting of 2019-20 Career Education data to DPI.

❖ When is the 2019-20 Career Education snapshot?

- Tuesday, December 8th, 2020

❖ What is a snapshot and what happens when a snapshot takes place?

- A snapshot is a collection of data that is captured from the WISEdash data warehouse and moved to a permanent location for reporting. When DPI takes a snapshot of a district's data, the data becomes the district's 'certified' data and is used to fulfill reporting requirements. In the case of CTE data reporting, the Career Education snapshot data will be used to meet Carl Perkins federal reporting requirements and accountability measures.

❖ What needs to happen before the snapshot date?

- Districts should make sure all of the Career Education data reporting requirements are entered into their individual student information system (SIS) and synced to DPI accurately and timely prior to the snapshot. For a list of all required CTE data reporting requirements, please refer to the CTE data checklist (see page 3).
- Districts should review all Career Education data errors and warnings identified in the [WISEdata Portal](#).
- Districts should resolve any Career Education data errors or warnings by making appropriate updates or corrections in their SIS. Districts can [acknowledge a warning in their WISEdata Portal](#) however, only after the district has taken time to review the questionable data. Oftentimes, the reported data is incorrect and needs to be fixed. If after review, the district finds their data is indeed accurate as expected, the district may mark the warning as acknowledged. New updates or changes made to the data should be re-synced to DPI.
- Confirm and review how your district's snapshot data is landing to DPI using the Perkins and Career Education snapshot dashboards in [WISEdash for Districts](#). The data you see on the Perkins and Career Education snapshot dashboards is data that will be captured for the snapshot. Therefore, it is critical to review the data with your district's core team that is responsible for submitting Career Education data. Your district should review and verify the data and look for any significant data discrepancies. See the [WISEdash 2.0 How-to for Career Education](#) for step-by-step instructions on how to navigate and explore these dashboards.

❖ Why is it important to prepare ahead of time for the snapshot date?

- It is important to prepare ahead of time for the snapshot in order to avoid or prevent any technical difficulties and failure to submit the data properly and timely. DPI recommends that districts do not wait till close to the snapshot date to enter, review, and sync their data. Specifically, DPI recommends that all district(s) regularly sync their data at least daily in the two weeks leading up to the snapshot date and pay close attention to any errors or warnings in the WISEdata portal.
- Districts should frequently review or check the status and accuracy of their CTE data as the snapshot approaches, even after completing their CTE data.

❖ What are resources districts can use to help with data review and accuracy?

- [WISEdash for Districts](#)
 - Districts should use this secured tool to help with reviewing and validating the accuracy of their data using the Perkins and Career Education dashboards. For specific step-by-step instructions on how to

navigate these dashboards and review 2019-20 CTE data, visit our [WISEdash 2.0 "How-To Guides."](#) The step-by-step guides cover the following topics:

- 1) How do I find the Career Education snapshot dashboards?
 - 2) How do I find CTE students (participants, concentrators, graduates)?
 - 3) How do I find IAC codes for CTE concentrators?
 - 4) How do I find student participation in certified/non-certified career education programs?
 - 5) How do I find student participation in advanced credit opportunities (dual enrollment, AP, IB)?
- If your district is not seeing any data in the Career Education snapshot dashboards, verify that you are in the correct reporting view year 2019-20 and not the current school year 2020-21. If no data is still found after selecting the right reporting view year, it could be that the district did not properly sync their data fully to DPI or the district did not enter the data in their SIS.
- CTE Data Checklist
 - Use the CTE data checklist (see page 3) to ensure your district has fulfilled all 2019-20 CTE data reporting requirements. Remember that this list contains only specific CTE data elements and does not include other data reporting requirements that are part of the larger Career Education reporting collection. For a complete list of all Career Education data reporting requirements, click [here](#).
 - Other Career Education Resources:
 - [Career Education Help page](#)
 - [Career Education FAQ page](#)
 - [CTE and CCR: How do they relate \(diagram\)?](#)

2019-20 CTE Data Checklist

Ensure all CTE data elements listed below have been submitted accurately based on the data definitions and details. Districts should review the total student counts or student program participations as well as other data elements listed below prior to the 2019-20 Career Education snapshot date of December 8th, 2020.

Data Element	Definition	Details
<input type="checkbox"/> CTE Participants	<p>A student is identified as a CTE participant if the student was enrolled in one or more CTE courses in the reporting year and passed or failed at least one CTE course. Districts should ensure all CTE courses are designated appropriately as CTE.</p> <p>This data element is determined by DPI.</p> <p style="color: red;">Due to COVID-19, the CTE participant calculation will be determined differently for the 2019-20 Career Education snapshot. CTE participants will be determined based on a student's enrollment in a CTE flagged course, while excluding students who have a drop status for the course. Under this scenario, a student with a performance type of passed, failed, not completed, or not graded will be identified as a CTE participant.</p>	<ul style="list-style-type: none"> Reported for students in grades 11-12.
<input type="checkbox"/> CTE Concentrators	<p>A student is identified as a concentrator if they completed a minimum of two CTE courses in a single pathway and is enrolled in a continuing CTE course in that pathway for the reporting year</p> <p style="text-align: center;"><u>OR</u></p> <p>A concentrator may also be a student who has completed three CTE courses (or more) within a single pathway and is not enrolled in any CTE courses in the reporting year.</p> <p>This data element is reported by the district.</p>	<ul style="list-style-type: none"> Report for students in grades 11-12.
<input type="checkbox"/> IAC Codes	<p>An Instructional Area Code (IAC) is a single numeric CIP associated code that is required to be submitted for each CTE concentrator reported in the reporting year. The code should reflect the focus of the student's planned sequence of secondary CTE courses leading to skills for employment after graduation and/or the continuation of studies at an institution of higher education.</p> <p>This data element is reported by the district.</p>	<ul style="list-style-type: none"> Report for each CTE concentrator student.

<input type="checkbox"/> Career Cluster	<p>Career cluster is a CTE concentrator’s career pathway at the 16 career cluster level. A single career cluster should be submitted for each CTE concentrator reported in the reporting year.</p> <p>This data element is reported by the district.</p>	<ul style="list-style-type: none"> • Report for each CTE concentrator student.
<input type="checkbox"/> Program Area(s)	<p>Program area(s) refers to the six recognized Wisconsin program areas listed below:</p> <ul style="list-style-type: none"> • Agriculture and Natural Resources Education • Business and Information Technology Education • Marketing Education • Family and Consumer Science Education • Technology and Engineering Education • Health Science Education <p>Submit at least one or more program area(s) for each CTE concentrator reported in the reporting year. The program area(s) should represent the program area(s) of the CTE coursework the CTE concentrator was enrolled in.</p> <p>This data element is reported by the district.</p>	<ul style="list-style-type: none"> • Report for each CTE concentrator student.
<input type="checkbox"/> CTE Graduates	<p>CTE graduates are CTE concentrators who have graduated from high school. Districts are required to complete the graduate follow up report/survey for all CTE graduates the following reporting year. For example, the upcoming 2020-21 graduate follow up report should survey CTE graduates from the 2019-20 school year.</p> <p>This data element is determined by DPI.</p>	<ul style="list-style-type: none"> • Reported for CTE concentrators who graduated from high school.
<input type="checkbox"/> Student participation in Certified Career Education Programs	<p>Submit student participation in any of the following Certified Career Education programs in the reporting year:</p> <ul style="list-style-type: none"> • Youth Apprenticeship (workplace experience) • State co-op Education Skills Standards-DPI Occupational • State co-op Education Skills Standards-Youth Leadership • State co-op Education Skills Standards-Employability Skills • Industry Recognized Credential (IRC) State Approved WTCS-Embedded Technical Diploma • IRC State Approved WTCS-Technical Diploma • IRC State Approved WTCS-Associates • IRC State Approved Business and Industry • IRC-Not state approved <p>This data element is reported by the district.</p>	<ul style="list-style-type: none"> • Submit for all students in grades 9-12.

<input type="checkbox"/> Certificated Status Type	<p>A certificated status type is required to be submitted for each student participation in each certified career education program for the reporting year.</p> <p>The statuses are:</p> <ul style="list-style-type: none"> • Student met the requirements of the certificated program and was or is to be awarded a certificate • Student is continuing in the certificated program • Student has left the certificated program before completion • Student completed program but did not meet the requirements for the certificate <p>This data element is reported by the district.</p>	<ul style="list-style-type: none"> • Submit for all students in grades 9-12.
<input type="checkbox"/> Student participation in Non-certified Career Education Programs	<p>Submit student participation in any of the following Non-certified Career Education programs in the reporting year:</p> <ul style="list-style-type: none"> • Supervised Occupational Experience (grades 11-12) • Simulation (grades 11-12) • Internship (grades 11-12) • School-based Enterprise (grades 11-12) • Local Co-op (grades 9-12) <p>This data element is reported by the district.</p>	<ul style="list-style-type: none"> • Submit all non-certified career education program participation for students in grades 11-12 except for Local Co-op, which is required to be submitted for students in grades 9-12.
<input type="checkbox"/> Single Parent	<p>A student (unmarried or legally separated) who has sole or joint custody of a minor child or children at any point during the reporting year. This includes pregnant women.</p> <p>This data element is reported by the district.</p>	<ul style="list-style-type: none"> • Submit if applicable for students in grades 11-12.