

Student Data Elements - Career & Technical Education (CTE) - CTEERS (Composite Enrollment Report & Student Follow-Up)

Data Inventory

Last Update	September 2016	
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Data Inventory Elements

Heading	Sub Heading / Short Description	Long Description
Data Element	Property	The technical name of an element
Definition	Definition	The definition of the data element.
Notes	Rules & Notes	These notes are specific to the Wisconsin implementation
Data Category	e.g. Student, School, etc.	The application or section of the application the data element refers to.
Date Element Implemented	Initial School Year of Data Implementation	The first school year the data element was collected
Specific Use/Relevance	Requirement - State/Federal/AdminRule	The reason why DPI is required to collect the data.
Matching Element?	Is element required for Identity Matching?	Identity matching is a key component of any person level system in order to assure data quality. In DPI identity matching is used to match data topics received from third parties (e.g. assessment, postsecondary data) to the correct student.

Definitions

Element	Definition	More Information
CAR	Consolidated Annual Report (required by the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV))	http://cte.ed.gov/accountability/core-indicators
CTEERS	Career and Technical Education Enrollment Reporting System, comprising the Composite Enrollment Report and Student Follow-Up Report	CTEERS Field Manual - http://dpi.wi.gov/sites/default/files/imce/cte/pdf/cteers2016.pdf
CER	Composite Enrollment Report - Every student at the 11th-13th grade levels from each Carl Perkins participating district is to be reported by high school in the district. The data is due on or prior to July 15 of each fiscal year.	PI-1330R
FUP	Student Follow-Up (FUP) Report - Tracks the CTE concentrator graduates reported in the previous year's Composite Enrollment Report via survey instrument of student's themselves or secondary sources (parents, teachers, etc)	PI-1335
POS	Program of Study	http://dpi.wi.gov/cte/pathways/career-clusters
SOC	Standard Occupational Classification code	
Co-op	The student is engaged in a written cooperative agreement between the school and a paying employer wherein the student receives instruction by alternation of study in school, which includes academic courses and related technical instruction, with a job in any occupational field. The instruction must be planned and supervised by the school and the employer so that each directly contributes to the student's education and employability.	Type of Non Certificated Learning Methodology

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Definitions

Supervised Occupational Experience	The student is engaged in an on-the-job experience designed to give the student knowledge of the skills required of an occupation under the direction of an employer, a training sponsor and/or a teacher-coordinator. The supervised occupational experience does not meet the criterion of a coop.	Type of Non Certificated Learning Methodology
Simulation	The student is engaged in an instructional classroom experience planned to give the illusion of real life from which the student may learn basic skills and competencies for an occupational area.	Type of Non Certificated Learning Methodology
Internship	The student is engaged in a school approved program where the student is placed with an employer for a specific period of time to learn about a particular industry or occupation. The student may or may not be paid.	Type of Non Certificated Learning Methodology
Youth Apprenticeship Program	A one or two-year school-supervised paid work experience, in which the student learns specific industry developed, state approved occupational competencies in a specific career field. The student is awarded a Certificate of Occupational Proficiency by the Wisconsin Department of Workforce Development upon successful completion of the program. A listing of Wisconsin state certified apprenticeship programs may be found at the website of http://dwd.wisconsin.gov/youthapprenticeship/	Type of Certificated Learning Methodology

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Definitions

State Certified Cooperative Education Skill Standards Program	A one-year school-supervised paid work experience in which a student is also enrolled in a DPI approved co-op class in one of the CTE education content areas. The student learns industry endorsed, state approved occupational competencies as well as general employability skills. The student is awarded a Certificate of Occupational Proficiency by the Wisconsin Department of Public Instruction upon successful completion of the program. A listing of Wisconsin state certified Cooperative Education Skill Standards programs may be found at: http://dpi.wi.gov/cte/skillsstandards/cooperative/introduction	Type of Certificated Learning Methodology
Employability Skills Certificate Program	A DPI approved school-supervised paid work experience of a minimum of 180 hours wherein the student learns SCANS employability skills and develops a written career plan. The student is awarded an Employability Skills Certificate by the Wisconsin Department of Public Instruction upon successful completion of the program. Program requirements may be found at: http://dpi.wi.gov/cte/skills-standards/employability	Type of Certificated Learning Methodology

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Definitions

Business/Industry Sponsored Certificate Program	This is a school-supervised program of varying time or length in a specific occupational area within the sponsoring business or industry. The student takes a business/industry developed course or training, or must meet related competencies on-the-job. The certificate is awarded to the student by the sponsoring business or industry upon successful completion of the program. See the following website which documents further the aspect of certifications as well as what is available nationwide at: http://www.careervoyages.gov/certificationsmain.cfm?whatarecertscontinue=yes#whatarecerts	Type of Certificated Learning Methodology
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Student Data Elements - Career & Technical Education (CTE) - CTEERS (Composite Enrollment Report & Student Follow-Up)						
Data Element	Definition	Notes	Data Category	Date Element Implemented	Specific Use/Relevance	Matching Element?
Property	Definition	Rules & Notes	e.g. Student, School, etc.	Initial School Year of Data Implementation	Requirement - State/Federal/AdminRule	Is element required for Identity Matching?
District Number	DPI Assigned District Code	4 digit number found in District/School Section	Composite Enrollment Report	2015-2016	Federal & State	Yes
School Number	DPI assigned School Code	4 digit number found in District/School section	Composite Enrollment Report	2015-2016	State	Yes
Student's District of Residence	DPI Assigned District Code for the student's district	4 digit number found in District/School section. This will differ from District Number for those students who attend the district but reside in a different school district, e.g. Open Enrollment.	Composite Enrollment Report	2015-2016	Student Matching Assistance	Yes
Wisconsin Student Number	10 digit number unique for the student within Wisconsin	Will become the WISEid	Composite Enrollment Report	2015-2016	State Requirement (s115.383(5)) and indirect Federal Requirement	Yes
Grade Level	The grade level of the student for the reporting period	11 (Junior), 12 (Senior) or 13 (Ungraded, over the age of 16 and less than 22. Ungraded refers to those students who do not move on the same pace as their cohorts, typically special education students.)	Composite Enrollment Report	2015-2016	Federal & State	Yes
Last Name	The last name of the student	Max 20 characters with no punctuation. Suffixes such as Junior or IV should be placed after the last name using a space to separate the entry.	Composite Enrollment Report	2015-2016	Federal & State	Yes
First Name	The first name of the student	Max 10 characters with no punctuation. Do not use nicknames	Composite Enrollment Report	2015-2016	Federal & State	Yes
Date of Birth	Student's birth date	6 digit number in mmddyy format	Composite Enrollment Report	2015-2016	Federal & State	Yes
Sex	Reflection of the student's gender	M for male or F for female	Composite Enrollment Report	2015-2016	Federal & State	Yes
Race - Ethnicity	The student's races and ethnicities	A, B, H, I, P or W with max of 6 codes with ~ between each. If student is H (Hispanic), must use minimum of one other code.	Composite Enrollment Report	2015-2016	Federal & State	Yes
Characterisitic	The characteristics of a student (none, handicapped, limited english proficient, disadvantaged - academic, disadvantaged - economic)	R only; or A, E, H and/or L with max of 4 codes with ~ between	Composite Enrollment Report	2015-2016	Federal - CAR - Multiple Indicators	
Teen Single Parent	The student (male or female) is a single parent (unmarried or legally separated) AND has sole or joint custody of a minor child or children during the reporting year.	Y or N	Composite Enrollment Report	2015-2016	Federal - CAR - Multiple Indicators	
Student Progress	The student achieved sufficient credits during the reporting year to move on to the next grade level and has not dropped out OR has achieved sufficient credits to graduate during the current reporting year	Y or N; Tied to Completion Status	Composite Enrollment Report	2015-2016	Federal - CAR Indicator 3S1	
Career Plan	Indication of whether a written career plan is on file.	Y or N	Composite Enrollment Report	2015-2016	Federal and State	
Post-High School Career Preparation	The code that represents the student's preparation for post-high school as discussed through meetings between the student, guidance counselor and parents and based upon the student's future planned post-high school outcome.	1-Non-Baccalaureate Prep, 2-Baccalaureate Prep, 3-Career Prep, or 4-Undeclared	Composite Enrollment Report	2015-2016	Federal and State	
CTE Participant	An indication as to whether the student was enrolled in one or more CTE courses for the reporting year; OR the student has completed three or more CTE courses within their chosen pathway but is not enrolled in a CTE course for the current reporting year (special circumstance participant).	Y or N	Composite Enrollment Report	2015-2016	Federal - CAR Indicator 6S1	
Program Area Participation	If the student is a CTE Participant, indicate the program area(s) of the coursework that the CTE Participant was enrolled in. A - Agriculture and Natural Resources Education B - Business and Information Technology Education F - Family and Consumer Science Education H - Health Science Education M - Marketing Education T - Technology and Engineering Education	If CTE Participant is Y, then A, B, F, H, M and/or T with max of 6 codes with ~ between each	Composite Enrollment Report	2015-2016	Federal - multiple CAR Indicators	

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Data Element	Definition	Notes	Data Category	Date Element Implemented	Specific Use/Relevance	Matching Element?
Property	Definition	Rules & Notes	e.g. Student, School, etc.	Initial School Year of Data Implementation	Requirement - State/Federal/AdminRule	Is element required for Identity Matching?
CTE Concentrator	A secondary student who has completed (earned secondary credit) in a minimum of two CTE courses within the student's chosen pathway AND is enrolled in continuing CTE course(s) in that pathway for the current reporting year; OR the student is a special circumstance CTE Participant (completed three or more CTE courses and is not enrolled in a CTE course for the reporting year)	If CTE Participant is Y, then N (Not a CTE concentrator), 1 (CTE Concentrator and enrolled in an operational Program of Study (POS) at the district) or 2 (CTE Concentrator and NOT enrolled in an operational Program of Study (POS) at the district).	Composite Enrollment Report	2015-2016	Federal - multiple CAR Indicators	
Instructional Area Code	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.	If CTE Participant and CTE Concentrator are both Y, then 4 digit number with decimal from Instructional Area Code section only (pages 22-27 of CTEERS Field Manual - http://dpi.wi.gov/sites/default/files/imce/cte/pdf/cteers2016.pdf)	Composite Enrollment Report	2015-2016	Federal - CAR Indicators 6S1 & 6S2 - Non Traditional Participation and Completion	
Non-Certificated Learning Methodology	Type(s) of non certificated learning methodology programs the student was involved in.	If CTE Participant and CTE Concentrator are both Y - 1, 2, 3, 4, 5 if more than one, ~ between each or 6 1 - Co-op 2 - Supervised Occupational Experience 3 - Simulation 4 - Internship 5 - Other (Provide written description) 6 - None at this time	Composite Enrollment Report	2015-2016	Federal - multiple CAR Indicators	
Certificated Learning Methodology	Type(s) of certificated learning methodology programs the student was involved in.	If CTE Participant and CTE Concentrator are both Y - 1, 2, 3, 4 if more than one, ~ between each or 5 1 - Youth Apprenticeship Program 2 - State Certified Cooperative Education Skill Standards Program 3 - Employability Skills Certificate Program 4 - Business/Industry Sponsored Certificate Program 5 - None at this time	Composite Enrollment Report	2015-2016	Federal - CAR Indicator 2S1	
Certificated Learning Completion	Indication of whether the student met the requirements of the Certificate Learning Methodology program, received a certificate or is continuing in the program.	If the student was involved in a Certificated Learning Methodology program, enter a completion code for each program; 1, 2, 3, 4; if more than one, ~ between each that aligns to sequence of Certificated Learning Methodology field entries. 1 - Student met requirements of the certificated program and was or is to be awarded a certificate 2 - Student is continuing in the certificated program 3 - Student has left the certificated program before completion 4 - Student completed program but did not meet the requirements for the certificate Leave blank if student is coded as '5' in Certificated Learning Methodology field.	Composite Enrollment Report	2015-2016	Federal - CAR Indicator 2S1	

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Completion Status	Indication of the student's completion status at the end of the reporting year.	C1, D1, D2, D3, A1, or B1 C1 - Student has graduated and is a CTE Concentrator who has completed the third CTE course in their chosen pathway. D1 - Student has graduated but is 1) A CTE Concentrator who has NOT completed their third CTE course in their chosen pathway; or 2) is only a CTE Participant; or 3) is not a CTE Participant during the reporting year D2 - Student has dropped out of school during the reporting year D3 - Student has died during the reporting year B1 - Student transferred to another secondary district during the current reporting year A1 - Student is continuing their secondary studies	Composite Enrollment Report	2015-2016	Federal - CAR Indicator 3S1	
Compulsory School Attendance	Indication of which technical college the student attended for the reason of compulsory school attendance pursuant to 118.15(1) Wis. Stats	2 character alpha (representing technical college - page 20 of http://dpi.wi.gov/sites/default/files/imce/cte/pdf/cteers2016.pdf) or X if not applicable	Composite Enrollment Report	2015-2016	State	
Youth Options Attendance	Place(s) of post-secondary educational institution attendance for the Wisconsin Youth Options Program (pursuant to 118.55 Wis. Stats. wherein an approved DPI form PI-8700 (or its equivalent) is on file at the secondary district)	2 character alpha, 4 digit number. If more than one, ~ between each or X. Compulsory School Attendance field must be X (not applicable) 2 character alpha - technical college (page 20) 4 digit code - UW System campus or Other College Code (page 20) http://dpi.wi.gov/sites/default/files/imce/cte/pdf/cteers2016.pdf	Composite Enrollment Report	2015-2016	State	
Advanced Standing Credit - Tech Prep, Participation	Indication of the technical college(s) where the student is enrolled in high school CTE courses that have been articulated for advanced standing.	2 character alpha, if more than one ~ between each or X (not applicable)	Composite Enrollment Report	2015-2016	Federal - multiple CAR Indicators	
Advanced Standing Credit - Tech Prep, Completion	Completion status of the articulated course indicated in the 'Advanced Standing Credit - Tech Prep, Participation' field.	Y, N. If more than one ~ between each that align to sequence of entries for Advanced Standing Credit - Tech, Participation data element, otherwise X (not applicable) Y - Yes the student has fulfilled the requirements for high school credit for the articulated course that would allow the student to be eligible for technical college credit upon enrollment N - No the student did not complete the agreement requirements	Composite Enrollment Report	2015-2016	Federal - multiple CAR Indicators	
Transcripted Credit-Tech Prep, Participation	Indication of the technical college(s) where the student is enrolled in CTE courses that have been articulated for transcripted credit (dual credit).	2 character alpha, if more than one ~ between each or X (not applicable)	Composite Enrollment Report	2015-2016	Federal - multiple CAR Indicators	
Transcripted Credit-Tech Prep, Completion	Completion status of the articulated course indicated in the 'Transcripted Credit - Tech Prep, Participation' field.	Y, N. If more than one ~ between each that align to sequence of entries for Transcripted Credit-Tech Prep, Participation data element. Otherwise, X (not applicable) Y - Yes the student has fulfilled the requirements for high school credit for the articulated course that would allow the student to be eligible for technical college credit. N - No, the student did not complete the agreement requirements.	Composite Enrollment Report	2015-2016	Federal - multiple CAR Indicators	
Youth Apprenticeship, Participation	Indication of the technical college or university where the student is enrolled in CTE courses that are a part of the Wisconsin Youth Apprenticeship program and have the potential of advanced standing or transcripted credit.	2 character alpha, 4 digit number; if more than one ~ between each or X (not applicable)	Composite Enrollment Report	2015-2016	Federal - multiple CAR Indicators	

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Youth Apprenticeship, Completion	Completion status of the articulated course indicated in the 'Youth Apprenticeship, Participation' field.	Y, N. If more than one ~ between each that align to sequence of entries for Youth Apprenticeship, Participation data element. Otherwise, X (not applicable) Y - Yes the student has fulfilled the requirements for high school credit for the articulated course that would allow the student to be eligible for post-secondary credit. N - No, the student did not complete the agreement requirements.	Composite Enrollment Report	2015-2016	Federal - multiple CAR Indicators	
Transcripted Credit - University, Participation	Indication of the university where the student is enrolled in courses that have been articulated for transcripted credit (dual credit) through the UW System or other university system.	4 digit number; if more than one ~ between each or X (not applicable)	Composite Enrollment Report	2015-2016	Federal - multiple CAR Indicators	
Transcripted Credit - University, Completion	Completion status of the courses indicated in the 'Transcripted Credit - University, Participation' field.	Y, N. If more than one ~ between each that align to sequence of entries for Transcripted Credit - University, Participation data element. Otherwise, X (not applicable). Y - Yes, the student has fulfilled the requirements for high school credit that would allow the student to be eligible for university credit N - No, the student did not complete the agreement requirements.	Composite Enrollment Report	2015-2016	Federal - multiple CAR Indicators	
Student Contact Status	Indication of who completed the survey (student or secondary contact)	A - Student contact AS - Secondary Party Contact D - No Contact or No Response	Student Follow-Up Report	2015-2016	Federal - multiple CAR Indicators	
Education Status	Type of post-secondary school and whether the course of study is related to the high school career and technical program.	A - Not attending any post-secondary school B - Attending two-year college, related to high school career and technical program C - Attending two-year college, unrelated to high school career and technical program D - Attending four-year college, related to high school career and technical program E - Attending four-year college, unrelated to high school career and technical program F - Attending other, related to high school career and technical program G - Attending other, unrelated to high school career and technical program X - No response	Student Follow-Up Report	2015-2016	Federal	
Employment Status	Type of current employment, including all full-time or part-time employment.	1 - Employed in a field related to high school career and technical program 2 - Employed in a field not related to high school career and technical program 3 - Military full-time, related to high school career and technical program 4 - Military full-time, unrelated to high school career and technical program 5 - Homemaker 6 - Unemployed, but seeking employment 7 - Not in labor force and Not pursuing employment 8 - Deceased 9 - No response to question	Student Follow-Up Report	2015-2016	Federal	
Hours per Week	If the student is employed in a field related or unrelated to high school career and technical program, the number of whole hours per week the individual normally works.	If Employment Status is 1 or 2 and Job Title and/or Duties provided in survey response, then 2 digit alpha up to 99. Otherwise, X (not applicable).	Student Follow-Up Report	2015-2016	Federal - multiple CAR Indicators	

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Standard Occupational Classification (SOC) Code	The Standard Occupational Classification (SOC) code (as maintained by the US Department of Labor) for the Job Title and/or Job Duties provided by the survey respondent. This code describes occupations held by individuals and does not describe the industries in which people work.	Provided if Employment Status is 1 or 2 and Job Title and/or Job Duties provided in survey response. 14 - Management Related Occupations 17 - Computer, Mathematical, and Operations Research Occupations 29 - Registered Nurses 32 - Writers, Artists, Performers, and Related Occupations 36 - Health Technologists and Technicians 37 - Engineering and Related Technologists and Technicians 38 - Science Technologists and Technicians 39 - Technicians: Except Health, Engineering, and Science 41 - Sales Occupations, Commodities 42 - Insurance, Securities, Real Estate, and Service Sales Occupations 45 - Supervisors; Clerical Occupations 46 - Clerical Occupations, Except Equipment Operators 48 - Computing and Office Equipment Operations 51 - Protective Service Occupations 52 - Service Occupations, Except Private Household and Protective 53 - Private Household Occupations 55 - Farm Operators and Managers 57 - Forestry and Logging Occupations 58 - Fishers, Hunters, and Trappers 61 - Construction Trades 64 - Transportation and Material Moving Occupations 67 - Mechanics and Repairers 72 - Precision Production Occupations 77 - Fabricators, Assemblers, and Hand Working Occupations	Student Follow-Up Report	2015-2016	Federal - multiple CAR Indicators	
Hourly Wage	The hourly wage the student is currently earning.	If Employment Status is 1 or 2 and Job Title and/or Duties provided in survey response, then decimal in the format 99.99 . Otherwise, X (not applicable).	Student Follow-Up Report	2015-2016	Federal - multiple CAR Indicators	