

# **Level 2 Report Explanation: CTE FTE Detail Report**

The purpose of this report explanation is to assist EMIS Coordinators in reviewing the CTE FTE Detail Report.



Revised: February 13, 2018

## REVISION HISTORY

The revisions to this document are listed in the table below.

<b>Date</b>	<b>Description</b>
2/13/18	Removed language referring to preschool.
2/5/18	Removed two adjustments: CS0009–Schedule Code not valid for CTE funding for curriculum code and SC0004–CBI enrollment in course is over 25% in 7th grade or lower.

# TABLE OF CONTENTS

REVISION HISTORY .....	2
<b>TABLE OF CONTENTS .....</b>	<b>3</b>
<b>FUNCTION AND PURPOSE.....</b>	<b>5</b>
<b>PROCESS DESCRIPTION .....</b>	<b>5</b>
<b>REPORT .....</b>	<b>6</b>
COLLECTIONS AND RECORDS.....	6
LAYOUT AND FIELDS .....	6
RPT DEST IRN (Report Destination IRN) .....	7
SSID (Student State Identification).....	7
EMISID.....	7
LASTNAME.....	7
FIRSTNAME.....	7
MIDDLENAME.....	7
RESULT CODE.....	7
RESULT CODE DESCR (Result Code Description).....	7
SEVERITY CODE.....	8
STDNT LEVEL ERR FLAG (Student Level Error Flag).....	8
COURSE LEVEL ERR FLAG (Course Level Error Flag).....	8
STAFF LEVEL ERR FLAG (Staff Level Error Flag).....	8
SUBJCT CODE (Subject Code).....	8
SUBJCT DESCR (Subject Description).....	8
LEA IRN (Local Education Agency IRN).....	8
LOCAL CLASSRM CODE (Local Classroom Code).....	8
COURSE START DATE.....	8
COURSE END DATE.....	8
FTE FUND PATTRN CODE (FTE Fund Pattern Code).....	8
CTE FUND CAT NUMBER (CTE Fund Category Number).....	8
LEGAL DIST OF RES IRN (Legal District of Residence IRN).....	9
STATE EQUIV GRADE LEVEL CODE.....	9
FTE START DATE.....	9
FTE END DATE.....	9
ORIG FTE (Original FTE).....	9
ADJTD FTE (Adjusted FTE).....	9
TRNSFR TO IRN (Transferred to IRN).....	9
INIT FUND IRN (Initially Funded IRN).....	9
COURSE ENRL START DATE (Course Enrollment Start Date).....	10
COURSE ENRL END DATE (Course Enrollment End Date).....	10
CRCULM CODE (Curriculum Code).....	10
DLVR METHOD CODE (Delivery Method Code).....	10
SCHD CODE (Scheduled Code).....	10
SCHD INSTR HOUR COUNT (Scheduled Instructional Hours Count).....	10
LOC IRN.....	10
ERR OVERID FLAG.....	10
FTE INCL CODE.....	10
ERR VALUE [1-4] TEXT.....	10
ERR SEV NUM (Error Severity Number).....	10
<b>CALCULATING BASE CTE FTE.....</b>	<b>10</b>
NUMERATOR.....	11
<i>Student Course Days</i> .....	<i>11</i>
<i>Course Days</i> .....	<i>11</i>

*Length of Scheduled Instruction* ..... 11

DENOMINATOR ..... 11

CTE FTE CALCULATION EXAMPLES ..... 11

**ADJUSTMENTS** ..... **12**

    SC0001 – CBI student not coded as disadvantaged or having a disability. .... 12

    SC0003 – Grade level not valid for curriculum code. .... 12

    SC0005 – Subject code not valid for curriculum code. .... 12

    SC0006 – VP course does not have a valid subject code..... 12

    SC0009 – ‘V3’ pre-apprenticeship or entrepreneurship course not correlated. .... 12

    SC0013 – Grade level not valid for curriculum code ‘VM’. .... 12

    SC0016 – Subject code not valid for curriculum code ‘VA’ or ‘VB’..... 13

    SC0017 – Student has a non-fundable fund pattern code. .... 13

    SC0014 – Student’s course-level CTE FTE is greater than student’s regular FTE. .... 13

    SC0015 – Student’s total CTE FTE is greater than student’s regular FTE..... 13

    CS0001 – Curriculum code reported is not valid for the reported subject code. .... 13

    CS0003 – V3 course not correlated to anchor course. .... 13

    CS0004 – Instructional hours reported are less than the minimum hours required for the course in the CTE Matrix..... 13

    CS0007 – Instructional hours reported are greater than the maximum hours required for the course in the CTE Matrix. 13

    CS0008 – Academic course with curriculum code VA or VB not valid for funding..... 13

    CS0012 – Semester code not valid for career-tech. .... 13

    CS0018 – Correlated class missing for CBI course..... 13

    CS0020 – Workforce Development Course not approved by the Office of CTE. .... 14

    CS0021 – Anchor course (VP) and correlated course (V3) do not share the same subject code and teacher. .... 14

    CS0022 – Anchor course (VC or VN) and correlated course (V3) do not share the same subject code and teacher..... 14

    CS0023 – CBI or FCS/GRADS programs not approved by the Office of CTE. .... 14

    CS0024 – Senior Only Credential not approved by the Office of CTE. .... 14

    CS0025 – CTE academic course not approved by the Office of CTE. .... 14

    SF0002 – Teacher does not have appropriate certificate/license to teach course. .... 14

    SF0003 – Teacher does not meet appointment or status requirements. .... 14

    SF0004 – The total CTE length of scheduled instruction for this teacher is greater than 1080 hours. .... 14

    SF0005 – Teacher of Teaching Profession course does not meet degree level requirement..... 14

**OTHER REPORTS**..... **15**

    ADJUSTMENT REPORTS ..... 15

    SUMMARY REPORTS ..... 15

## FUNCTION AND PURPOSE

All traditional districts, JVSDs, community schools, and STEM schools receive a CTE FTE Detail Report, which is a Level 2 report that can be found via the Data Collector.

All students who generate potential career-tech funding for a district will appear on the CTE FTE Detail Report. The students who generate potential career-tech funding are those who have a District Relationship of '1', have not been withdrawn with a Withdrawal Reason of '81', and are enrolled in a course that meets **one** of the following criteria:

- Curriculum Code begins with 'V'
- Subject code is found in the CTE Matrix table and subject code does not start with '05', '11', '13', or '15'
- Delivery method code = 'CP'

Rows that appear on the CTE FTE Detail Report are classified as Fatal, Critical, or Informational. Fatal rows are those where the Adjusted FTE is zero. Critical rows are those where the Adjusted FTE is greater than zero, but less than the Original FTE. All other rows are classified as informational.

The CTE FTE Detail Report can be used to reconcile the payment reports received by districts and may therefore be useful to treasurers and other district administrators as well as the district EMIS coordinator.

If this report explanation—in concert with the EMIS Manual—does not answer your questions or help you to resolve your issues with the CTE FTE Detail Report, then the normal path to getting help with EMIS reporting should be followed. The first point of contact should be the EMIS coordinator, followed by the Information Technology Center, then the EMIS Helpdesk, and finally ODE EMIS directly.

## PROCESS DESCRIPTION

Each row on the CTE FTE Detail Report represents a period of time that is derived from the Course Master (CN), Student Course (GN), Student Standing (FS), and Student Attributes – Effective Date (FD) Records. Calendar data from the Organization–General Information (DN) and Grade Schedule (DL) Records are used to determine the number of calendar days within the period of time for which CTE FTE is calculated.

A potential CTE FTE is calculated for each row and relevant adjustments are made to each potential CTE FTE. The FTE Detail Report Explanation includes a section that explains FS/FD combinations. FTE Fund Pattern codes, which are also described in the regular FTE Detail Report Explanation, are used to determine the IRN at which the initial funding occurs as well as the IRN to which the funding (in certain situations) is transferred.

# REPORT

## COLLECTIONS AND RECORDS

In general, this report will include the most recently reported data. The records used include the Student Standing (FS), Student Attributes–Effective Date (FD), Course Master (CN), Student Course (GN), Organization–General Information (DN), and Grade Schedule (DL) Records. From these, the elements in *Table 1* are used.

**Table 1.** Submitted Data Used in Creating the CTE FTE Detail Report

Element Name	Record Field #
District Relationship	FS140
Effective End Date	FS090, FD070
Effective Start Date	FS060, FD060
Legal District of Residence	FS150
Withdrawal Reason	FS100
District IRN	DL040, DN040
Building IRN	DL050
Grade	DL060
First Day of School	DL080
Last Day of School	DL090
Hours Per Day	DL100
Organization IRN	DN050
Calendar Group	DN
Course Enrollment Start Date	GN160
Course Enrollment End Date	GN170
Course Start Date	CN280
Course End Date	CN290
Location IRN	CN100
Curriculum Code	CN310
Delivery Method	CN320
Length of Scheduled Instruction	CN100
Local Classroom Code	CN060
Subject Code	CN050

## LAYOUT AND FIELDS

The CTE FTE Detail Report is a Level 2 Report in the Data Collector. The report name is (CTEA-000) CTE FTE Detail. As with other Level 2 reports, it is possible to view the entire report or portions of the report by Severity Code.

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category
▼ Initial Staff and Course Collection (FY18) (2018L1STR)							
✓ (CTEA-000) CTE FTE Detail	Hogwarts_123456	3101	198	0	9627	12926	Funding

Given the number of fields appearing on this report, a complete picture is not provided in this report explanation. Only the first columns appear in the table below; however, all fields are listed out below the table, with explanations or definitions provided as warranted.

RPT DEST IRN	SSID	EMISID	LastName	FirstName	MiddleName	RESULT CODE	RESULT CODE DESCR
043816	EJ2345678	Not Available	Not Available	Not Available	Not Available	SC0000	CTE BASE FTE

**RPT DEST IRN (Report Destination IRN).** The report destination IRN is the IRN of the district receiving the report.

**SSID (Student State Identification).**

**EMISID.** The student's local ID.

**LASTNAME.**

**FIRSTNAME.**

**MIDDLENAME.**

**RESULT CODE.** Every row on the report will be assigned a Result Code.

**RESULT CODE DESCR (Result Code Description).** The Result Code Descriptions indicate whether the CTE FTE represents the base CTE FTE or an adjustment to the base CTE FTE. This table lists the Result Codes and Result Code Descriptions that appear on the CTE FTE Detail Report. For further information about each of these codes and what they mean, see the Adjustments section of this report explanation.

<i>The following code appears on the FTE Detail Report.</i>	
Result Code	Result Code Description
SC0000	Result code corresponding to base CTE FTE
<i>The following codes appear on the CTE FTE Error Detail reports.</i>	
Result Code	Result Code Description
CS0001	Curriculum code reported is not valid for the reported subject code
CS0003	Course with curriculum code V3 not correlated to anchor course
CS0004	Instructional hours reported are less than the minimum hours for course in CTE Matrix (Currently Disabled)
CS0007	Instructional hours reported exceed maximum hours for course in CTE Matrix
CS0008	Academic courses with curriculum code VA or VB not valid for funding
CS0018	Correlated class missing for CBI course
CS0020	Workforce Development course not approved by the Office of CTE
CS0021	Correlated class missing for VP course
CS0022	Correlated class missing for VC or VN course
CS0023	CBI or FCS/GRADS course not approved by the Office of CTE
CS0024	Senior Only Credential course not approved by the Office of CTE
CS0025	CTE Academic course not part of a CTE program approved by the Office of CTE
SC0001	CBI student not coded as disadvantaged
SC0003	Grade level not valid for curriculum code
SC0005	Course code not valid for curriculum code
SC0006	VP course does not have a valid curriculum code
SC0009	V3 pre-apprenticeship or entrepreneurship course not correlated
SC0013	Grade level not valid for curriculum code VM
SC0014	Course CTE FTE is higher than student regular FTE
SC0015	Student CTE FTE is higher than student regular FTE
SC0016	Course code not valid for curriculum code VA or VB
SC0017	Student has a non-fundable FTE fund pattern code

SF0002	Teacher does not have appropriate certificate/license to teach course
SF0003	Teacher of CTE Course does not meet appointment or status requirements
SF0004	Length of teacher scheduled instruction over 1080 hours
SF0005	Teacher does not have valid degree level

**SEVERITY CODE.** Every row on the report will be assigned a Severity Code. The codes found on this report and their descriptions are as follows.

Severity	Description
F	Fatal
C	Critical
I	Informational

The severity code displayed on the rows in the (CTEA-000) CTE FTE Detail Report is determined as follows:

- If the ADJSTD FTE = 0, then the Severity Code will be Fatal
- If the ADJSTD FTE < ORIG FTE and ADJSTD\_FTE is not 0, then the Severity Code will be Critical
- If the ADJSTD FTE = ORIG FTE, then the Severity Code will be Informational

**STDNT LEVEL ERR FLAG (Student Level Error Flag).** Indicates whether a student-level CTE FTE adjustment has been generated for the record.

**COURSE LEVEL ERR FLAG (Course Level Error Flag).** Indicates whether a course-level CTE FTE adjustment has been generated for the record.

**STAFF LEVEL ERR FLAG (Staff Level Error Flag).** Indicates whether a staff-level CTE FTE adjustment has been generated for the record.

**SUBJECT CODE (Subject Code).** The subject code reported for the course in question. Subject codes can be found in EMIS Manual Section 4.7 Subject Codes.

**SUBJECT DESCR (Subject Description).** The description of the subject code listed (see Section 4.7 of the EMIS Manual).

**LEA IRN (Local Education Agency IRN).** The IRN of the district that is educating the student.

**LOCAL CLASSRM CODE (Local Classroom Code).** The code that uniquely identifies a classroom.

**COURSE START DATE.** First scheduled day of a course.

**COURSE END DATE.** Last scheduled day of a course.

**FTE FUND PTTRN CODE (FTE Fund Pattern Code).** These codes are determined once data is received at the Department. Please see the FTE Detail Report Explanation for more information.

**CTE FUND CAT NUMBER (CTE Fund Category Number).** Category of CTE funding for subject and curriculum combination.



**LEGAL DIST OF RES IRN (Legal District of Residence IRN).** The legal district of residence IRN as reported in the Student Standing (FS) Record (see EMIS Manual Section 2.4).

**STATE EQUIV GRADE LEVEL CODE.**

**FTE START DATE.** The latest of the Admission Date (FS), the Course Enrollment Start Date (GN), the Course Start Date (CN), and the Effective Start Date (FS/FD).

**FTE END DATE.** The earliest of the Course Enrollment End Date (from the GN Record), the Course End Date (from the CN Record), and the Effective End Date (from the FS/FD Records).

**ORIG FTE (Original FTE).** This column includes the base CTE FTE based solely on the CN, GN, and FS/FD Records, along with the calendar data. This is often called the potential CTE FTE. For more information, see Calculating Base CTE FTE later in this report explanation.

**ADJTD FTE (Adjusted FTE).** This column contains the adjusted CTE FTE after any student, course, or staff adjustments have been applied.

**TRNSFR TO IRN (Transferred to IRN).** This column indicates the IRN of the district to which the funding is transferred.

For the following Fund Pattern Codes, the TRNSFR TO IRN is blank since the funding remains with the district that received the initial funding:

- RGJV
- JVNR
- OJVR
- CTCR

For all other Fund Pattern Codes, the TRNSFR TO IRN is the LEA IRN (i.e., the district that is educating the student).

**INIT FUND IRN (Initially Funded IRN).** This column indicates the IRN of the district that is initially funded for the student. For the following Fund Pattern Codes, the INIT FUND IRN is the LEA IRN (i.e., the district that is education the student):

- RGJV
- JVNR
- OJVR
- CTCR

For the following Fund Pattern Codes, the INIT FUND IRN is the legal district of residence IRN:

- OPID
- OJVD
- OPDD
- COMM
- STEM

For the following Fund Pattern Codes, the INIT FUND IRN is the How Received IRN:

- CTID
- CTOP

For the following Fund Pattern codes, the INIT FUND IRN is the How Received IRN when the organization type of the How Received IRN is not a community school or STEM district. If the organization type of the How Received IRN is a community school or STEM district, then the INIT FUND IRN is the legal district of residence IRN:

- CTVC
- SPCO

***COURSE ENRL START DATE (Course Enrollment Start Date).***

***COURSE ENRL END DATE (Course Enrollment End Date).***

***CRCULM CODE (Curriculum Code).***

***DLVR METHOD CODE (Delivery Method Code).***

***SCHD CODE (Scheduled Code).***

***SCHD INSTR HOUR COUNT (Scheduled Instructional Hours Count).***

***LOC IRN.*** This is the location IRN as reported on the Course Master (CN) Record.

***ERR OVERID FLAG.*** This column will always be ‘N’ on the (CTEA-000) CTE FTE Detail report. The flag is used to indicate that a CTE FTE adjustment needs to be overridden.

***FTE INCL CODE.*** This code indicates the portion of the student’s CTE FTE that is included in the report destination IRN’s CTE FTE.

- FULL. The full CTE FTE is included in the ADM of the district receiving the report.
- NONE. None of the CTE FTE is included in the ADM of the district receiving the report.

***ERR VALUE [1-4] TEXT.*** These four columns are only populated on the CTE Error Detail Reports. These columns will contain information that is relevant to the specific error. For example, for Staff Level errors, one of the ERR VALUE TEXT columns will be populated with the Staff ID and another will be populated with the Staff Name.

***ERR SEV NUM (Error Severity Number).*** This value is for technical purposes only and does not have an impact on any report values. It is used for separating data into different severity counts.

## CALCULATING BASE CTE FTE

A base FTE is calculated for each row on the CTE FTE Detail Report. This means that a separate base CTE FTE is calculated for each unique Course Master, Student Course, and FS/FD Combination that appears on

the report. Adding together the CTE FTE for each row with a matching SSID will give the total base CTE FTE for that particular SSID or student.

The base FTE is determined by using a calculated numerator and a calculated denominator. The information below explains how these numbers are calculated.

## NUMERATOR

For this calculation, the student course days are divided by the course days and then multiplied by the scheduled instructional hour count.

$$\text{Numerator} = (\text{Student Course Days} / \text{Course Days}) \times \text{Length of Scheduled Instruction}$$

### *Student Course Days*

The number of calendar days between the Course Enrollment Start Date and the Course Enrollment End Date as reported on the Student Course (GN) Record. Calendar days are based on the particular calendar that is assigned to the student. If a student has multiple FS/FD combinations, then the Student Course Days will be further subdivided. For example, if a student is enrolled every day in a course that has 180 days and midway through the course the current FD Record is closed and a new FD Record is opened due to a change in disadvantage (or some other element), then there will be two rows for this student in this course with each row reflecting 90 student course days in the CTE FTE calculation.

### *Course Days*

The number of calendar days between the Course Start Date and the Course End Date as reported on the Student Course (GN) Record. Calendar days are based on the particular calendar that is assigned to the student.

### *Length of Scheduled Instruction*

The hours per year that a teacher spends in instruction for the course/subject reported on the Course Master (CN) Record.

## DENOMINATOR

For community schools, the denominator is 920 hours. For all other organization types, the denominator is 1080 hours.

## CTE FTE CALCULATION EXAMPLES

**Example 1.** The student in this example is enrolled at a traditional district from the first day of the course through the last day of the course with 360 as the length of scheduled instruction.

$$\begin{aligned} \text{Student Course Days} &= 182 \\ \text{Course Days} &= 182 \\ \text{Length of Scheduled Instruction} &= 360 \\ \text{Numerator} &= (182 / 182) \times 360 = 360 \\ \text{Denominator} &= 1080 \\ \text{CTE FTE} &= 360 / 1080 = 0.333333 \end{aligned}$$

**Example 2.** The student in this example is enrolled in a JVSD course with 360 as the length of scheduled instruction. The student is enrolled in the course from the first day of the course through the last. However, the student has a change in resident district, which requires the closing of the current FS Record and the

opening of a new FS Record. Assuming the change occurs exactly midway through the course, the student will have two CTE FTE records as follows:

Student Course Days = 182  
 Course Days = 91  
 Length of Scheduled Instruction = 360  
 Numerator =  $(91 / 182) \times 360 = 180$   
 Denominator = 1080  
 CTE FTE =  $180 / 1080 = 0.166667$

**Example 3.** The student in this example is enrolled at a community school in a second semester course, but leaves before the course ends. The length of scheduled instruction for the course is 60.

Student Course Days = 63  
 Course Days = 84  
 Length of Scheduled Instruction = 60  
 Numerator =  $(63 / 84) \times 60 = 45$   
 Denominator = 920  
 CTE FTE =  $45 / 920 = 0.048913$

## ADJUSTMENTS

Once the base CTE FTE has been determined for a row of data, adjustments due to student, course, or staff errors may need to be applied. This section describes the adjustments that are currently being generated. Student-level adjustments begin with “SC”, course-level adjustments begin with “CS”, and staff-level adjustments begin with “SF”.

**SC0001 – CBI student not coded as disadvantaged or having a disability.** If the subject code of the course is 252525, then the student must be reported as economically disadvantaged, OR academically disadvantaged, OR have a disability condition reported.

**SC0003 – Grade level not valid for curriculum code.** If the course is reported with a curriculum code other than “VM”, then the student must be in grade 7 or higher.

**SC0005 – Subject code not valid for curriculum code.** If a course reported with curriculum code ‘VN’, ‘VP’, or ‘VT’ is not reported with a subject code that begins with ‘01’, ‘04’, ‘07’, ‘14’, ‘17’, ‘33’, ‘34’, or ‘35’ and is not reported with subject code 360230 or 990371, then an adjustment is generated.

**SC0006 – VP course does not have a valid subject code.** If a course reported with curriculum code ‘VP’ is reported with an invalid subject code for a ‘VP’ course, then an adjustment will be generated. Valid subject codes are those related to cooperative anchor courses, which involve paid worksite instruction.

**SC0009 – ‘V3’ pre-apprenticeship or entrepreneurship course not correlated.** A course reported with subject code 990361, 990363, or 990365 and curriculum code V3 must be correlated to an anchor course with curriculum code VN, VC, VT, or VP and subject code 01%, 04%, 07%, 14%, 17%, 33%, 34%, 35%, 360230, or 990371. If not, then an adjustment will be generated.

**SC0013 – Grade level not valid for curriculum code ‘VM’.** Students enrolled in courses reported with curriculum code ‘VM’ must be in grades 07, 08, or 09. If not, then an adjustment will be generated.

**SC0016 – Subject code not valid for curriculum code ‘VA’ or ‘VB’.** If a course reported with curriculum code ‘VA’ or ‘VB’ is reported with subject code 050014, 050119, 111950, 110190, or 132900, then an adjustment is generated.

**SC0017 – Student has a non-fundable fund pattern code.** If a student is assigned a non-fundable fund pattern code (‘NFRG’, ‘NFER’) then the student is not eligible for CTE funding and an adjustment will be generated.

**SC0014 – Student’s course-level CTE FTE is greater than student’s regular FTE.** If a student’s course-level adjusted CTE FTE is greater than the student’s total regular base FTE, then the CTE FTE will be reduced such that it does not exceed the regular base FTE.

**SC0015 – Student’s total CTE FTE is greater than student’s regular FTE.** If a student’s total adjusted CTE FTE is greater than the student’s total regular base FTE multiplied by 1.1, then the CTE FTE across all courses will be proportionally reduced such that the total CTE FTE does not exceed the regular base FTE multiplied by 1.1.

**CS0001 – Curriculum code reported is not valid for the reported subject code.** If a course is reported with a curriculum code other than ‘PS’ and a delivery method code other than ‘CP’ and the curriculum code / subject code combination for the course does not exist in the CTE Matrix for the current year, then an adjustment is generated.

If a course is reported with curriculum code ‘PS’ and a delivery method code other than ‘CP’, then an adjustment is generated.

**CS0003 – V3 course not correlated to anchor course.** If a CTE related/correlated class (curriculum code ‘V3’) is not correlated to an anchor course (curriculum code ‘VN’, ‘VC’, ‘VT’, ‘VP’) then an adjustment is generated.

**CS0004 – Instructional hours reported are less than the minimum hours required for the course in the CTE Matrix.** If the length of scheduled instruction for a course is less than the minimum hours of instruction required for the course, then an adjustment is generated.

**CS0007 – Instructional hours reported are greater than the maximum hours required for the course in the CTE Matrix.** If the length of scheduled instruction for a course is greater than the maximum hours of instruction allowed for the course, then an adjustment is generated.

**CS0008 – Academic course with curriculum code VA or VB not valid for funding.** If a course is reported with curriculum code VA or VB and the subject code does not begin with ‘05’, ‘11’, ‘13’, or ‘15’, then an adjustment is generated.

Or, if a course is reported with curriculum code VA or VB and the subject code is 050014, 050119, 111950, 132900, 150400 or 110190, then an adjustment is generated.

**CS0012 – Semester code not valid for career-tech.** If a course is reported with semester code 4 (12 weeks), 5 (9 weeks), or 6 (6 weeks), then an adjustment is generated.

**CS0018 – Correlated class missing for CBI course.** CBI anchor courses reported with subject code 252525 and curriculum code ‘VC’ or ‘VN’ must be correlated to a ‘V3 course with one of the following subject codes: 252525, 250510, 250519, 251110, 251310, or 251510. If not, then an adjustment is generated.

**CS0020 – Workforce Development Course not approved by the Office of CTE.** If the program of concentration is not approved by the Office of CTE for the particular location IRN of the Workforce Development course, then an adjustment is generated.

**CS0021 – Anchor course (VP) and correlated course (V3) do not share the same subject code and teacher.** A Workforce Development Cooperative Anchor course (VP) and the required CTE Related/Correlated course (V3) must share the same subject code and teacher. If not, then an adjustment is generated.

**CS0022 – Anchor course (VC or VN) and correlated course (V3) do not share the same subject code and teacher.** A Career-Based Intervention Cooperative Anchor course (VC or VN) and the required CTE Related/Correlated course (V3) must share the same subject code and teacher. If not, then an adjustment is generated.

**CS0023 – CBI or FCS/GRADS programs not approved by the Office of CTE.** If the particular location IRN of the CBI program is not approved by the Office of CTE, then an adjustment is generated

If the particular location IRN of the FCS/GRADS program is not approved by the Office of CTE, then an adjustment is generated

**CS0024 – Senior Only Credential not approved by the Office of CTE.** If the subject code is not approved by the Office of CTE for the particular location IRN of the Senior Only Credential course, then an adjustment is generated.

**CS0025 – CTE academic course not approved by the Office of CTE.** If the particular location IRN where the CTE Academic course is offered is not approved by the Office of CTE for Workforce Development, CBI, or FCS/GRADS, then an adjustment is generated.

**SF0002 – Teacher does not have appropriate certificate/license to teach course.** If the person teaching the course is not properly certified to teach the course then an adjustment is generated.

**SF0003 – Teacher does not meet appointment or status requirements.** If a CTE course is reported with a curriculum code that starts with ‘V’ then the teacher must be reported with the following:

- Type of Appointment 1, 2, 3, or 4
- Position Type ‘R’
- Position Status ‘C’, ‘A’, or ‘L’
- Position Fund Source ‘L’

If these criteria are not met, then an adjustment is generated.

**SF0004 – The total CTE length of scheduled instruction for this teacher is greater than 1080 hours.** If the length of scheduled instruction hours across all CTE courses taught by a teacher exceeds 1080 hours, then the CTE FTE for all students enrolled in courses taught by this teacher will be adjusted by a factor equal to  $1080 / \text{Total Length of Scheduled Instruction}$ . For example, if the total length of scheduled instruction for a teacher across all CTE courses is 1200, then then the CTE FTE for all students enrolled in CTE courses taught by this teacher will be adjusted by  $1080/1200$  or 0.90. So, a student with 1.0 base CTE FTE would generate a CTE FTE adjustment of -0.10 such that the adjusted FTE totals 0.90 CTE FTE.

**SF0005 – Teacher of Teaching Profession course does not meet degree level requirement.** Teachers of Teaching Profession courses (Subject Code 350011 or 350020) must have a Master’s degree or higher. If they do not, then an adjustment is generated.

## **OTHER REPORTS**

### **ADJUSTMENT REPORTS**

For students being educated by the district, each row in the CTE FTE Detail report that has a value of ‘Y’ in one or more of the STUDENT LEVEL ERROR FLAG, COURSE LEVEL ERROR FLAG, or STAFF LEVEL ERROR FLAG columns will have a corresponding row in one of the CTE FTE Adjustment Reports. Errors for students who are being educated elsewhere, but whose CTE FTE is initially included in the district’s CTE FTE, will not show up on the district’s error reports since it is the responsibility of the educating district to correct the errors. Currently, all rows that appear on the CTE FTE Adjustment Reports are classified as Fatal.

### **SUMMARY REPORTS**

The following CTE FTE Reports contain information at a summary level.

- (CTEA-0004) CTE FTE Summary by Course, which is the total CTE FTE at the district level by course
- (CTEA-0005) CTE FTE Summary by Category, which is the total CTE FTE at the district level by fund pattern code