

## Timeline of CTEIS Reports

### Expenditures Report

**WHO COMPLETES THIS?** Accounting or business office personnel with an Expenditures Reporting Role. Expenditures Reporting role.

**WHY ARE WE DOING IT?** — The Expenditures report is used to verify that state funds are properly spent on CTE programs. Improper or incomplete expenditure reports can lead to the recapture of funds.

**WHEN IS THIS DUE?** — Early November.

#### **WHAT IS THE PURPOSE?**

- Indicates to OCTE how CTE programs used state funds in the previous year.
- Can benefit the future of CTE programs.
- Required only for those programs reported on the Enrollment and Completion Collection report.

### Fall Data Entry for Enrollment and Completion Collection

**WHO COMPLETES THIS?** — CTE reporters with a Funding Reporting role.

**WHY ARE WE DOING IT?** — Teacher and course section data submitted on this report allows OCTE to accurately report on the number of programs, courses and teachers that will operate programs in the coming school year.

**WHEN IS THIS DUE?** Mid-September

#### **WHAT IS THE PURPOSE?**

- Reporters enter all CTE course sections conducted throughout the year.
- Allows reporters to validate fall enrollment data and to correct CTEIS and MSDS errors early in the year.

### Follow-Up Survey and Report

**WHO COMPLETES THIS?** - CTE reporters or teachers with a Follow-Up Management Role.

**WHY ARE WE DOING IT?** - This is a survey of students who completed a CTE program. The survey tracks the effectiveness of CTE classes in establishing these students' careers.

**WHEN IS THIS DUE?** — The survey is conducted between October and December; the report is due in mid-January.

#### **WHAT IS THE PURPOSE?**

- Reporters interview students who completed Wage-Earning programs during the previous year and left school.
- Provides information regarding continuing education or wage-earning employment.

## Enrollment and Completion Collection Report

**WHO COMPLETES THIS?** — CTE reporters with a Funding Reporting role.

**WHY ARE WE DOING IT?** — This report collects the final enrollment counts for CTE programs across the state, which are used to generate 61a (1) and 61b funds for distribution in the new school year. The Enrollment and Completion Collection Report also provides educational data to the federal government via the CPI's.

**WHEN IS THIS DUE?** — Mid-June

**WHAT IS THE PURPOSE?**

- CTE course sections and segments operating during the school year are reported to OCTE.
- Student counts and demographic data are reported to OCTE.
- All enrollments are finalized for the year.
- Instrumental in generating 61a (1) and 61b funding for CTE programs.

## CTEIS TIMELINE- BUILDING REPORTER

<b>September</b>	<ul style="list-style-type: none"><li>• Fall Data Entry for Enrollment and Completion Collection.</li></ul>
<b>October</b>	<ul style="list-style-type: none"><li>• Class and staff enrollment data deadline second week in October.</li></ul>
<b>November</b>	<ul style="list-style-type: none"><li>• Expenditures report submission due the first week in November</li></ul>
<b>January</b>	<ul style="list-style-type: none"><li>• Follow-Up report submission beginning of January.</li></ul>
<b>May</b>	<ul style="list-style-type: none"><li>• EMC and Dual Enrollment data entry. (must include correct UIC's). Student enrollment data deadline mid-May.</li></ul>
<b>June</b>	Enrollment report submission mid-June.

## CTEIS TIMELINE- FISCAL AGENT

<b>September</b>	<ul style="list-style-type: none"> <li>• Manage new users.</li> <li>• Begin coordinating Expenditure personnel.</li> <li>• Begin coordinating Follow-Up personnel.</li> <li>• Begin coordinating Enrollment personnel and assisting with proper instructional design of classes.</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• Class and staff enrollment data deadline second week in October</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• Expenditures report submission first week in November</li> <li>• Oversee Work-Based Learning and post-secondary credential collection.</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>• Follow-Up report submission due second week in January</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• Oversee UIC/MSDS data review and maintenance.</li> <li>• Student enrollment data deadline second week in May.</li> </ul>
<b>June</b>	Enrollment report submission due third week in June.

## CTEIS TIMELINE- CEPD ADMINISTRATOR

<b>September</b>	<ul style="list-style-type: none"><li>• Assist new users.</li><li>• Begin coordinating Expenditure personnel.</li><li>• Begin coordinating Follow-Up personnel.</li><li>• Begin coordinating Enrollment personnel and assisting with proper instructional design of classes.</li></ul>
<b>October</b>	<ul style="list-style-type: none"><li>• Class and staff enrollment data deadline second week in October.</li></ul>
<b>November</b>	<ul style="list-style-type: none"><li>• Expenditures report submission first week in November.</li><li>• Oversee Work-Based Learning and post-secondary credential collection.</li></ul>
<b>January</b>	<ul style="list-style-type: none"><li>• Follow-Up report submission second week in January.</li></ul>
<b>May</b>	<ul style="list-style-type: none"><li>• Oversee UIC/MSDS data validation and review.</li><li>• Conduct CEPD Options selection process.</li><li>• Student enrollment data deadline second week in May.</li></ul>
<b>June</b>	<ul style="list-style-type: none"><li>• CTEIS Options due second week in June.</li><li>• Enrollment report submission third week in June.</li></ul>