This policy establishes guidelines for accurate and timely reporting of career and technical education student data by participating local education agencies. The goal of this policy is to ensure transparency, accountability, data integrity, and compliance with applicable regulations and reporting requirements. This policy applies to secondary-level local education agencies.

POLICY

1. Data Collection and Maintenance
   a. Participating LEAs shall establish robust systems and processes for collecting, verifying, and maintaining accurate and up-to-date student enrollment data for their career and technical education courses.
   b. Student enrollment data shall include:
      i. Student information, including student's state-issued ID number (SUID), name, demographic information, grade level, CTE program and course enrollment, enrollment status (full-time, part-time, etc.)
      ii. CTE program and course information, including accurate program and course numbers (CIP) that match the state's published course lists.
      iii. Local course information/section information, including local course title and/or section ID, teacher information, including state-issued educator ID number (EIN), if applicable, class period identifier, term/semester, etc.
      iv. Student performance data, including credits earned by course.
      v. Any other relevant data points as required.

2. Reporting Periods and Deadlines
   a. Participating LEAs shall adhere to predefined reporting periods and deadlines for submitting student enrollment data as determined by the Arizona Department of Education.
   b. Clear communication and reminders shall be provided to ensure timely submission of enrollment data to meet reporting requirements.

3. Data Accuracy and Verification
   a. Participating LEAs shall implement measures to ensure the accuracy and integrity of student enrollment data, including regular data audits and validation processes.
   b. Adequate documentation and evidence shall be maintained to support reported enrollment data, such as student transcripts, class rosters, etc.
      i. Documentation/evidence shall be provided to the Department upon request.

4. Compliance with Regulatory Requirements
   a. Participating LEAs shall comply with local, state, and federal laws, regulations, and reporting guidelines related to student enrollment reporting.
   b. Upon notification of any change in reporting requirements, participating LEAs shall adjust their data reporting processes to ensure ongoing compliance.

5. Privacy and Data Security
    a. Participating LEAs shall maintain student privacy and adhere to applicable data protection laws and regulations while collecting, storing, and reporting student data.
    b. Adequate security measures shall be implemented to protect student data from breaches or misuse.

6. Staff Training
    a. Participating LEAs shall provide training to staff responsible for collecting, maintaining, managing, or reporting student data to ensure that the participating LEA remains compliant with data reporting requirements.
    b. Training shall cover data integrity, reporting procedures, privacy requirements, and any updates or changes to reporting guidelines.

7. Quality Assurance and Auditing
    a. Regular internal audits should be conducted from time to time to assess the accuracy, consistency, and reliability of the participating LEA's student data.

POLICY REVIEW AND REVISION

This policy may be subject to periodic review to ensure its effectiveness and alignment with changing reporting requirements. The policy shall be revised as necessary to address identified challenges, regulatory changes, or other reporting requirements changes.

DEFINITIONS

AzEDS	Arizona Education Data Standards: the standardized data reporting system used by the Arizona Department of Education to collect, process, and utilize education data provided by school districts. Districts submit data to AzEDS through their student information system (SIS). Some CTE data elements are pulled into the CTE Data Portal from AzEDS, matching data by student identifier (SUID), fiscal year, and other data points.
Participating LEA	Local Education Agency, the school district that is participating in Perkins V grant funding, or A career and technical education district
"Department" **SEA**	Arizona Department of Education