



This document applies to secondary local education agencies (“LEAs”) that report student-level CTE enrollment data to the Arizona Department of Education via the CTE Data Portal application.

BACKGROUND

Annually, the CTE Data Portal application creates a list of placement surveys from each participating LEA’s list of Participants and Concentrators. To be eligible for the placement survey, a Participant/Concentrator record must 1) show the student as a concentrator in the program, and 2) have an eligible year-end exit code (GR – Graduated or LS – Left Secondary Education). The **Create a Placement Survey from Participant/Concentrator Record** Change Request allows users to submit a request to the Arizona Department of Education to override these two requirements and create a placement survey from a Participant/Concentrator record that does not meet the two conditions. This request does not circumvent the two conditions necessary to qualify for the placement survey but allows users to request an override to the system’s auto-create functionality.

CREATE A PLACEMENT SURVEY FROM PARTICIPANT/CONCENTRATOR RECORD CHANGE REQUEST

For instructions on how to submit a change request, please refer to the Help link on the Change Request page in the CTE Data Portal.

The CTE Data Portal will search the Participant/Concentrator records at the selected school. The system will look for Participant/Concentrator records in the current Placement Survey fiscal year (the year prior to the current fiscal year). If the student has at least one Participant/Concentrator record that does not already qualify for the placement survey (at the selected school), the user will be prompted to select a program to move to the placement survey list. Only programs for which the student is not already eligible for the placement survey will be displayed. Only one program may be selected and moved to the placement survey list. The user is required to provide justification (uploading documentation is optional).

Upon submission of the request, the Arizona Department of Education, Career and Technical Education Data and Accountability team will review the request and approve, reject, or request more information. If approved, the student/program will appear in the placement survey list.

When can I submit a request?

Requests may be submitted as soon as a Participant/Concentrator record is created in the reporting year and may be submitted up until the student graduates or otherwise leaves secondary education. Requests should be submitted only for students that have left secondary education and are not expected to return. If a request is submitted for a student that is still enrolled in secondary education, the request will be rejected. If a student has left secondary education mid-year, their placement survey will be generated in the next school year and a request to create a placement survey in the year in which they leave secondary education is not necessary.

Can I submit multiple requests per student?

Only one program may be moved to the placement survey list per request. Multiple requests may be submitted per student for different programs, although ADE staff will determine if additional placement surveys benefits the LEA (the LEA will not receive additional funding or performance credit for more than one placement survey per student). If submitting multiple requests, please provide justification for the multiple requests in the

justification field. Additional information may be requested by CTE staff if multiple requests are submitted for the same student.

USE CASES

If a school is attempting to qualify a student based on their concentrator status, the school should use the credit adjustment timeframe, or the credit adjustment change request.

The **Create a Placement Survey from Participant/Concentrator Record** Change Request is intended to address systematic deficiencies and provide a usable workaround for fringe cases. Examples of use cases include:

- A CTED central campus student has received the “C” year-end exit code in AzEDS which does not qualify for the placement survey and has received no other qualifying year-end exit code. The CTED may request that the record qualify for the placement survey to report the placement data.
- A student was reported as status unknown, but the school has learned the student’s whereabouts after the SU – Status Unknown code was assigned. The school may request that the record qualify for the placement survey without having to update the year-end exit codes.

CHANGE REQUEST APPROVAL

All requests will be reviewed by the Arizona Department of Education, Career and Technical Education Data and Accountability team. All requests will require justification for the request; inadequate justification may result in the request being sent back for more information or being rejected. Requests should include documentation indicating that the student is eligible for the placement survey (is a CTE concentrator and has left secondary education).

CTE staff will:

- Determine if the request is allowable based on the provided justification/documentation. The documentation must show that the student is a CTE concentrator and has left secondary education.
 - Staff will use the CTE Data Portal Participant/Concentrator and course enrollment records to determine concentrator status. This request does not circumvent the concentrator requirement.
 - If a student is not a concentrator, they will not be eligible to be included in any performance reports.
- Determine if there is an alternative method to qualifying the student, such as the credit adjustment window between preliminary and final Participant/Concentrator record generation or the credit adjustment change request. If an alternative method is available, LEAs must utilize the alternative method instead of the change request.