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

Participating LEAs (including Career and Technical Education Districts ("CTEDs")) submit student-level enrollment data in the CTE Data Portal application. Enrollment data is reported by class section and includes each student's awarded credit in that section. The CTE Data Portal system aggregates student credit by course and program and displays the total credit earned in a "Participant/Concentrator" record at the end of each school year. Since 2020, all credits listed in a student's Participant/Concentrator record are associated to at least student-level enrollment record. The **Insert Credits into Participant/Concentrator Record** Change Request allows users to submit a request to the Arizona Department of Education to override the connection between student-level enrollment and the Participant/Concentrator record and add credits directly to the Participant/Concentrator record without those records being associated with a student-level enrollment record.

INSERT CREDITS INTO 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 Participant/Concentrator fiscal year. If the student has at least one Participant/Concentrator record at the selected school, the user will be prompted to select the program and course for which they wish to insert credits. Only the programs found for the student will be available for selection. All credits must be associated with a course and only one course's worth of credit may be inserted per change request. The user may not modify the existing credit except to add credit to existing values. Any credit entered by the user will be added to the existing credit (existing credit will not be overwritten by the inserted credit).

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 credits will appear in the student's Participant/Concentrator record. If the newly added credits would affect the student's participant or concentrator status, those flags would be updated at the time the request is approved. Students that become eligible for the Placement Survey will also appear in that list at the time the request is approved.

Credits awarded prior to ninth grade may not be inserted into a CTE Participant/Concentrator record.

Any credits inserted into a CTE Participant/Concentrator record must align to a program on the Arizona CTE Approved Program list.

When can I submit a request?

Requests may be submitted any time after the Participant/Concentrator records are created for a school year up until the student leaves secondary education (graduates, drops out, etc.). The student must have a Participant/Concentrator record in order to submit a request; a record cannot be created using this process.

The Change Request will search for/modify Participant/Concentrator records in the most recent Participant/Concentrator fiscal year. The Participant/Concentrator fiscal year lags the enrollment fiscal year

until the preliminary Participant/Concentrator records are created. Until the preliminary records are created, Change Requests of this type will search/modify records in the prior fiscal year/school year. Once preliminary records are created, Change Requests of this type will search/modify records in the current reporting year/fiscal year.

Why do I need to select a course to enter credits?

All credits must be associated with a course to accurately determine CTE concentrator status. Students must earn a minimum of one credit in two distinct courses within a program to become CTE concentrators.

USE CASES

The **Insert Credits into 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 student transfers into a participating Arizona high school from out of state. They have transcripted CTE credits from out of state – the Arizona high school may request the student's credits adjusted to include the out-of-state credits.
- A student transfers into a participating Arizona high school from another high school in Arizona. The student's first high school neglected to report the student's CTE credits. The second high school may request the student's credits adjusted to claim them as a concentrator.
- A student's state student ID is retired and is replaced with a new SUID, and the student has some credits reported under each SUID. The school may request to insert the credits reported under the retired SUID into the Participant/Concentrator record with the new SUID. This requires the existence of a Participant/Concentrator record for both SUIDs.

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. Each request should include proof that a student earned credit that was not recorded in the CTE Data Portal, such as a student transcript. Each request should include a brief description of the circumstances that required the credit adjustment.

CTE staff will:

- Determine if the request is necessary. Requests to insert credits into records with existing concentrator or completer status may not be necessary, i.e., inserting the credit will do nothing to positively affect the record.
- Determine if there is an alternative method to inserting credits, such as the credit adjustment window between preliminary and final Participant/Concentrator record generation. If an alternative method is available, LEAs must utilize the alternative method instead of the change request.
- Determine if the justification is adequate to insert the credit into the record. The request is not intended to remedy misreported enrollment data; however, each request will be reviewed on a case-by-case basis.