



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

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 **Move Placement Survey into the Current Reporting Year** Change Request allows users to submit a request to the Arizona Department of Education to move an existing, blank placement survey from a prior fiscal year into the current reporting year.

## 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 prompt the user to select a fiscal year and type in a student unique ID. If a placement survey exists in the selected fiscal year for the student ID provided by the user, the user may request to move the placement survey into the current reporting year. Users may search placement surveys for the two fiscal years/school years prior to the reporting year but cannot modify to which year the survey will be moved. Only students without recorded placement (of any type) can be moved into the new fiscal year; any student with placement cannot be counted more than once, even across fiscal years. It is recommended that only students with verifiable placement be moved into the new fiscal year.

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, all placement surveys for the student will be moved into the current reporting year. Please note that moving a student into the new year will not affect prior year performance or funding data.

### When can I submit a request?

Requests may be submitted at any point during the reporting year while the Placement Survey module is open for edits.

## USE CASES

The **Move Placement Survey into the Current Reporting Year** Change Request is intended for students that qualify for placement in a year after the year in which they graduated from high school.

- Students returning from religious missions begun immediately after high school may qualify for placement in the year in which they return from their mission.

## 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.

CTE staff will:

- Determine if the requested student has placement in the original fiscal year – only students without placement may be moved into the new fiscal year.
- Determine if the requested student is a concentrator in at least one program that will be moved to the new fiscal year. If the student is not a concentrator in at least one program, there is no benefit to moving the record and the request will be rejected.