

DEPARTMENT OF EDUCATION
P. O. BOX 2120
Richmond, Virginia 23216-2120

CAREER AND TECHNICAL EDUCATION MEMO NO. 076-14

DATE: September 10, 2014

TO: CTE Administrators

FROM: Lolita B. Hall, Director
Office of Career and Technical Education Services

SUBJECT: 2014-2015 Due Dates for Career and Technical Education Reports

For your convenience, a compiled list of due dates for 2014-2015 Career and Technical Education (CTE) Reports is attached. It is very important that CTE reports are submitted to the Virginia Department of Education (VDOE) as directed and on time. Detailed information regarding these reports will be presented on September 18, 2013, during the video streamed *Training Session #6, Beginning-of-Year: Financial Information, Reimbursements, and Reports*. All CTE administrators and other appropriate staff are strongly encouraged to participate. The session will be archived and available on the VDOE Web site. The agenda and directions for login will be provided under a separate cover.

If you have any questions, please contact the CTE staff at cte@doe.virginia.gov or by phone at 804-786-4206.

LBH/jts

Attachment

2014-2015 CTERS Important Dates

Report	Brief Description	Due Date
Secondary Enrollment Demographic Form (SEDF) Fall Report	Report enrollment counts that are recorded on <u>October 1, 2014</u> , for all CTE state-approved 6-, 9-, 12-, and 18-week first semester and yearlong (36-week) classes. Submission Method: CTE Administrator submits to VDOE through SSWS* Fall Master Schedule Collection. NOTE: Regional CTE Centers report MSC data using Excel files directly to VDOE Office of Information Management.	January 30, 2015
Career and Technical Education Follow-up Survey of Program Completers (from School Year 2013-2014)	Conduct the 2015 follow-up of the 2014 CTE Program Completers approximately 9–12 months after graduation. The survey measures completers’ transition to postsecondary education or employment, their satisfaction, and quality of their high school education. Submission Method: Online data entry (managed by University of Virginia Weldon Cooper Center for Public Service)	July 1, 2015 (follow-up survey ends)
Secondary Student Career Clusters Enrollment Report (SSCCER)	Report unduplicated enrollment counts that are recorded on the <u>last day of school</u> for students participating in CTE classes in grades 9–12 and students in grades 7 and 8 who are earning high school credit. Submission Method: Within SSWS, upload the data text file to VDOE through the End-of-Year Student Record Collection.	July 17, 2015
Preliminary Completer Demographics Report (CDR)	Report data elements that are recorded on the <u>last day of school</u> and used to analyze program completer demographics, calculate performance measures, and compile federal, state, and local accountability reports. Submission Method: Within SSWS, upload the data text file to VDOE through the End-of-Year Student Record Collection.	July 17, 2015
Career and Technical Education Credential Collection (CTECC)	Report data annually for students and teachers participating in CTE classes and industry credentialing external testing presented in the School Report Card. Submission Method: Within SSWS, upload the data text file. NOTE: Upon verification by the school division, the <i>Workplace Readiness Skills for the Commonwealth</i> Examination results will be reported directly to VDOE from CTECS.	July 31, 2015

2014-2015 CTERS Important Dates (continued)

Report	Brief Description	Due Date
Final Completer Demographics Report (CDR)	<p>Report data elements that are recorded on the <u>last day of summer school</u> and used to analyze program completer demographics, calculate performance measures, and compile federal, state, and local accountability reports.</p> <p>Submission Method: Within SSWS, upload the data text file to VDOE through the Summer Student Record Collection.</p>	August 28, 2015
Student Enrollment Demographic Form (SEDF) End-of-Year Report (2014-2015 School Year)	<p>Report enrollment counts that are recorded on the <u>last day of school</u>, for all CTE state-approved 6-, 9-, 12-, and 18-week second semester classes.</p> <p>Submission Method: CTE Administrator submits to VDOE through SSWS* End-of-Year Master Schedule Collection. NOTE: Regional CTE Centers report MSC data using Excel files directly to VDOE Office of Information Management.</p>	September 30, 2015

*SSWS—Single Sign-on for Web Systems