

DEPARTMENT OF EDUCATION
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CAREER AND TECHNICAL EDUCATION MEMO NO. 079-14 (REVISED)

DATE: January 8, 2015

TO: CTE Administrators

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

SUBJECT: **2014-2015 Career and Technical Education Reporting System (CTERS)
User's Manual**

The following pages have been revised in the 2014-2015 Career and Technical Education Reporting System (CTERS) User's Manual:

- Cover Page (shows the revised date of 12/17/14)
- Page 27-28 – Appendix B: Business and Information Technology Course Information (SCED Code changed for Digital Input Technologies)
- Page 29 – Appendix C: Career Connections (Including Special Programs) Course Information (SCED Code changed for IB Approaches to Learning)
- Pages 36-37 – Appendix H: Technology Education Course Information (SCED Code changed for International Baccalaureate Design Technology I & II and Principles of Technology I & II)

The 2014-2015 Career and Technical Education Reporting System (CTERS) User's Manual has been updated and is now live on the [CTE Data Collection Web page](#). Please bookmark the link.

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

LBH/jts