

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

CAREER AND TECHNICAL EDUCATION MEMO NO. 092-15

DATE: September 11, 2015
TO: CTE Administrators
FROM: Lolita B. Hall, Director
Office of Career and Technical Education Services
SUBJECT: 2015-2016 Due Dates for Career and Technical Education Reports

For your convenience, a compiled list of due dates for 2015-2016 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.

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

2015-2016 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, 2015</u> , for all CTE state-approved 6-, 9-, 12-, and 18-week and yearlong (36-week) classes. Submission Method: CTE Administrator submits to VDOE through SSWS* Fall Master Schedule Collection (MSC). NOTE: Regional CTE Centers report MSC data using Excel files directly to VDOE Office of Information Management. | January 30, 2016 |
| Career and Technical Education Follow-up Survey of Program Completers (from School Year 2014-2015) | Conduct the 2016 follow-up of the 2015 CTE Program Completers approximately 9–12 months after graduation. The survey measures completers’ transition to postsecondary education and/or employment, their satisfaction with, and quality of their high school education. Submission Method: Online data entry (managed by University of Virginia Demographics Research Group at the Weldon Cooper Center for Public Service) | July 1, 2016 (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 (SRC). | July 15, 2016 |
| 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 (SRC). | July 15, 2016 |
| 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, 2016 |

2015-2016 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 26, 2016 |
| Student Enrollment Demographic Form (SEDF) End-of-Year Report (2015-2016 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 and yearlong (36-week) classes.</p> <p>Submission Method: CTE Administrator submits to VDOE through SSWS* End-of-Year Master Schedule Collection (MSC).</p> <p>NOTE: Regional CTE Centers report MSC data using Excel files directly to VDOE Office of Information Management.</p> | September 30, 2016 |

*SSWS—Single Sign-on for Web Systems