

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

CAREER AND TECHNICAL EDUCATION MEMO NO. 107-16

**DATE:** October 28, 2016 (REVISED)  
**TO:** CTE Administrators  
**FROM:** Lolita B. Hall, Director  
Office of Career, Technical, and Adult Education  
**SUBJECT: 2016-2017 Due Dates for Career and Technical Education Reports**

For your convenience, a compiled list of due dates for 2016-2017 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](mailto:cte@doe.virginia.gov) or by phone at 804-786-4206.

LBH/jts

Attachment

### 2016-2017 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, 2016</u> , for all CTE state-approved 6-, 9-, 12-, 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 Educational Information Management.	January 31, 2017  (Due date for Fall Master Schedule Collection)
CTE Follow-Up Survey of Program Completers (from School Year 2015-2016)	Conduct the 2017 follow-up of the 2016 CTE Program Completers approximately 9-12 months after graduation. The survey measures completers' transition to postsecondary education or employment and their satisfaction with and the quality of their high school education.  Submission Method: Online data entry (managed by The Center for Survey Research at the University of Virginia's Weldon Cooper Center for Public Service)	July 1, 2017 (follow-up survey ends)
Secondary Student Career Clusters Enrollment Report (SSCER)	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, 2017  (Due date for End-of-Year Student Record Collection)
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, 2017  (Due date for End-of-Year Student Record Collection)
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 Examination</i> results will be reported directly to VDOE from the test provider, CTECS.	July 31, 2017

**2016-2017 CTERS Important Dates (continued)**

<p>Final Completer Demographics Report (CDR)</p>	<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 (SRC).</p>	<p>August 26, 2017</p> <p>(Due date for Summer Student Record Collection)</p>
<p>Student Enrollment Demographic Form (SEDF) End-of-Year Report (2016-2017 School Year)</p>	<p>Report enrollment counts that are recorded on the <u>last day of school</u> for all CTE state-approved 6-, 9-, 12-, 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 Educational Information Management.</p>	<p>September 30, 2017</p> <p>(Due date for End-of-Year Master Schedule Collection)</p>