

# FY26 SECONDARY CTE REPORTING APPLICATION DIRECTIONS

Revised May 2026 by Jeffrey Fletcher

## Before you begin, have you submitted your SRI File?

If you have not done so, please stop and:

1. Begin collection in Cedar Connect
2. Fix all errors in Cedar Connect
3. Click submit to move the data over to SRI

## Do you have Questions?

**For questions about SRI Data, SCED Codes, Sequencing, or other please contact Rachel Kruse: [Rachel.Kruse@iowa.gov](mailto:Rachel.Kruse@iowa.gov); 515-281-4153.**

[SRI 2025-2026 Documentation](#)

## Questions about SCTERA application?

[Complete a SCTERA ticket via the district's CTE programs screen](#)

**For dedicated SCTERA assistance, please utilize the [SCTERA scheduling tool](#).**

For questions about the SCTERA Spring Collection please complete a [Complete a SCTERA ticket via the district's CTE programs screen](#)

## Questions about CTE courses and/or programs? Please reference contact list below:

Service Area	Consultant	Email	Phone Number
Agriculture, Food and Natural Resources	Alan Spencer	<a href="mailto:alan.spencer@iowa.gov">alan.spencer@iowa.gov</a>	515-720-8863
Business, Finance, Marketing, and Management	Shelly Duwa	<a href="mailto:Shelly.duwa@iowa.gov">Shelly.duwa@iowa.gov</a>	515-971-0669
Human Services	Jeanette Thomas	<a href="mailto:jeanette.thomas@iowa.gov">jeanette.thomas@iowa.gov</a>	515-745-2556
Health Sciences	Heather Meissen	<a href="mailto:Heather.meissen@iowa.gov">Heather.meissen@iowa.gov</a>	515-326-5378
Applied Science, Technology, Engineering, and Manufacturing	VACANT	VACANT	VACANT
Information Solutions	Michelle Meier	<a href="mailto:michelle.meier@iowa.gov">michelle.meier@iowa.gov</a>	515-238-6780
Work-Based Learning & Industry-Recognized Credentials	Jodie Smith	<a href="mailto:Jodie.smith@iowa.gov">Jodie.smith@iowa.gov</a>	515-419-5190

## Log in to the Department of Education A&A Account (i.e., Portal)

Log in to the [Iowa Department of Education Portal](https://portal.ed.iowa.gov) - - IDE recommends using the Google Chrome web browser. Access to the Secondary CTE Reporting Application (SCTERA) is through the Iowa Education Portal: <https://portal.ed.iowa.gov>. Need assistance with the Iowa Education Portal or with access to SRI and/or SCTERA applications? Please contact [ed.portal@iowa.gov](mailto:ed.portal@iowa.gov) or 515-725-2040.

**IOWA** | Department of Education

Home Sign-In EdLinks ▶

Iowa Department of Education

### Important Reminders

Changing work locations? Create a new Okta account.  
Changed your name or your email address. Create a new Okta account.  
Do not update your email on your current Okta account.

Don't have an Okta account id?  
On the menu, click "Sign-in", go to the "Don't have an account? Sign-up" link (found at the bottom center).

[Annual Notices and Deadlines for Public and Nonpublic Schools](#)

Can't find your applications? Check your Organization drop-down menu in the upper right-hand corner of the screen. Your application access may be set to a building.

**Browser Compatibility:**

- EdPortal - Firefox or Chrome are recommended
- Edinsight - Firefox or Chrome are recommended

If you have questions or need assistance, please contact [ed.portal@iowa.gov](mailto:ed.portal@iowa.gov) or 515-725-2040.

Experiencing difficulty with the State of Iowa's Okta double-authentication security log-in tool? Try starting with some self-help resources: [Okta.iowa.gov - Resources](https://Okta.iowa.gov - Resources)

## Resources

- Log In
- Set Up Additional or Updating Authenticators
- VPN Access
- VPN Server Access
- Okta Plug In
- Self-Service
- Learn more about Okta
- Additional Resources

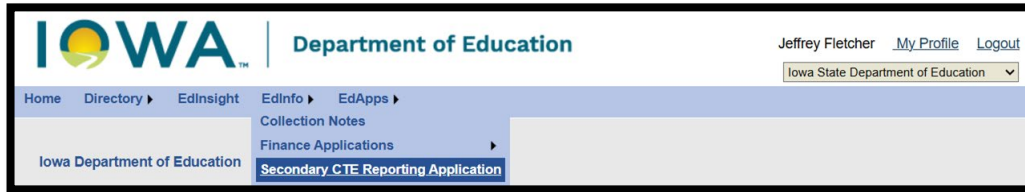
**IOWA** | Department of Management

YouTube Facebook Twitter

# Open the Secondary CTE Reporting Application

After successfully logging into the Iowa Education Portal –

1. Navigate to the dropdown menus in blue
2. Click on “EdInfo”
3. Select/click “Secondary CTE Reporting Application”



**CRITICAL!!!** Accreditation Program Area, Code = ‘9’ or ‘11\*’ or ‘12\*’ for each Course that is Career & Technical Education (CTE)

- \*Caution should be given when assigning a course an accreditation area of ‘11’ or ‘12.’
- ‘11’ = Applied STEM for Math (up to 2.0 units).
- ‘12’ = Agricultural for Science (up to 2.0 units).
- A critical step for information to “flow” into the IDE’s Secondary CTE Reporting Application (SCTERA) (SRI HANDBOOK, P. 109).
- Reporting Assistance for HF 2465 (for more information about accreditation areas ‘11’ & ‘12’).

For more information or questions, please contact Cale Hutchings at [cale.hutchings@iowa.gov](mailto:cale.hutchings@iowa.gov).

### Accreditation Program Area

The accreditation program area in which the local course should be counted.

One of ten content areas which local school districts are required to offer and teach a minimum number of Carnegie units in grades 9-12.

Code	Description	Definition
1	English/Language Arts	
2	Fine Arts	
3	World Languages	
4	Health	
5	Mathematics	
6	Physical Education	
7	Science	
8	Social Studies	
9	Career and Technical Education (CTE)	
10	Computer Science	
11	CTE & Mathematics	Applied STEM for Math
12	CTE & Science	Agricultural for Science
0	Not Used for Accreditation	

**User Notes**

1. For all elementary and middle school courses, the accreditation program area will be 0.
2. Courses used for accreditation must be taught by a highly qualified teacher.
3. All PSEO, specially funded (e.g. special education, EL, Title I), correspondence courses, independent study, and / or other credit recovery courses are coded as ‘0’ Not Used for Accreditation.
4. Minimum Carnegie Units Required for 9-12 District Accreditation per Iowa Code 281 - 12.5(5)
  - o 6.0 English / Language Arts
  - o 2.0 Fine Arts
  - o 2.0 World Languages (2 sequential units of the same language)
  - o 1.0 Health
  - o 6.0 Mathematics (4 units sequential to postsecondary - including strands in algebra, geometry, trigonometry, statistics, probability, and discrete mathematics; and 2 additional units)
  - o 1.0 Physical Education (Local scheduling practices may reflect fewer units for the reporting year)
  - o 5.0 Science
  - o 5.0 Social Studies
  - o 12.0 Career and Technical Education (CTE) for publics and 5.0 for nonpublics
  - o 0.5 Computer Science
5. Up to 2.0 units of Ag can be used to meet Science accreditation requirements.
6. Up to 2.0 units of Engineering, Applied Science, Technology, Manufacturing can be used to meet Mathematics accreditation requirements.
7. Contact your school improvement consultant regarding any accreditation questions.

## Selecting Accreditation Program Area in Student Reporting in Iowa (SRI)

- Districts opting to use a course with an Agriculture SCED code to also meet accreditation requirements in science, should set the Accreditation Program Area to '12' career and technical education (CTE) and Science on the course in their student information system (SIS).
- Districts opting to use a course with an Applied Science SCED code to also meet accreditation requirements for mathematics should set the Accreditation Program Area to '11' CTE and Mathematics on the course in their SIS.
- Courses with the Accreditation Program Area of '11' or '12' will show in the district's curriculum accreditation report found in winter SRI in both CTE and either math or science accreditation areas.
  - As mentioned earlier, these courses will also “flow” into SCTERA and populate the courses lists to as options to add to programs.

For more information, or questions, please contact: [Cale Hutchings](#).

## WBL SCED CODING – Student Reporting in Iowa (SRI)

### Coding & Reporting Work-Based Learning Experiences

- Beginning with the 2024-25 academic year, work-based learning reporting will reflect the new state definition referenced above for Iowa’s new, unified Every Student Succeeds Act (ESSA) school accountability system, which includes work-based learning experiences attained in the Postsecondary Readiness Indicator, and Iowa’s Perkins Secondary Career and Technical Education 5S3 work-based learning measure ([Senate File 2411](#), 2024).
- Schools will leverage existing SCED codes and new embedded work-based learning codes to report these activities to the Iowa Department of Education.

[Work-Based Learning Definition and Reporting](#)

[Work-Based Learning Course Naming and Coding](#)

For more information or questions, please contact Jodie Smith at [jodie.smith@iowa.gov](mailto:jodie.smith@iowa.gov)

## Embedded Career Connected Learning Coding – SRI

Embedded Work-Based Learning Indicator was added to SRI and district SIS systems beginning with the 2023-2024 reporting cycle for use in reporting work-based learning happening in courses that may not be a dedicated WBL course. Embedded WBL codes are outlined in the [Student Reporting in Iowa \(SRI\) data dictionary](#) dictionary (p. 115).

“User Notes” indicates which embed codes count toward the state’s new work-based learning definition and which do not. It is desired ALL courses include this code, even dedicated WBL courses, since it adds a layer of specificity that does not exist with SCED codes.

## Embedded Career Connected Learning

What is the predominant Embedded Career Connected Learning experience for the course?

For courses where the work-based learning experience is embedded as an experience with the course, identify the embedded career connected learning experience with that course.

Code	Description	Definition
1	Speakers	Professionals share career information to groups of students
2	Informational Interview	Direct interview with professionals to explore careers
3	Career Exploration Experience	Hands-on career exploration simulations/experiences
4	Career Exploration Projects	Small, short term project-based learning experiences
5	Career-Based Service Learning	Community projects with industry and connected to a career
6	Interactive Career Event	Career fairs with hands-on career booths and activities.
7	Worksite Exploratory Event	Worksite tour with small group options for informational interviews
8	Job Shadow	One or two students at a worksite to observe a professional
9	Professional Skills Workshops	Resume, cover letter or other career-based workshops with an industry professional
10	Mock Interviews	Practice interviews with industry professionals
11	Industry Partnership Projects	Sustained project-based learning in partnership with an employer, such as SAE
12	Simulated Work Experience	Simulated work experiences aligned with industry recognized credentials, such as SBE or SAE
13	Student Learner Programs	In-person work experiences linked to approved CTE program or career pathway, such as SAE
14	Quality Pre-apprenticeships	High-quality pre-apprenticeships aligned to a Registered Apprenticeship (any pre-apprenticeships that do not have facilitated entry into a Registered Apprenticeship must be classified as a different WBL experience)
15	Internships	Internships (paid and unpaid)
16	Unregistered Apprenticeships	
17	Registered Apprenticeships	
99	Not Applicable	

### User Notes

- Codes 11-17 are the only codes that count toward the State of Iowa's definition of work-based learning as defined in SF2411 passed during the 2024 legislative session. These are also the only codes that will count toward the Every Student Succeeds Act (ESSA) school accountability work-based learning measure and the Perkins Secondary Career and Technical Education 5S3 work-based learning measure. Course SCED codes may also be used to identify courses that meet these work-based learning measures.
- If multiple work-based learning experiences are embedded in the course, select the experience with the highest code number.
- If a course is marked with an Embedded Career Connected Learning experience it must apply to all sections of the course.
- May identify experiences in courses K-12. Any course identified with an experience must have a SCED code.
- Keep the titles as they are so reference can be made to state resources for technical support on implementation.
  - District planning should be done before reporting by using the [Embedding Work-Based Learning](#) worksheet located in the Resources section of the Career Connected Learning page.

### Vendor Notes

- Element is at the course level

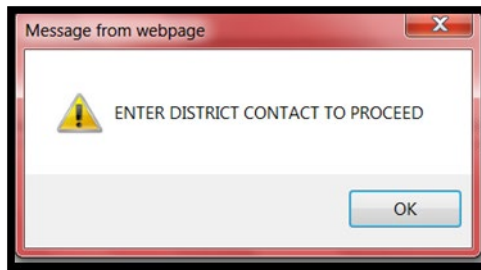
Data Element Rollover: Yes

### Element Specifications

Element ID	Format	Vendor Default	Min Length	Max Length	SRI	State ID	ISASP	EL	FY Added
C0160	Numeric	99	1	2	Y	N	N	N	2024

## Viewing the Program Screen

After logging in, the Program screen will appear. You may receive a pop-up warning to enter district contacts if there are none on record. If you receive the error message, click on OK to close the message box. Click the DISTRICT CONTACTS link and enter in the contact information.



Please note that you cannot continue until at least (1) district contact is on record within the application.

If you have been in the system previously, please update your contacts. Click on the **DISTRICT CONTACTS** link at the top right side of the page. **Review and UPDATE all contact information.**

Shared Courses Reports Consultant Reports Perkins Reports District Contacts  
DE Contacts

There are fewer than 4 programs selected as Chapter 12 programs, please review.  
Programs show 0% coded Program of Study, requirement is 75%

Chap 12	Service Area	Career Cluster	CIP Number	CIP Title	Program Units	Actions
<input type="checkbox"/>	Agriculture, Food and Natural Resources	Agriculture, Food and Natural Resources	0101000000	Agricultural Business and Management.	5.00	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Architecture and Construction	1501010000	Architectural Engineering Technology/Technician.	4.70	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Manufacturing	4805080000	Welding Technology/Welder.	3.72	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Science, Technology, Engineering and Mathematics	1515000000	ENGINEERING RELATED/PLTW	0.00	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Transportation, Distribution and Logistics	4706040000	Automobile/Automotive Mechanics Technology/Technician.	5.73	
<input type="checkbox"/>	Business, Finance, Marketing and Management	Business, Management and Administration	5203020000	Accounting Technology/Technician and Bookkeeping.	5.35	
<input type="checkbox"/>	Health Sciences	Health Science	5100000000	HEALTH SERVICES/ALLIED HEALTH/HEALTH SCIENCES, GENERAL	3.50	
<input type="checkbox"/>	Human Services	Human Services	1901000000	FAMILY AND CONSUMER SCIENCES	3.00	

[+Add Program](#)

**Last SRI Collection Date: 1/29/2016 12:15:42 PM**  
**System Due Dates**

<u>Courses in a program</u>	<u>Student Data</u>	<u>Program updates</u>	<u>Program of Study</u>
Jan 31	July 31	June 15	June 15

Grey = Not available  
 Green = Needs District Action  
 Yellow = Needs DE Consultant Action  
 Blue = Completed

## Entering District Contacts

On the District Contact screen, click Add/Update District Contact.

Year: 2015 District:

District:

District Contacts

Information

Programs > Contacts

For more local district information please contact below address

Email Address	Name	Phone Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#" style="background-color: #4F81BD; color: white; padding: 5px;">Add/Update District Contact</a>

Enter your contact information in the Contact Profile, then click on appropriate access areas in the Application Selection List. Be sure the e-mail is correct, so system e-mails are received. Click on Save, and it

will take you back to the contact listing. You should now see the contact added. (Refresh the screen if not listed) Repeat this process to add, delete, or modify additional contacts.

**Note: All contacts listed will receive system e-mails.**

Add Application Contact

Email address search  
Type email to search or add or update

Application Section List

- Program of Study
- Courses
- Students
- all

Contact Profile

First Name

Last Name

Email

Phone

Title





Cancel Save

Click on **Programs** to return to the Program Screen.

Programs > Contacts

For more local district information please contact below address

Email Address	Name	Phone Number	Add/Update District Contact
<input type="text" value="pat.thieben@iowa.gov"/>	Pat Thieben	515-281-4707	<input type="button" value="Add/Update District Contact"/>

✕ [pat.thieben@iowa.gov](mailto:pat.thieben@iowa.gov) Pat Thieben 515-281-4707    

## Viewing the Program Screen

The Program screen is the starting page for all actions. It provides links to other screens, shows ICONS indicating system status and other CTE system information.

To access a list of DE Contacts by program area, click on **DE Contacts**.

Due Dates are listed at the bottom of each screen and the last Student Reporting in Iowa (SRI) submission date. (Note that the Winter SRI file must be submitted before Courses in a Program can be entered.)

Shared Courses Reports Consultant Reports Perkins Reports District Contacts  
**DE Contacts**

There are fewer than 4 programs selected as Chapter 12 programs, please review.  
Programs show 0% coded Program of Study, requirement is 75%

**+Add Program**

Chap 12	Service Area	Career Cluster	CIP Number	CIP Title	Program Units	Actions
<input type="checkbox"/>	Agriculture, Food and Natural Resources	Agriculture, Food and Natural Resources	0101000000	Agricultural Business and Management.	5.00	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Architecture and Construction	1501010000	Architectural Engineering Technology/Technician.	4.70	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Manufacturing	4805080000	Welding Technology/Welder.	3.72	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Science, Technology, Engineering and Mathematics	1515000000	ENGINEERING RELATED/PLTW	0.00	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Transportation, Distribution and Logistics	4706040000	Automobile/Automotive Mechanics Technology/Technician.	5.73	
<input type="checkbox"/>	Business, Finance, Marketing and Management	Business, Management and Administration	5203020000	Accounting Technology/Technician and Bookkeeping.	5.35	
<input type="checkbox"/>	Health Sciences	Health Science	5100000000	HEALTH SERVICES/ALLIED HEALTH/HEALTH SCIENCES, GENERAL	3.50	
<input type="checkbox"/>	Human Services	Human Services	1901000000	FAMILY AND CONSUMER SCIENCES	3.00	

**Last SRI Collection Date: 1/29/2016 12:15:42 PM**  
**System Due Dates**

<u>Courses in a program</u>	<u>Student Data</u>	<u>Program updates</u>	<u>Program of Study</u>
Jan 31	July 31	June 15	June 15

Grey = Not available  
Green = Needs District Action  
Yellow = Needs DE Consultant Action  
Blue = Completed

The Program screen shows all active programs (operational, anticipated, and discontinued) with associated ICONS on the right. A DE consultant will change anticipated programs to operational and move discontinued programs to non-operational to remove them from the list before SCTERA reporting in January. For questions about programs needing to be changed, please contact a DE consultant. Each ICON represents a process step or task and changes colors as actions are taken and coded in the system.

Shared Courses Reports Consultant Reports Perkins Reports District Contacts  
**DE Contacts**

There are fewer than 4 programs selected as Chapter 12 programs, please review.  
Programs show 0% coded Program of Study, requirement is 75%

**+Add Program**

Chap 12	Service Area	Career Cluster	CIP Number	CIP Title	Program Units	Actions
<input type="checkbox"/>	Agriculture, Food and Natural Resources	Agriculture, Food and Natural Resources	0101000000	Agricultural Business and Management.	5.00	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Architecture and Construction	1501010000	Architectural Engineering Technology/Technician.	4.70	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Manufacturing	4805080000	Welding Technology/Welder.	3.72	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Science, Technology, Engineering and Mathematics	1515000000	ENGINEERING RELATED/PLTW	0.00	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Transportation, Distribution and Logistics	4706040000	Automobile/Automotive Mechanics Technology/Technician.	5.73	
<input type="checkbox"/>	Business, Finance, Marketing and Management	Business, Management and Administration	5203020000	Accounting Technology/Technician and Bookkeeping.	5.35	
<input type="checkbox"/>	Health Sciences	Health Science	5100000000	HEALTH SERVICES/ALLIED HEALTH/HEALTH SCIENCES, GENERAL	3.50	
<input type="checkbox"/>	Human Services	Human Services	1901000000	FAMILY AND CONSUMER SCIENCES	3.00	

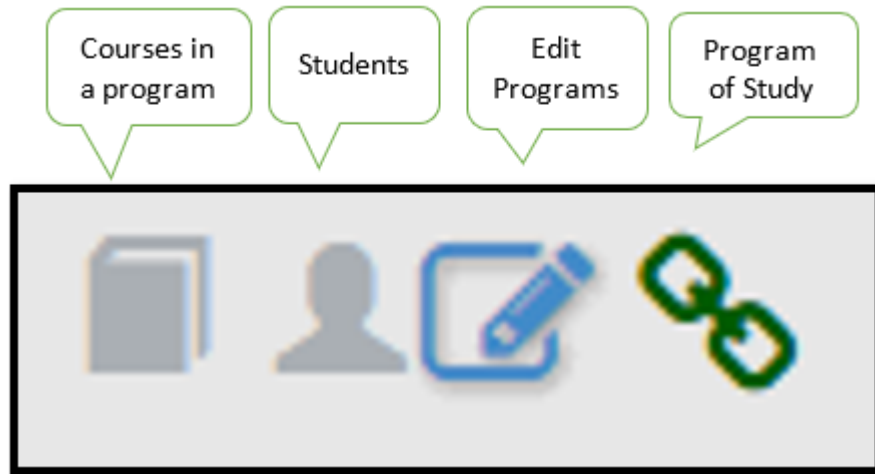
**Last SRI Collection Date: 1/29/2016 12:15:42 PM**  
**System Due Dates**

<u>Courses in a program</u>	<u>Student Data</u>	<u>Program updates</u>	<u>Program of Study</u>
Jan 31	July 31	June 15	June 15

Grey = Not available  
Green = Needs District Action  
Yellow = Needs DE Consultant Action  
Blue = Completed

A color status index is shown on the bottom of the program screen for easy reference. **Grey** indicates they are not available; **Green** indicates district action is needed. **Yellow** indicates the DE Consultant action is needed, and **Blue** indicates the action is complete.

If needed, a DE Consultant can reset the process for each step.



Student Reporting in Iowa (SRI), an EdInfo application in the Iowa Education Portal, is the Iowa Department of Education’s centralized initiative involving the transfer of individual student records from local districts to the state.

The mission of the project is to reduce data burden and encourage better decision-making by establishing and maintaining a cost-effective method of accessing and transferring accurate and timely education information among school districts, postsecondary institutions, and the Iowa Department of Education.

[Student Reporting in Iowa Tutorials](#)

The SRI system is the basis for extracting CTE data into the Secondary CTE Reporting Application (SCTERA) system (another EdInfo Application)

- A EdInfo Application within the [Iowa Education Portal](#)

The information from SCTERA is used for ensuring that school districts comply with state and federal career and technical education requirements.

SCTERA information is also used to develop data required for the annual consolidated annual report (CAR) and reporting performance on the Federal Perkins accountability performance indicators.

## Program Screen - Completing Chapter 12 Requirements

At the top left side of the Program screen, – you may find two **red** warning statements. The first statement regarding Chapter 12 will require coding before you can proceed. The second warning is regarding coding the Program of Study, which can be updated at any time.

**There are fewer than 4 programs selected as Chapter 12 programs, please review.**

You must indicate the (4) programs meeting your CTE Offer and Teach requirements by checking the box under Chap 12. Once the Chap 12 boxes are checked, the warning disappears, and the book icon changes from GREY to green, allowing you to enter courses. **CHECK NO MORE THAN FOUR.** If you need to see what programs were checked the previous year, change the year in the upper left-hand corner to the previous year.

**Ensure to enter courses for the current academic year. E.g., 2026 = AY2025-2026**

Chap 12	Service Area	Career Cluster	CIP Number	CIP Title	Program Units	Actions
<input checked="" type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Architecture and Construction	4699000000	CONSTRUCTION TRADES	4.26	
<input checked="" type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Manufacturing	1506130000	Manufacturing Engineering Technology/Technician.	4.42	
<input checked="" type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Transportation, Distribution and Logistics	4706040000	Automobile/Automotive Mechanics Technology/Technician.	6.00	
<input checked="" type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Transportation, Distribution and Logistics	4706050000	Diesel Mechanics Technology/Technician.	3.00	
<input checked="" type="checkbox"/>	Business, Finance, Marketing and Management	Business, Management and Administration	5201010000	Business/Commerce, General.	13.26	
<input type="checkbox"/>	Health Sciences	Health Science	5100000000	HEALTH SERVICES/ALLIED HEALTH/HEALTH SCIENCES, GENERAL	4.44	
<input type="checkbox"/>	Human Services	Hospitality and Tourism	1205030000	Culinary Arts/Chef Training.	3.99	
<input checked="" type="checkbox"/>	Human Services	Human Services	1907070000	Family and Community Services	3.00	
<input checked="" type="checkbox"/>	Human Services	Human Services	4301070000	Criminal Justice/Police Science.	3.27	
<input checked="" type="checkbox"/>	Information Solutions.	Information Technology	1107010000	Computer Science	8.35	

Last SRI Collection Date: 1/1/0001 12:00:00 AM  
System Due Dates

<a href="#">Courses in a program</a>	<a href="#">Student Data</a>	<a href="#">Program updates</a>	<a href="#">Program of Study</a>
Jan 31	June 15	June 15	June 15

Grey = Not available  
 Green = Needs District Action  
 Yellow = Needs DE Consultant Action  
 Blue = Completed

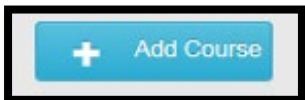
Districts must offer four programs out of the six service areas: Agriculture, Food and Natural Resources; Arts, Communication and Information Systems; Applied Science, Technology, Engineering, and Manufacturing; Health Science; Human Services; and Business, Finance, Marketing, and Management. Any courses over the 3 units required are also eligible for Supplemental Weighting in the designated Offer and Teach Programs.

Click on the **green** book ICON to add courses for a specific program.

<input type="checkbox"/>	Agriculture, Food and Natural Resources	Agriculture, Food and Natural Resources	0101000000	Agricultural Business and Management.	5.00	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Architecture and Construction	1501010000	Architectural Engineering Technology/Technician.	4.70	

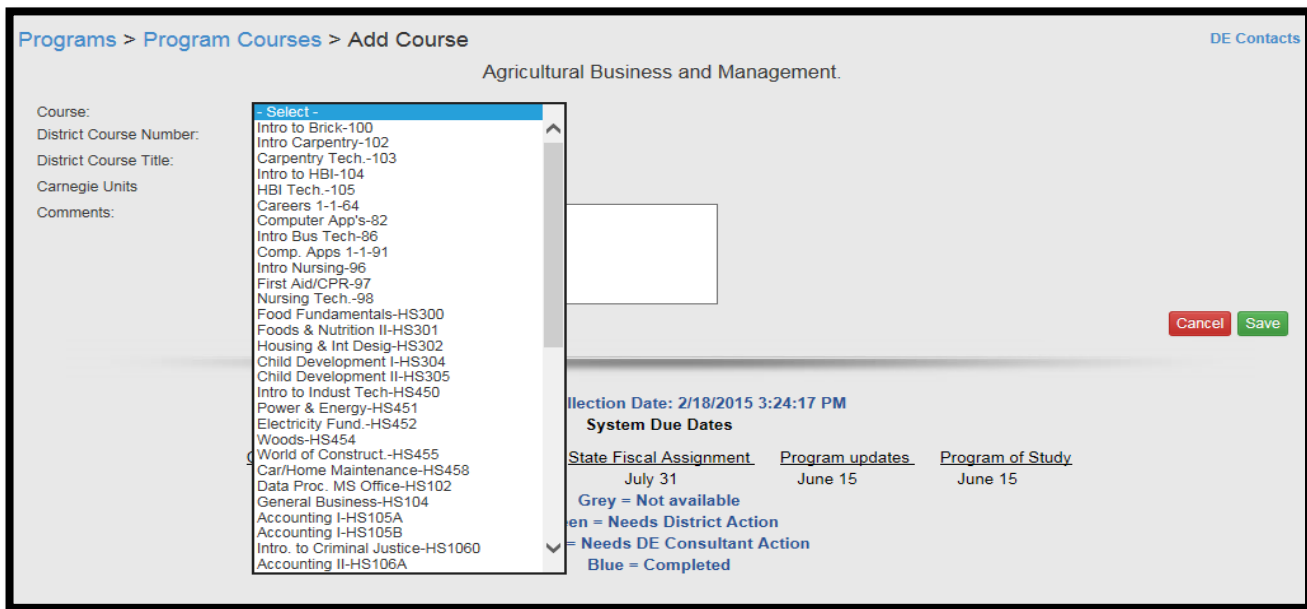
## Adding Courses in a Program

The Courses in a Program Screen will not show any courses by default due to new Winter SRI File. **You will need to click on “Add Course” and use the dropdown menu to add courses from your SRI file.** Only courses that have students in them for the current year are available for selection. Add all courses that are a part of this program of study (you may need to check with the educator and/or drawing board to be sure all of the courses are accurate). **Reminder, 1.0 units may be shared across service areas. There is a minimum of 3 units in a program, but not a maximum number. You will want to count all students taking CTE coursework, so do not just enter 3 units and stop.**






Once a course has been added, click on save. The course will disappear from the program's dropdown list but will be available for selection in other programs.

**If an active course is not shown in the dropdown list, verify that it has been correctly coded in the district SRI file. All CTE courses should have an accreditation code of “9, 11, or 12” if a course is incorrectly coded, you will need to correct it in the SRI file before continuing.** You will need to re-submit the SRI file. If a course is not currently active in SRI (because of zero student enrollment) but is required to meet Offer and Teach, you must manually add it; contact a SCTERA Consultant to assist you. **Courses without enrollment can only be added on rare occasions.**



Once added, ICONs to the right of each course allow deletions or edits to add comments regarding a course. Each course shows the units provided, the number of students enrolled, and the location. **Hovering over the icon shows course location details.**

Each course has an associated ICON to indicate if the course is offered by:

- District  or,
- Shared with another district  or,
- Community college 

## Completing Courses in a Program

If the program was selected/chosen for Chapter 12, a red warning will show at the top of the “Courses in a Program screen”, and boxes by each course will be available to indicate the 3 required Offer and Teach units. (If the Program is not being used for Chapter 12, there will be no warning, and the boxes will not be functional/available for selection).

Year: 2026 District: Denver Comm School District, 1719 US Code: 20 U.S.C. §2301  
 District: Denver Comm School District Courses in a Program

Programs > Courses in a Program

CIP: 1003030000  
 Title: Prepress/Desktop Publishing and Digital Imaging Design.

**Career Academy Column (IF APPLICABLE) - If you have any questions about this new district self-reported Career Academy element please call 515-326-5378.**

**Iowa Definition of Career Academy Program:** CTE program of study that includes a minimum of 2.0 units of coursework (which may fulfill part of the 3.0 units in a CTE program of study used for offer and teach) and at least one concurrent enrollment course aligned with a community college CTE program. The program must include WBL or the potential to earn an IRC or community college credential. A contractual agreement between the high school(s) and community college must be in place.

AutoNavigate

Select 3 Units	Career Academy Program	Course Number	Course Title	Sced Code	Embedded WBL Code	Units	Sequence	Location	CCN#	Students Enrolled	Action
<input type="checkbox"/>	<input checked="" type="checkbox"/>	178	Intro to Health Professions	14001C05000	99	0.5	00		HSC108	3	<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	256	Business Leadership	12055G05000		0.5	00			12	<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	261	Entrepreneurship	12053G05000		0.5	00			4	<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	279	Marketing-Sports & Entertain.	12163G05000		0.5	00			7	<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	280	Marketing - General	12152G05010		0.5	10			9	<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	441	Textiles & Fash I	19201G05010		0.5	10			9	<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	586	Work-Based Learning	22998G05000		0.5	00			13	<input type="checkbox"/> <input type="checkbox"/>
		Program Unit total		3.5			Total Course Enrollment	57			
		Chap12 Unit total		3.00							

Last SRI Collection Date: 1/28/2025 11:53:06 AM

## NEW: District Self-Report “Career Academy Program” Courses

### Career Academy Program Column:

District “identifies/selects” Career Academy Program Courses ONLY (when/if) applicable.

If you have any questions about this new district ‘self-reported’ data element please call Heather Meissen @ 515-326-5378.

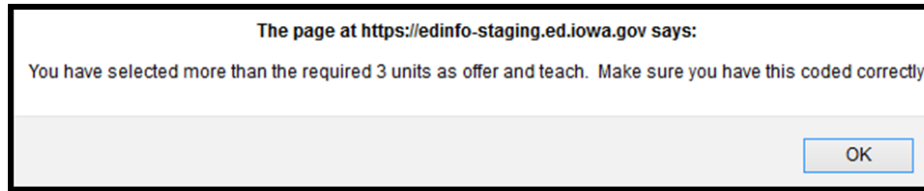
### Iowa Definition of Career Academy Program:

CTE program of study that

1. includes a minimum of 2.0 units of coursework (which may fulfill part of the 3.0 units in a CTE program of study used for offer and teach)
2. and at least one concurrent enrollment course aligned with a community college CTE program.
  - o The program must include WBL or the potential to earn an IRC or community college credential.
  - o A contractual agreement between the high school(s) and community college must be in place.

After all courses are added, and if the program is designated as 1-of-4 “offer and teach” programs, check the associated boxes that make up the 3.0-unit requirement. The red warning will disappear. Note: If supplemental weighted courses are checked for the offer and teach requirement, the supplemental weighting is lost. **Try to check local courses if possible.** You will not be able to mark courses in programs not being used for Ch. 12 “Offer and Teach” accreditation. **A reminder that if the program is not marked for Offer and Teach, all Community College Courses in that program are eligible for supplemental weighting. If you need to mark Community College courses to meet your offer and teach requirements, choose courses with the lowest enrollments.**

A warning will pop-up if more than 3 units are selected. Click OK to proceed.



Click “Program” at the top of the screen to return to the Program page.

As courses are entered, the total units for the program update/refresh on the Program screen. After the program's courses have been added, the student ICON will turn green, allowing you to view student information for that program. Clicking on the Student ICON will open a pop-up window showing the “Program Student Breakdown”.

Shared Courses Reports Consultant Reports Perkins Reports District Contacts  
DE Contacts

There are fewer than 4 programs selected as Chapter 12 programs, please review.  
Programs show 0% coded Program of Study, requirement is 75%

+ Add Program

Chap 12	Service Area	Career Cluster	CIP Number	CIP Title	Program Units	Actions
<input type="checkbox"/>	Agriculture, Food and Natural Resources	Agriculture, Food and Natural Resources	0101000000	Agricultural Business and Management.	5.00	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Architecture and Construction	1501010000	Architectural Engineering Technology/Technician.	4.70	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Manufacturing	4805080000	Welding Technology/Welder.	3.72	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Science, Technology, Engineering and Mathematics	1515000000	ENGINEERING RELATED/PLTW	0.00	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Transportation, Distribution and Logistics	4706040000	Automobile/Automotive Mechanics Technology/Technician.	5.73	
<input type="checkbox"/>	Business, Finance, Marketing and Management	Business, Management and Administration	5203020000	Accounting Technology/Technician and Bookkeeping.	5.35	
<input type="checkbox"/>	Health Sciences	Health Science	5100000000	HEALTH SERVICES/ALLIED HEALTH/HEALTH SCIENCES, GENERAL	3.50	
<input type="checkbox"/>	Human Services	Human Services	1901000000	FAMILY AND CONSUMER SCIENCES	3.00	

Last SRI Collection Date: 1/29/2016 12:15:42 PM

System Due Dates

Courses in a program	Student Data	Program updates	Program of Study
Jan 31	July 31	June 15	June 15

Grey = Not available  
Green = Needs District Action  
Yellow = Needs DE Consultant Action  
Blue = Completed

The “Program Enrolled Student List” screen shows all students, **unduplicated**<sup>1</sup>, enrolled in the program from the courses selected and added to the program. Use this **view-only** screen to verify that no students are missing. **Program Enrolled Student List is an “unduplicated” list** of students because a student could be enrolled in more than one CTE course in a program for the academic year reporting period.

Program Student Breakdown

**Single Parent Column** = Student is themselves a single parent or is pregnant  
**Concentrator Column** = Student has accumulated 2.0 Carnegie units in a CIP/CTE Program

Download Enrolled

Enrolled	Concentrator	Single Parent	Action
79	26	0	Under Review

Student Name	State ID	Program Total Units	Concentrator	Student is Single Parent	
Abigail Crawford	2001205808	1.33	<input type="checkbox"/>	<input type="checkbox"/>	Edit Units
Alexander Fisher	9552365487	1	<input type="checkbox"/>	<input type="checkbox"/>	Edit Units
Allison Bertness	3477966787	0.5	<input type="checkbox"/>	<input type="checkbox"/>	Edit Units
Anakin Weaver	5321498439	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit Units

Select the “Request Course Review” button to submit the courses to the DE for review. The review button will change to yellow, which indicates the program is under DE Review.

**Program Student Breakdown**

Single Parent Column = Student is themselves a single parent or is pregnant  
 Concentrator Column = Student has accumulated 2.0 Carnegie units in a CIP/CTE Program  
 WBL Column = If a student is currently enrolled and participating in a course that offers embedded workplace experience but is not part of a work-based learning class using one of these [Scod Codes](#), check this box. Examples include and are limited to: Registered Apprenticeships, Pre-Apprenticeship, Health Science CNA, Early Childhood Education CDA, Agriculture SAE\*(120 Hours), and ProStart.

Enrolled	Concentrator	Single Parent	WBL	Action
128	25	0	0	<b>Request Course Review</b>

Program screen where the book ICON is now also yellow.



## Shared Courses

Once all programs are completed, click on the “Shared Courses” link at the top of the Program screen. [SCTERA Short Takes Video: Shared Courses and "INCLUDE"](#) (3:59)

[Shared Courses](#) | [Reports](#) | [Consultant Reports](#) | [Partners Reports](#) | [District Contacts](#)

DE Courses

There are fewer than 4 programs selected as Chapter 12 programs, please review.  
 Programs show 0% coded Program of Study, requirement is 75%.

[+ Add Program](#)

Chap 12	Service Area	Career Cluster	CIP Number	CIP Title	Program Units	Actions
<input type="checkbox"/>	Agriculture, Food and Natural Resources	Agriculture, Food and Natural Resources	010100000	Agricultural Business and Management	5.00	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Architecture and Construction	150101000	Architectural Engineering Technology/Technician	4.70	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Manufacturing	480508000	Welding Technology/Welder	3.72	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Science, Technology, Engineering and Mathematics	151500000	ENGINEERING RELATED/PLTW	0.00	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Transportation, Distribution and Logistics	470604000	Automobile/Automotive Mechanics Technology/Technician	5.73	
<input type="checkbox"/>	Business, Finance, Marketing and Management	Business, Management and Administration	520302000	Accounting Technology/Technician and Bookkeeping	5.35	
<input type="checkbox"/>	Health Sciences	Health Science	510000000	HEALTH SERVICES/ALLIED HEALTH/HEALTH SCIENCES, GENERAL	3.50	
<input type="checkbox"/>	Human Services	Human Services	180100000	FAMILY AND CONSUMER SCIENCES	3.00	

Last SRI Collection Date: 1/29/2016 12:15:42 PM

**System Due Dates**

Courses in a program	Student Data	Program updates	Program of Study
Jan 31	July 31	June 15	June 15

Grey = Not available  
 Green = Needs District Action  
 Yellow = Needs DE Consultant Action  
 Blue = Completed

Shared courses are courses that are offered in more than one program within a service area – or – across service areas. A total of (1.0) units may be shared across service areas. Use this screen to identify the course(s) to be included in a particular program by checking the “include” box. **Including (i.e., checking a box**

under the 'include' column) for a shared course in a program means students in that course will be calculated towards participant and concentrator counts for that program.

Programs > Shared Courses DE Contacts

Shared courses are courses that are offered in more than one program within a service area – or – across service areas. A total of (1.0) units may be shared across service areas. Use this screen to identify the course(s) to be included in a particular program by checking the 'include' box. Including (i.e., checking a box under the 'include' column) for a shared course in a program means students in that course will be calculated towards participant and concentrator counts for that program.

Course Number	Complete Units	Course Name	Seed Code	Service Area	Program Title	Include
X003	1	CTE INTERNSHIP	2299B01000	Business, Finance, Marketing and Management	Marketing/Marketing Management, General	<input checked="" type="checkbox"/>
X003	1	CTE INTERNSHIP	2299B01000	Business, Finance, Marketing and Management	Business/Commerce, General	<input checked="" type="checkbox"/>
X003	1	CTE INTERNSHIP	2299B01000	Applied Sciences, Technology, Engineering, and Manufacturing	Automobile/Automotive Mechanics Technology/Technician	<input type="checkbox"/>
B022	0.5	SOCIAL MEDIA EXPLORED	11004C0500	Information Solutions	Game and Interactive Media Design	<input type="checkbox"/>
B022	0.5	SOCIAL MEDIA EXPLORED	11004C0500	Information Solutions	Cinematography and Film/Video Production	<input type="checkbox"/>
B005	0.5	PRINCIPLES OF MARKETING	12152C0501	Business, Finance, Marketing and Management	Marketing/Marketing Management, General	<input checked="" type="checkbox"/>
B005	0.5	PRINCIPLES OF MARKETING	12152C0501	Business, Finance, Marketing and Management	Business/Commerce, General	<input checked="" type="checkbox"/>
B019	1	BUSINESS 101	12051G1004	Human Services	Criminal Justice/Police Science	<input type="checkbox"/>
B019	1	BUSINESS 101	12051G1004	Business, Finance, Marketing and Management	Marketing/Marketing Management, General	<input type="checkbox"/>
B019	1	BUSINESS 101	12051G1004	Business, Finance, Marketing and Management	Business/Commerce, General	<input checked="" type="checkbox"/>
B018	1	BUSINESS ENTREPRENEURSHIP	12053G1000	Business, Finance, Marketing and Management	Marketing/Marketing Management, General	<input checked="" type="checkbox"/>
B018	1	BUSINESS ENTREPRENEURSHIP	12053G1000	Business, Finance, Marketing and Management	Business/Commerce, General	<input type="checkbox"/>
B014	0.5	SPORTS & ENTERTAINMENT MOMENT	12163G0500	Business, Finance, Marketing and Management	Marketing/Marketing Management, General	<input checked="" type="checkbox"/>

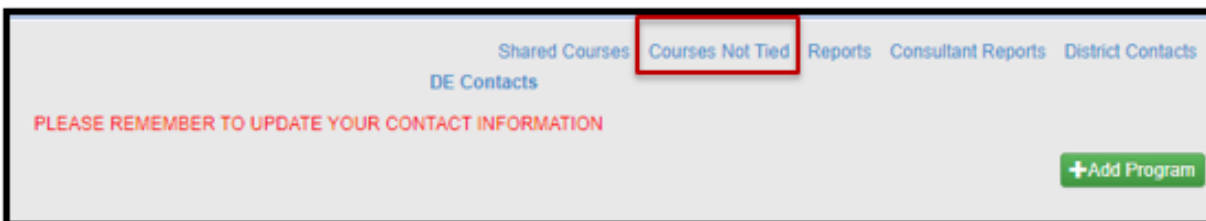
## Courses NOT Tied to a Program

This is a frequent action item that comes up in a DE review and can result in additional attention and actions required by the district.

[SCTERA Short Takes Video: Courses NOT Tied to a Program \(5:37\)](#)

**INSTRUCTIONS: Please review the list of "courses not tied" to a program:**

- Whether a secondary or concurrent enrollment course, does it fit into an existing program?
- Whether secondary or concurrent enrollment courses - are there 3.0 units of sequential courses to create a new program? Please contact a service area consultant.
- If scenario A or B is not applicable, then the course may remain in in "course not tied" list.








## Completing Courses in a Program

When the DE completes the program review, the book ICON will change to blue and generate an e-mail to the district. If District action is required, the comment ICON will be green. The district should communicate with the designated DE consultant to resolve any identified issues. Once resolved, the DE will change the comment ICON to blue. Any comment changes generate a district e-mail notification.

To see the comments, click on the Comment ICON, which opens the Program Review Comment pop-up box.

Please note that comments that were entered last year will remain for shared review to make certain changes can be made to this year's programs (only when/where applicable and uncommon).

Agriculture, Food and Natural Resources	Agriculture, Food and Natural Resources	010100000	Agricultural Business and Management	4.00	 
Applied Sciences, Technology, Engineering, and Manufacturing	Architecture and Construction	489900000	CONSTRUCTION TRADES	4.00	 
Business, Finance, Marketing and Management	Business, Management and Administration	520101000	Business/Commerce, General	3.50	 
Human Services	Human Services	190100000	FAMILY AND CONSUMER SCIENCES	3.50	 

Program Review Comments ×

Previous Comments: 

Add Comments Here

[Return](#)













## Compiled Resources

1. [SRI 2025-2026 Data Dictionary](#)
2. [Reporting Assistance for HF 2465](#)
  - a. Accreditation program area code '11' – CTE (ASTEM) & Mathematics
  - b. Accreditation program area code '12' – CTE (AG) & Science
3. [Student Reporting in Iowa Tutorials](#)
4. [Framework of SCED for Secondary Level Courses \(12-2024\)](#)
5. [Career Academy Minutes and SCED Codes](#)
6. [Complete List of Non-Secondary Course Codes \(8-24-21\)](#)
7. [SCED v12](#)
8. [SCED Codes and Contact Minutes for Community College Courses](#)
9. [Compare PSEO and Contracted Courses](#)
10. [SCTERA APPLICATION HANDBOOK](#)
11. [SCTERA Webinar FAQs](#)
12. [SCTERA Short Takes Video: Shared Courses and "INCLUDE" \(3:59\)](#)
13. [SCTERA Short Takes Video: Courses NOT Tied to a Program \(5:37\)](#)
14. [Iowa Approved CTE CIP Codes](#)
15. [Coding & Reporting Work-Based Learning Experiences](#)

# Completing Student Data – SPRING COLLECTION

Work to be completed April - June annually

After the DE has approved a program, the student data for that program can be entered by clicking on the green student ICON. You do not need to have all programs approved before updating the student information. Reminder, the deadline to enter student information is June 15.

Chap 12	Service Area	Career Cluster	CIP Number	CIP Title	Program Units	Actions
<input checked="" type="checkbox"/>	Agriculture, Food and Natural Resources	Agriculture, Food and Natural Resources	0100000000	Agriculture, General.	5.83	  
<input checked="" type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Architecture and Construction	4699000000	CONSTRUCTION TRADES	6.50	  
<input checked="" type="checkbox"/>	Business, Finance, Marketing and Management	Business, Management and Administration	5201010000	Business/Commerce, General.	4.50	  
<input checked="" type="checkbox"/>	Human Services	Human Services	1901010000	Family and Consumer Sciences/Human Sciences, General.	4.00	  

The “Program Student Breakdown” screen will open, showing the student totals for the selected program. Review “**Student is Single Parent Column**” Column and “**WBL**” Column student lists for each CIP/Program. The list is downloadable to Excel. **Please note that it will not download if using Safari. Must use Chrome or Firefox and must use a PC, not Apple, to print student list(s) for your instructors.**

**Program Student Breakdown**

Single Parent Column = Student is themselves a single parent or is pregnant  
 Concentrator Column = Student has accumulated 2.0 Carnegie units in a CIP/CTE Program

[Download Enrolled](#)

Enrolled	Concentrator	Single Parent	Action
86	23	0	<input type="button" value="Submit Student Data"/>

Student Name	State ID	Program Total Units	Concentrator	Student is Single Parent
		1.5	<input type="checkbox"/>	<input type="checkbox"/>
		1	<input type="checkbox"/>	<input type="checkbox"/>
		1	<input type="checkbox"/>	<input type="checkbox"/>
		0.83	<input type="checkbox"/>	<input type="checkbox"/>
		1	<input type="checkbox"/>	<input type="checkbox"/>
		2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		2	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Checking/selecting a box in either column (orange box) will update the totals in the red-box.

**Concentrator (Column)** = Student has accumulated  $\geq 2.0$  units in a CIP/CTE Program.

- This column is programmed to auto-calculate the accumulated CTE course(s)’ units by CIP ID by StateStudentID utilizing the CareerED and SRI Databases; i.e., Annual SRI & SCTERA Collections.

**Student is Single Parent (Column)** = Student is a single-parent or is pregnant, not that they live in a single-parent household.

- Indicate that the student is a single parent by clicking on the appropriate check box – the *district self-reports/populates this column of information.*

When completed, click on the red Return box button at the top or bottom of the screen. If you have an extended list, a scroll bar will show on the right. After all student updates (single parent reporting; non-unit WBL) are completed, click on the green Submit Student Data button.

**Program Student Breakdown**

Single Parent Column = Student is themselves a single parent or is pregnant  
 Concentrator Column = Student has accumulated 2.0 Carnegie units in a CIP/CTE Program

[Download Enrolled](#)

Enrolled	Concentrator	Single Parent
86	23	0

[Submit Student Data](#)

The submit button will turn yellow indicating the students are submitted and under final review by the DE Consultant. An e-mail will be sent to the district contact with this information. Click on red return button to get back to the Program screen. The Student ICON on the Program screen will also turn yellow.

**Program Student Breakdown**

Under Final Review

Program Name	CIP Code	Enrolled	Concentrator	Single Parent
Agriculture, Food and Natural Resources	0101000000	0	0	0

[Return](#)



















Once the DE Consultant reviews the Student Data, the Student ICON will turn blue. If there are questions, the DE consultant will contact the district either by phone or e-mail.



## Completing the Program of Study/Linkage Information

This must be completed for all programs regardless if a Program of Study has been completed. The Program Screen shows a red warning IF less than 100% of the programs are not coded for POS. As POS screens are updated, the warning percentage will change. Perkins V and the program approval process now requires 100% of the programs to be programs of study.

Click the Chain Link ICON on the Program screen to open the Program of Study screen. This screen needs to be completed for all programs and can be completed at any time. If completed previously, please review it for accuracy.

Chap 12	Service Area	Career Cluster	CIP Number	CIP Title	Program Units	Actions
<input checked="" type="checkbox"/>	Agriculture, Food and Natural Resources	Agriculture, Food and Natural Resources	0100000000	Agriculture, General.	5.83	   
<input checked="" type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Architecture and Construction	4699000000	CONSTRUCTION TRADES	6.50	   
<input checked="" type="checkbox"/>	Business, Finance, Marketing and Management	Business, Management and Administration	5201010000	Business/Commerce, General.	4.50	   
<input checked="" type="checkbox"/>	Human Services	Human Services	1901010000	Family and Consumer Sciences/Human Sciences, General.	4.00	   

Select the college(s) that the program is linked to and enter the college program name (not the department, but the PROGRAM) that the district program is linked to. If none, choose "No College Selected." The district can also enter any comments regarding the POS. Click the green "Save" button when completed. Programs of Study (POS) are reviewed during the Perkins Monitoring Process and through the Perkins Grant.

Programs > Program of Study

CONSTRUCTION TRADES

College:  College:

College Program Name:  College Program Name:

Comments

## Deleting Programs

Select the blue pencil icon on the Program screen to open the Program Update screen. The district can use this screen to indicate a current program that is effectively “Not Operational” for the fiscal year/academic year collection.



Only the DE Consultant can make a program operational or non-operational. Once a program is made non-operational, it is no longer shown on the Program screen.

Programs > Program Add/Update

CIP Number: 0100000000

State Approval Status: Approved

Operational Status: Operational

Program Approval Status: **District Enters and Submits Courses**

Title: District Enters and Submits Courses

Review Year: Program courses under DE review

Comments: DE Completed Review unconditional  
DE Completed review conditional  
District submitted student data  
Courses and students data completed

Update Cancel

## Adding Programs

To add a new program to the system, select the green +Add Program button at the top of the Program screen. **Before completing this step, be sure to review [the approved subset of secondary CTE CIP Codes](#) and contact the appropriate Content Area consultant.**

There are fewer than 4 programs selected as Chapter 12 programs, please review Programs show 9% coded Program of Study requirement is 75%

Shared Courses Reports Consultant Reports Persons Reports District Contacts DE Contacts

+Add Program

Chap 12	Service Area	Career Cluster	CIP Number	CIP Title	Program Units	Actions
<input type="checkbox"/>	Agriculture, Food and Natural Resources	Agriculture, Food and Natural Resources	010100000	Agricultural Business and Management	0.50	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Architecture and Construction	100101000	Architectural Engineering Technology/Technician	4.75	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Manufacturing	480000000	Welding Technology/Welder	3.72	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Science, Technology, Engineering and Mathematics	101000000	ENGINEERING RELATED PLTW	0.80	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Transportation, Distribution and Logistics	470004000	Automobile/Automotive Mechanics Technology/Technician	5.73	
<input type="checkbox"/>	Business, Finance, Marketing and Management	Business, Management and Administration	520302000	Accounting Technology/Technician and Bookkeeping	5.35	
<input type="checkbox"/>	Health Sciences	Health Science	510000000	HEALTH SERVICES/ALLIED HEALTH/HEALTH SCIENCES/ GENERAL	3.50	
<input type="checkbox"/>	Human Services	Human Services	100100000	FAMILY AND CONSUMER SCIENCES	3.00	

Last SRI Collection Date: 1/29/2016 12:15:42 PM

System Due Dates


Courses in a program	Student Data	Program updates	Program of Study
Jan 31	July 31	June 15	June 15

Grey = Not available  
Green = Needs District Action  
Yellow = Needs DE Consultant Action  
Blue = Completed

On the Program Add/Edit screen, enter the appropriate CIP. Indicate the beginning year of the program in the Program Open Year field.

## REPORTS

To view system reports, click on the REPORTS link at the top right of the Program screen. Once on the Reports screen, use the Reports dropdown field to select the desired report.

After the specific report loads, select available parameters if needed (i.e., Service Area), then click on  to generate the report.

Note there are navigation buttons to move from page to page if the report has multiple pages.

You may also export the displayed report to Excel, PDF, or Word using the export selection.

AGWSR	Chap12	Service Area	Title	CIP	Course #	Course Name	Units	Student Count
Comm School District	✓	Agriculture, Food and Natural Resources	Agriculture, General	010000000	72	HORTICULTURE 18051005018	0.50	16
					64	ENVAAGRICULTURE 18001010000	1.00	21
					70	ELECTRICITY 17102000000	0.50	14
					348	*SURV ANIMAL IND AGWSR/IVCC 18101003300	0.50	17
					111	NATURAL RESOURCES 18504005022	0.50	11
					105	LEADERSHIP 22101005000	0.50	6
<b>Totals:</b>							3.50	85
AHSTW	Chap12	Service Area	Title	CIP	Course #	Course Name	Units	Student Count
Comm School District	✓	Agriculture, Food and Natural Resources	Agriculture, General	010000000	413A	INTROANIMAL SCI 18101005010	0.50	15
					409B	INTROPLANT SCIENCE 18051005020	0.50	4
					374	WELDING 18404005000	0.50	10
					413B	INTROANIMAL SCI 18101005020	0.50	12
					409A	INTROPLANT SCIENCE 18051005010	0.50	6
<b>Totals:</b>							2.50	47

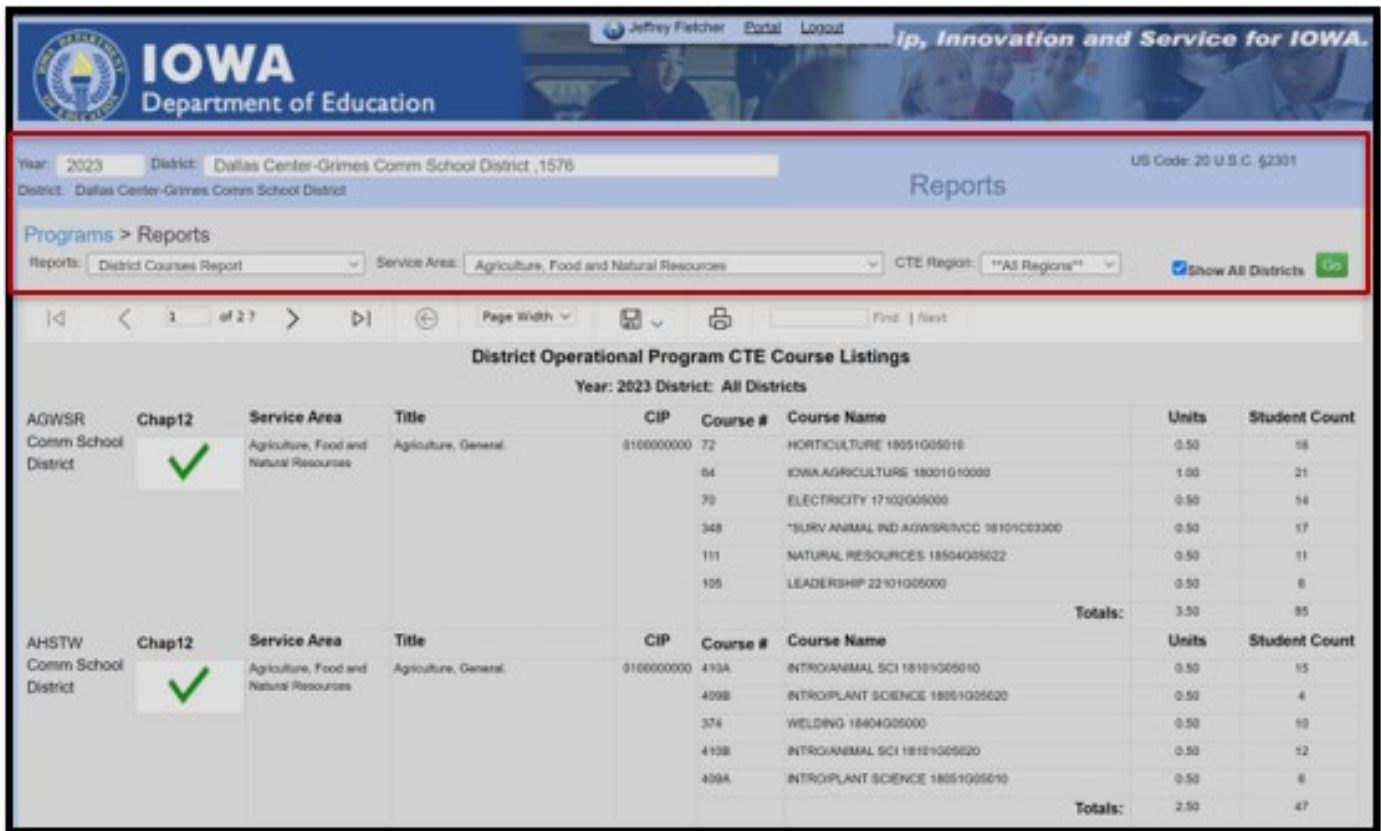
# Reports – District Courses Report

**DISTRICT COURSES REPORT** provides a listing of all district courses in operational programs by the Service Area.

The Service Area selection defaults to “ALL” but can be changed to a specific service area.

Use the “Unknown” Service Area selection to check for current programs note tied to a service area.

Remember to click on  to generate the report.



The screenshot shows the Iowa Department of Education Reports interface. At the top, it displays the Iowa Department of Education logo and the slogan "ip, Innovation and Service for IOWA". The user is logged in as Jeffrey Fletcher. The report is for the year 2023, District Dallas Center-Grimes Comm School District, 1576, and US Code 20 U.S.C. §2001. The report title is "Reports" and the selected report is "District Courses Report". The Service Area is "Agriculture, Food and Natural Resources" and the CTE Region is "All Regions". A "Show All Districts" checkbox is checked, and a "Go" button is visible.

The main content area is titled "District Operational Program CTE Course Listings" for Year: 2023 District: All Districts. It contains two tables of course listings.

AGWSR Comm School District	Chap12	Service Area	Title	CIP	Course #	Course Name	Units	Student Count
	✓	Agriculture, Food and Natural Resources	Agriculture, General	010000000	72	HORTICULTURE 18051005010	0.50	16
					64	IOWA AGRICULTURE 18001010000	1.00	21
					70	ELECTRICITY 17102000000	0.50	14
					348	*SURV ANIMAL IND AGWSR/IVCC 18101003300	0.50	17
					111	NATURAL RESOURCES 18504005022	0.50	11
					105	LEADERSHIP 22101005000	0.50	6
<b>Totals:</b>							3.50	85

AHSTW Comm School District	Chap12	Service Area	Title	CIP	Course #	Course Name	Units	Student Count
	✓	Agriculture, Food and Natural Resources	Agriculture, General	010000000	413A	INTROANIMAL SCI 18101005010	0.50	15
					409B	INTROPLANT SCIENCE 18051005020	0.50	4
					374	WELDING 18404005000	0.50	10
					413B	INTROANIMAL SCI 18101005020	0.50	12
					409A	INTROPLANT SCIENCE 18051005010	0.50	6
<b>Totals:</b>							2.50	47

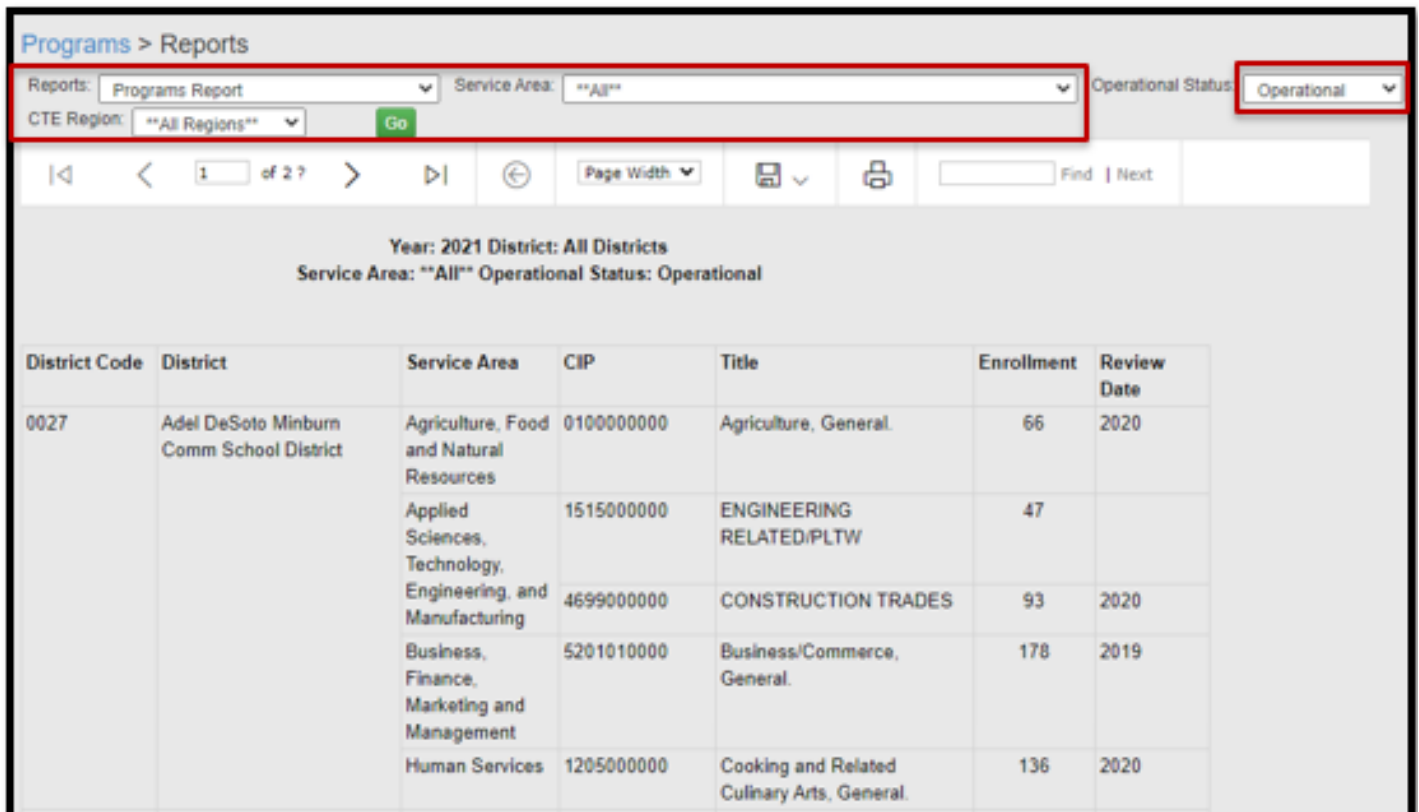
## Reports – Programs Report

**PROGRAM REPORT** provides a listing of all programs per service area for the identified district.

The report defaults to “operational” programs, however, non-operation, anticipated, or discontinued programs can also be selected and viewed.

Use the Service Area selection to view Programs in a specific service area

Remember to click on  to generate the report.



The screenshot shows the 'Programs > Reports' interface. At the top, there are filters for 'Reports' (set to 'Programs Report'), 'Service Area' (set to '\*\*All\*\*'), and 'Operational Status' (set to 'Operational'). Below these is a 'CTE Region' dropdown set to '\*\*All Regions\*\*' and a green 'Go' button. A navigation bar includes page navigation (1 of 2), a 'Page Width' dropdown, and search options. The main content area displays the following information:

Year: 2021 District: All Districts  
Service Area: \*\*All\*\* Operational Status: Operational

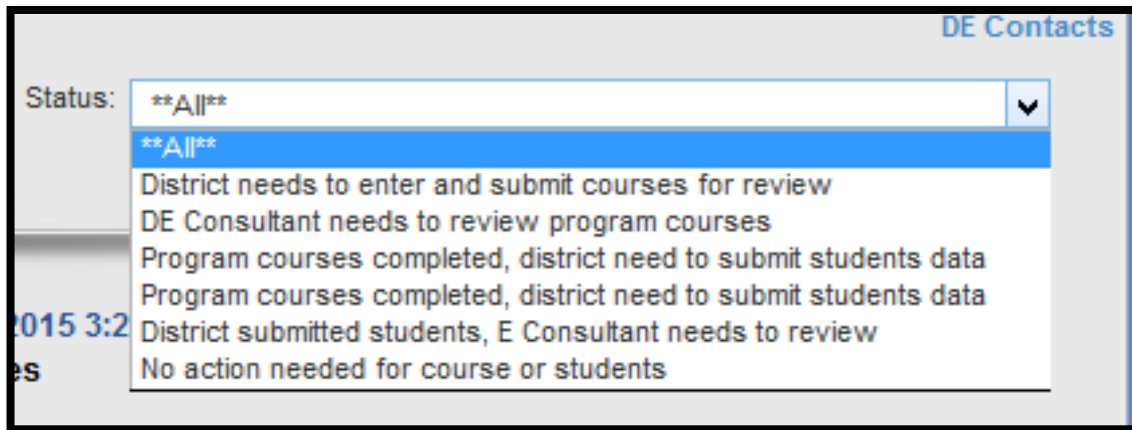
District Code	District	Service Area	CIP	Title	Enrollment	Review Date
0027	Adel DeSoto Minburn Comm School District	Agriculture, Food and Natural Resources	0100000000	Agriculture, General.	66	2020
		Applied Sciences, Technology, Engineering, and Manufacturing	1515000000	ENGINEERING RELATED/PLTW	47	
		Business, Finance, Marketing and Management	4699000000	CONSTRUCTION TRADES	93	2020
		Human Services	5201010000	Business/Commerce, General.	178	2019
			1205000000	Cooking and Related Culinary Arts, General.	136	2020

## Reports – Status Report

**STATUS REPORT** provides a listing of operational programs sortable by their current status in the program courses and student process. This listing will assist districts and Consultants to ensure all steps to add courses to the program and updated student CTE indicators are processed on time.


Filters include selection by specific process status or all status for a service area.


Remember to click on  to generate the report.



Programs > Reports

Reports: Status Report Service Area: \*\*All\*\*

Status: Program courses complete unconditional, district needs to submit students data. CTE Region: \*\*All Regions\*\* 

1 of 2 ? Page Width  Find | Next

Year: 2021 District: All Districts  
Service Area: \*\*All\*\* Status: Program courses complete unconditional, district needs to submit students data.


District Code	District	Service Area	CIP	Title	Enrollment	Review Date
0027	Adel DeSoto Minburn Comm School District	Agriculture, Food and Natural Resources	0100000000	Agriculture, General.	66	2020
		Applied Sciences, Technology, Engineering, and Manufacturing	1515000000	ENGINEERING RELATED/PLTW	47	
		Business, Finance, Marketing and Management	4699000000	CONSTRUCTION TRADES	93	2020
		Human Services	5201010000	Business/Commerce, General.	178	2019
			1205000000	Cooking and Related Culinary Arts, General.	136	2020

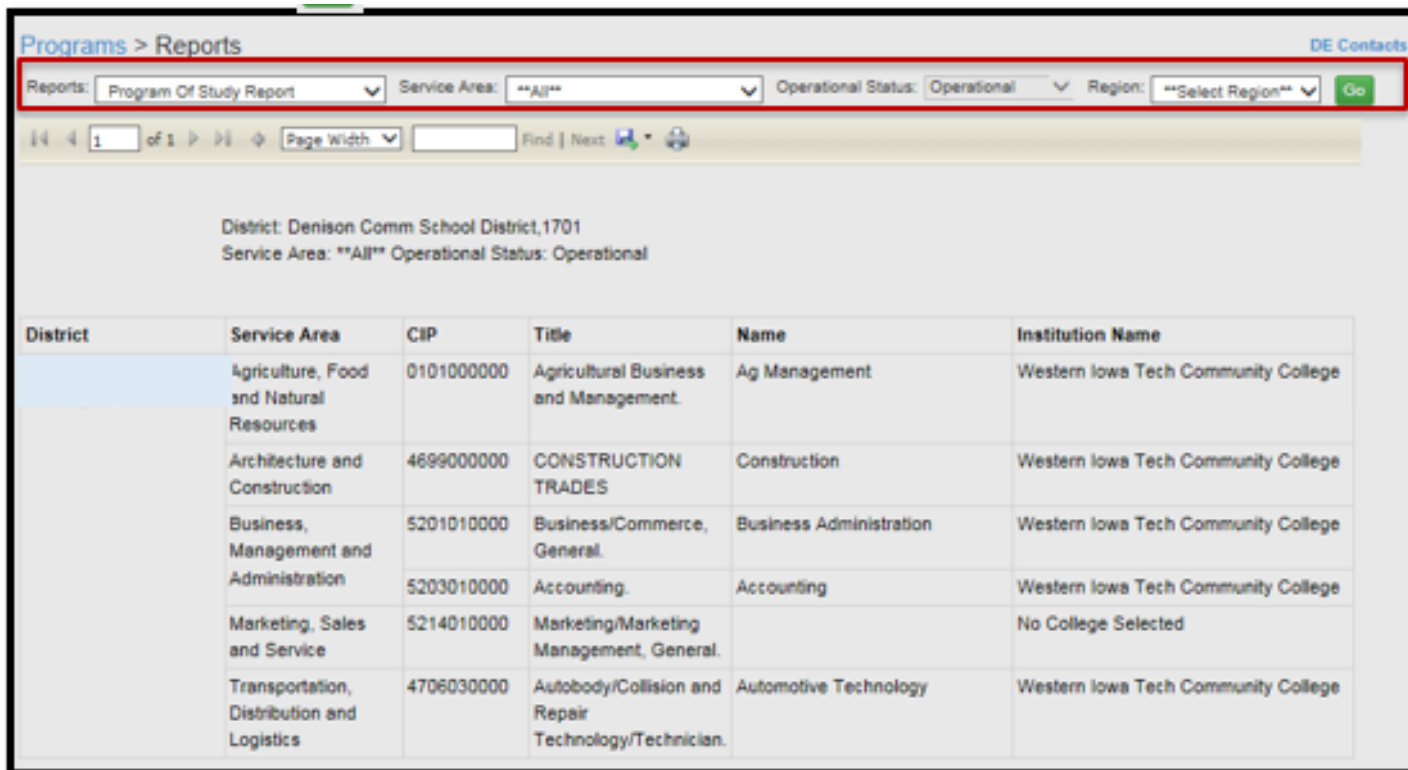
## Reports – Programs of Study

**PROGRAMS OF STUDY REPORT** provide a listing of all operational programs and the linked Institution name coded on the Program of Study (POS) screen.

If the Institution Name field shows blank, the district still needs to update the POS screen.

Any blanks in the Institution Name field requires District action to update the POS Screen.

Remember to click on  to generate the report.



District	Service Area	CIP	Title	Name	Institution Name
	Agriculture, Food and Natural Resources	0101000000	Agricultural Business and Management.	Ag Management	Western Iowa Tech Community College
	Architecture and Construction	4699000000	CONSTRUCTION TRADES	Construction	Western Iowa Tech Community College
	Business, Management and Administration	5201010000	Business/Commerce, General.	Business Administration	Western Iowa Tech Community College
		5203010000	Accounting.	Accounting	Western Iowa Tech Community College
	Marketing, Sales and Service	5214010000	Marketing/Marketing Management, General.		No College Selected
	Transportation, Distribution and Logistics	4706030000	Autobody/Collision and Repair Technology/Technician.	Automotive Technology	Western Iowa Tech Community College

# GLOSSARY

## Accreditation Program Area

The accreditation program area in which the local course should be counted.

Code	Description
1	English/Language Arts
2	Fine Arts
3	World Languages
4	Health
5	Mathematics
6	Physical Education
7	Science
8	Social Studies
<b>9</b>	<b>Career and Technical Education (CTE)</b>
10	Computer Science
<b>11</b>	<b>Applied STEM for Math (up to 2.0 units) - CTE</b>
<b>12</b>	<b>Agricultural for Science (up to 2.0 units) - CTE</b>
0	Not Used for Accreditation

## **Concentrator (Column) = Student has accumulated $\geq 2.0$ units in a CIP/CTE Program.**

This column is programmed to auto-calculate the accumulated CTE course(s)' units by CIP ID by StateStudentID utilizing the CareerED and SRI Databases; i.e., Annual SRI & SCTERA Collections.

## Common Course Number (CCN)

The Common Course Number for an Iowa Community College Course.

### Common Course Number

The Common Course Number for an Iowa community college credit course.

Three alpha followed by three numeric characters

#### User Notes

1. Required for community college courses providing college credit.
2. The Iowa community colleges assign a Common Course Number (CCN) to each course that they offer. It is required only for Course Origination 2 (Postsecondary Enrollment Option) or 3 (Concurrent Enrollment) if the institution providing the course is a community college.
3. Common Course Numbers are found in the course guide book published by the community college.
4. Letters must be in UPPERCASE.
5. For the purposes of Supplementary Weighting:
  - a. Each distinct CCN needs a new local course number
  - b. A CCN from a community college taken on various schedules (i.e., some students are taking it as part of their regular daily schedule, some students are taking it on the community college campus, some are taking it online) will need a local course number per 'schedule'
6. The same CCN cannot be used for both a Concurrent Enrollment and PSEO course.
7. Not all CCNs are eligible for supplementary weighting.

#### Vendor Notes

- The first letters of the 6 character number must be uppercase.

Data Element Rollover: Yes

#### Element Specifications

Element ID	Format	Vendor Default	Min Length	Max Length	SRI	State ID	ISASP	EL	FY Added
C0025	Alpha	No Default	6	6	Y	N	N	N	2010

#### For More Information:

Rachel Kruse 515-281-4153 [rachel.kruse@iowa.gov](mailto:rachel.kruse@iowa.gov)

Use: Supplementary Weighting

Legal Reference: Iowa Code 257.11 (Financing Educational Programs)

CTE – Career and Technical Education

## Student Reporting in Iowa (SRI)

The Iowa Department of Education's (Department) initiative involving the transfer of individual student records. The mission of the project is to reduce data burden and encourage better decision-making by establishing and maintaining a cost-effective method of accessing and transferring accurate and timely education information among school districts, postsecondary institutions and the Department.

## Secondary CTE Reporting Application (SCTERA)

Iowa Education Portal, EdInfo application: [Secondary CTE Reporting Application \(SCTERA\) Resources.](#)

# SCED Course Code (SCED)

School Codes for the Exchange of Data from the National Center for Educational Statistics, SCED v12 as modified by the Iowa Department of Education and found on the State Reporting (SRI) website. [School Courses for the Exchange of Data \(SCED\) v12](#), [SCED Coding 101](#).

## SCED Course Code

Course Classification for this local course

11 alphanumeric characters or a single 0

**User Notes**

**Secondary Course Codes**

- 9-12 courses used as placeholders for no credit, such as study hall or lunch, may contain a single '0'
- All 9-12 courses should be assigned a course code generated from the coding manual, Secondary School Course Classification System: School Codes for the Exchange of Data (SCED) from the National Center for Educational Statistics, SCED V12 as modified by the Iowa Department of Education and found on the State Reporting (SRI) website.
- The 9-12 SCED course codes are 11 characters in length and have four components:
  - Course Description consisting of a two digit Subject Area and three digit Course Identifier
  - Course Level consisting of one alphabetic character in UPPERCASE
  - Carnegie Units expressed as a three digit number excluding the decimal point (e.g. 0.50 = 050)
  - A two digit sequence representing a count of the number of times you re-use the first 5 digits for courses with different content or used to indicate 1st term/2nd term of a year-long course

**Non-Secondary Level Courses**

- Middle School/Junior High courses that are 'high school' level should be coded using the Secondary Level code system.
- The Non-secondary Level course codes are 11 characters in length and have four components:
  - Course Description consisting of a two digit Subject Area and three digit Course Identifier
  - Course Level X or S in UPPERCASE
  - Filler consisting of 000
  - A two digit number representing the grade span for which the course is intended (e.g. 4th grade only course = 44, 5th/6th grade course = 56)
- See the "Complete List of Non-Secondary Course Codes" document for course codes and examples on the SRI website.
- Instructional materials for Coding Non Secondary Level Course can be found on the SRI tutorial website.

**Vendor Notes and**

**Data Element Rollover:** Yes

**Element Specifications**

Element ID	Format	Vendor Default	Min Length	Max Length	SRI	State ID	ISASP	EL	FY Added
C0035	Alpha	0	1	11	Y	N	N	N	2009

**For More Information:**  
Rachel Kruse 515-281-4153 [rachel.kruse@iowa.gov](mailto:rachel.kruse@iowa.gov)

**Use:** District Accreditation Report

**Legal Reference:** Iowa Code 256.11 (Educational Standards); IAC 281-12.5(15-16)

## SCED Code breakdown:

Subject Area	Course Number	Course Level	Carnegie Unit(s)	Sequence of Course
<p>The intended major subject category of the course. Each Course Subject Area is represented by a two-digit code.</p>	<p>The three-digit number that distinguishes a course within a Course Subject Area.</p>	<p><b>G</b>=General or regular. A course providing instruction in a given subject area that focuses primarily on general concepts appropriate for the grade level.</p> <p>-- OR --</p> <p><b>C</b>=College. A course that is designed to be credit-bearing at a postsecondary institution.</p>	<p>The amount of credit available to a student who successfully meets the objectives of the course. Available Carnegie Unit Credit is coded as a one-digit number carried out to two decimal places (e.g., one Carnegie Unit would be coded as 1.00 and a half-unit of Carnegie credit would be coded as 0.50).</p>	<p>Where a specific course lies when it is part of a consecutive sequence of courses. This element should be interpreted as “part ‘n’ of ‘m’ parts” (e.g., if a school offers 4 years of Theater, Theater 3 within this school would be indicated in the sequence elements as 34, denoting the third part of a 4-part sequence of courses).</p>

## Single parent (column) = Student is a single-parent, or is pregnant, not that they live in a single-parent household.

Indicate that the student is a single parent by clicking in the appropriate check box (District Reports/Selects students meeting criteria).