**IOWA** | **Department of Education**

# FY25 SECONDARY CTE REPORTING APPLICATION DIRECTIONS

Revised December 2025 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.

SRI 2024-2025 Documentation

SRI 2024-2025 Data Dictionary

### Questions about SCTERA application?

Complete a Google Form ticket via the home screen.

### For dedicated SCTERA assistance, please utilize the SCTERA scheduling tool.

Complete a Google Form ticket via the home screen.

### Questions about CTE courses & CTE programs, please reference contact list below:

| Service Area | Consultant | Email | Phone Number |
|---|---|---|---|
| Agriculture, Food and Natural Resources | Alan Spencer | alan.spencer@iowa.gov | 515-720-8863 |
| Business, Finance, Marketing, and Management | Vacant | cte@iowa.gov | |
| Human Services | Jeanette Thomas | jeanette.thomas@iowa.gov | 515-745-2556 |
| Health Services | Joe Collins | joe.collins@iowa.gov | 515-419-5190 |
| Applied Science, Technology, Engineering, and Manufacturing | Cale Hutchings | cale.hutchings@iowa.gov | 515-975-8193 |
| Information Solutions | Michelle Meier | michelle.meier@iowa.gov | 515-238-6780 |
| CTE Reporting Application Technical Assistance | N/A | cte@iowa.gov | 515-242-5034 |

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

IDE recommends using the Google Chrome web browser.

Access to the Secondary CTE Reporting Application (SCTERA) is through the Iowa Education Portal.

Under A&A Account, select Sign-In - Enter your e-mail and the password on the sign-in screen.
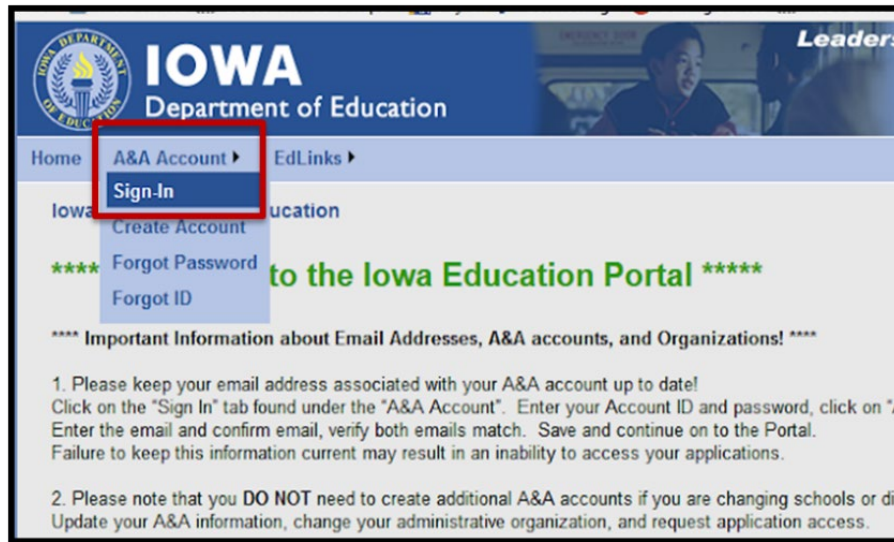


*Note*: You can reset your password by clicking the **Forgot Password** button at the top of the page on the log in page.

If you do not have an A&A account, click on **Create an Account** at the top. Your district A&A Administrator will give you permission to the CTE application.
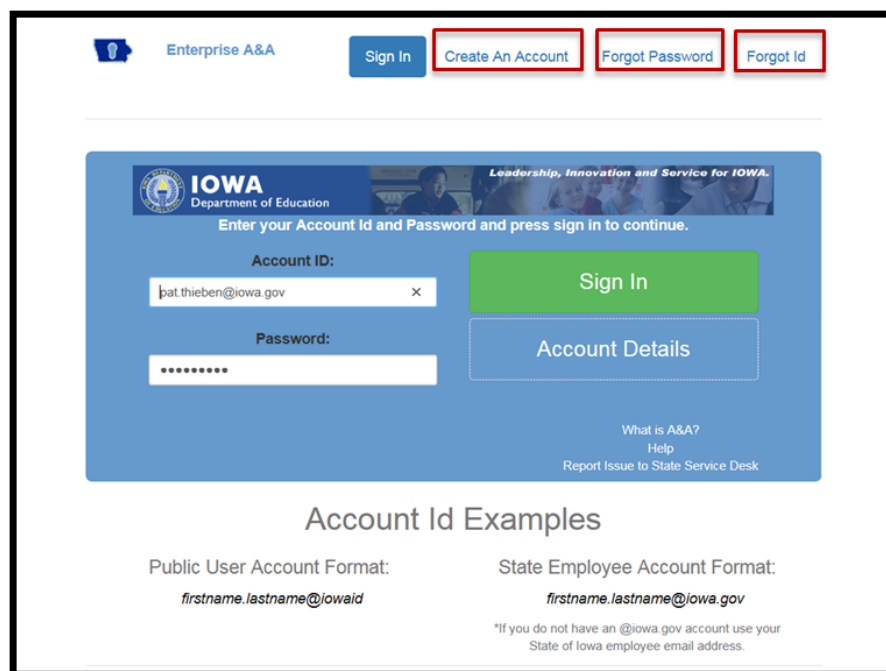


Need assistance with the Iowa Education Portal or with access to SRI and/or SCTERA applications?

Please contact ed.portal@iowa.gov or 515-725-2040.

# Open the Secondary CTE Reporting Application

Click on **EdInfo**, then choose **Secondary CTE Reporting Application**.



**CRITICAL!!!** Accreditation Program Area, Code = '9' or '11' or '12' for each SCED/Course that is Career & Technical Education (CTE); a critical step for information to "flow" into the IDE's

## 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 | |
| 12 | CTE & 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)
   - 6.0 English / Language Arts
   - 2.0 Fine Arts
   - 2.0 World Languages (2 sequential units of the same language)
   - 1.0 Health
   - 6.0 Mathematics (4 units sequential to postsecondary - including strands in algebra, geometry, trigonometry, statistics, probability, and discrete mathematics; and 2 additional units)
   - 1.0 Physical Education (Local scheduling practices may reflect fewer units for the reporting year)
   - 5.0 Science
   - 5.0 Social Studies
   - 12.0 Career and Technical Education (CTE) for publics and 5.0 for nonpublics
   - 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.

An Act modifying provisions related to the curriculum provided to students enrolled in grades 9-12 by allowing instruction related to agriculture to meet a portion of the unit requirements related to science and allowing instruction related to ASTEM to meet a portion of the unit requirements related to mathematics.

## Selecting Accreditation 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.

### FAQ & Guidance

- Work-Based Learning Definition and Reporting
- Work-Based Learning Course Naming and Coding

For more information, or questions, please contact: Heather Meissen.

## Embedded WBL 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 2024-25 Student Reporting in Iowa (SRI) data dictionary (p. 111).

"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 Work-Based Learning

What is the predominant Embedded Work-Based Learning experience for the course?

For courses where the work-based learning experience is embedded as an experience with the course, identify the embedded work-based 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 | Pre-apprenticeships | High-quality pre-apprenticeships aligned to an apprenticeship |
| 15 | Internships | Internships (paid and unpaid) |
| 16 | Apprenticeships | Apprenticeships (registered and unregistered) |
| 99 | Not Applicable | |

**User Notes**
1. Codes 11-16 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.
2. If multiple work-based learning experiences are embedded in the course, select the experience with the highest code number.
3. If a course is marked with an Embedded Work-Based Learning experience it must apply to all sections of the course.
4. May identify experiences in courses K-12. Any course identified with an experience must have a SCED code.
5. Keep the titles as they are so reference can be made to state resources for technical support on implementation.
   a. District planning should be done before reporting by using the *Embedding Work-Based Learning* worksheet located in the Resources section of the Work-Based 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 |

**For More Information:**
Joe Collins 515-419-5190 joe.collins@iowa.gov

# 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.
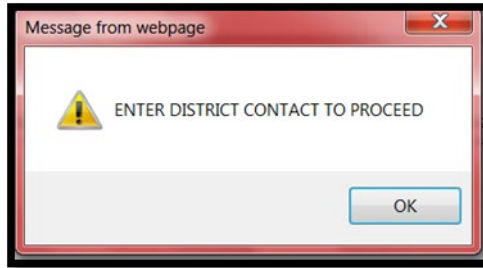


Please note that you cannot continue until at least (1) district contact is on record within the application.

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. <mark>Review and UPDATE all contact information.</mark>



# Entering District Contacts

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

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.**



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



# 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.)

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.

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.
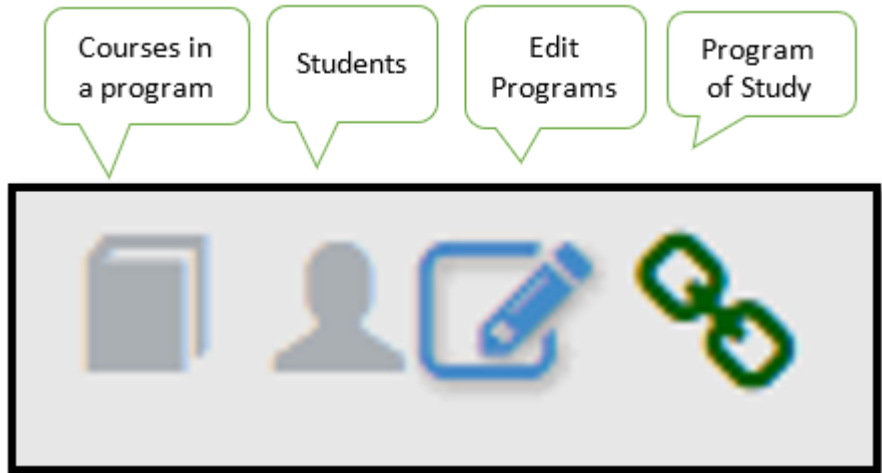
# Program Screen - Completing Chapter 12 Requirements

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., 2025 = AY2024-2025



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.

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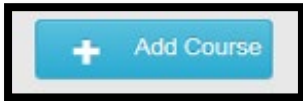
Once a course has been added, click on save. The course will disappear from the program's dropdown list but will be available for selection in other programs.

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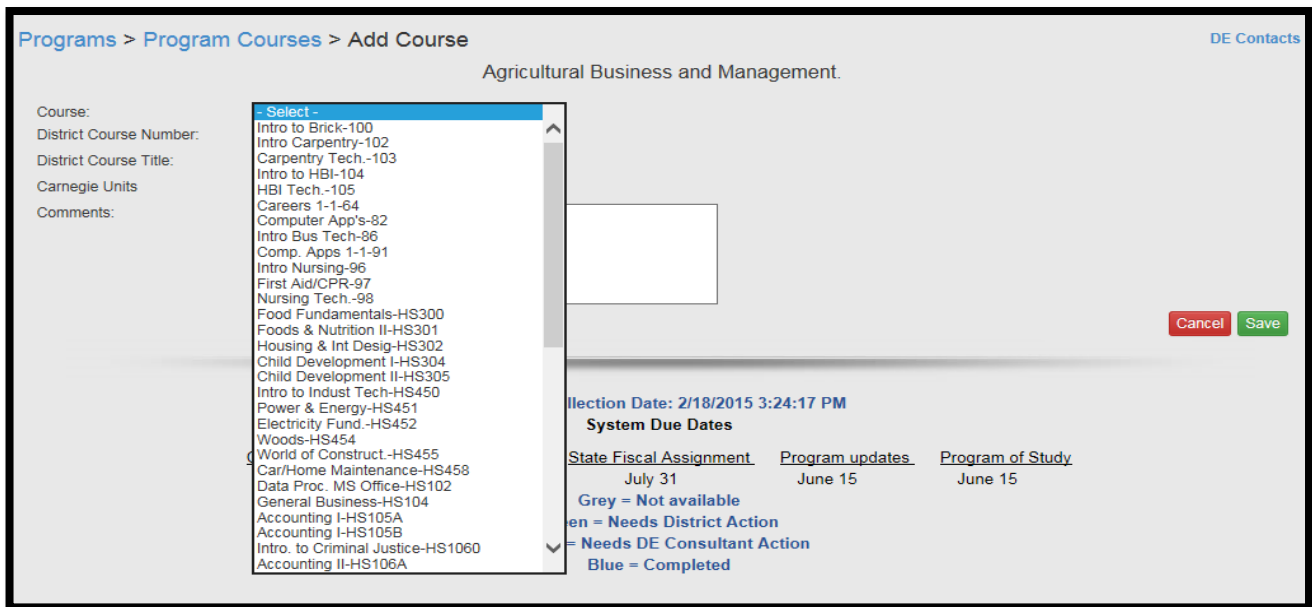
Once added, ICONs to the right of each course allow deletions or edits to add comments regarding a course. Each course shows the units provided, the number of students enrolled, and the location. **Hovering over the icon shows course location details**.

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*).

| CIP: 5004060000 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Title:** Commercial Photography. | | | | | | | | |
| ☑ AutoNavigate | | | | | | | | |
| Select 3 Units | Course Number | Course Title | Sced Code | Units | Sequence | Location | CCN# | Students Enrolled |
| ☐ | ART205-CW | Drawing & Composition | 05199C11200 | 1.12 | 00 | 🏛 | GRA105 | 32 |
| ☐ | CAR105 | C3 Foundations | 22152G05030 | 0.5 | 30 | 🏠 | | 555 |
| ☐ | COM211 | Multimedia Applications | 10008G05000 | 0.5 | 00 | 🏠 | | 19 |
| ☐ | COM220-CW | Desktop Publishing | 11152C06700 | 0.67 | 00 | 🏛 | GRA133 | 40 |
| ☐ | COM223-CW | Graphic Imaging | 11054C06720 | 0.67 | 20 | 🏛 | GRA142 | 16 |
| ☐ | COM229 | Motion Graphics for Video | 11056G06700 | 0.67 | 00 | 🏠 | | 16 |
| ☐ | COM415-CW | Camera I | 05167C05600 | 0.56 | 00 | 🏛 | PHT108 | 31 |
| ☐ | DMM310-CW | Video Production | 11151C07810 | 0.78 | 10 | 🏛 | MMS111 | 24 |
| ☐ | DMM320-CW | Audio Production | 11051C07820 | 0.78 | 20 | 🏛 | MMS105 | 17 |
| | | | Program Unit total | 6.25 | | Total Course Enrollment | 750 | |
| | | | Chap12 Unit total | | | | | |

**Last SRI Collection Date: 12/13/2024 3:30:19 PM**
Please report any technical issues, program status updates, course and/or program questions by clicking Report

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.

| The page at https://edinfo-staging.ed.iowa.gov says: |
|---|
| You have selected more than the required 3 units as offer and teach. Make sure you have this coded correctly |
| OK |
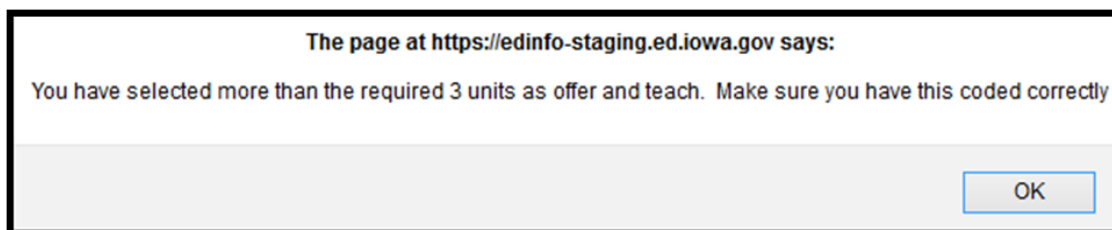
Click "Program" at the top of the screen to return to the Program page.

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".



The "Program Enrolled Student List" screen shows all students, **unduplicated[1]**, 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.



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.

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[1] 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 themself 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 Sced 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 | Request Course Review |

Program screen where the book ICON is now also yellow.
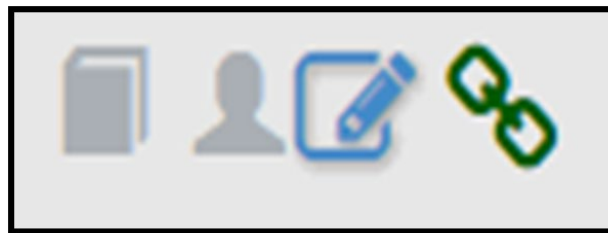


## Shared Courses

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 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.**

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## 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**:

a) Whether a secondary or concurrent enrollment course, does it fit into an existing program?
b) 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.
c) If scenario A or B is not applicable, then the course may remain in in "course not tied" list.
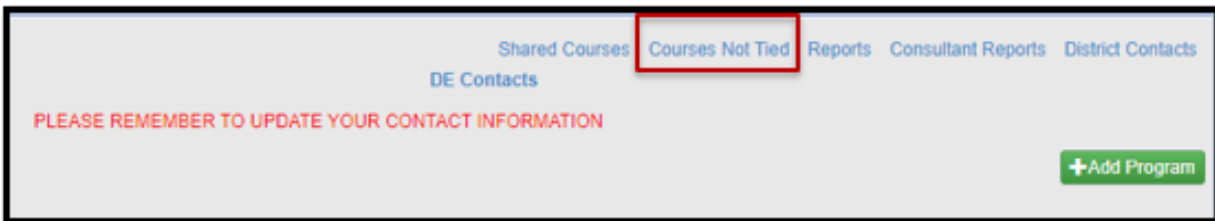


## Completing Courses in a Program

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 review to make certain changes can be made to this year's programs (only when/where applicable and uncommon).

## Compiled Resources

- [SRI 2024-2025 Data Dictionary](#)
- [Reporting Assistance for HF 2465](#)
  - Accreditation program area code '11' – CTE (ASTEM) & Mathematics
  - Accreditation program area code '12' – CTE (AG) & Science
- [Student Reporting in Iowa Tutorials](#)
- [Framework of SCED for Secondary Level Courses (12-2024)](#)
- [Career Academy Minutes and SCED Codes (8-22-24)](#)
- [Complete List of Non-Secondary Course Codes (8-24-21)](#)
- [SCED v12](#)
- [SCED Codes and Contact Minutes for Community College Courses (8-2024)](#)
- [Compare PSEO and Contracted Courses](#)
- [SCTERA APPLICATION HANDBOOK (12-12-24)](#)
- [SCTERA Webinar FAQs](#)
- [SCTERA Short Takes Video: Shared Courses and "INCLUDE"](#) (3:59)
- [SCTERA Short Takes Video: Courses NOT Tied to a Program](#) (5:37)
- [Iowa Approved CTE CIP Codes](#)
- [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.



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**.



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

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

- This column is programmed to calculate accumulated units within a CIP/CTE program-based coursework enrollment (**CareerED and SRI Databases**).

**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 Self-Reports**).

**WBL (Column)** = If a student is participating in a workplace experience that is not part of a dedicated work-based learning class using one of these SCED Codes or EMBED Codes, check this box. Examples include and are limited to sustained project-based learning in partnership with an employer, simulated work experiences aligned with industry-recognized credentials, high-quality pre-apprenticeships aligned to an apprenticeship, student learner programs, internships and apprenticeships. Some health science courses that include clinicals, Supervised Agricultural Experiences (SAE), Early Childhood Education (CDA), School Based Enterprises and culinary ProStart programs would also count (**District Self-Reports**).

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.
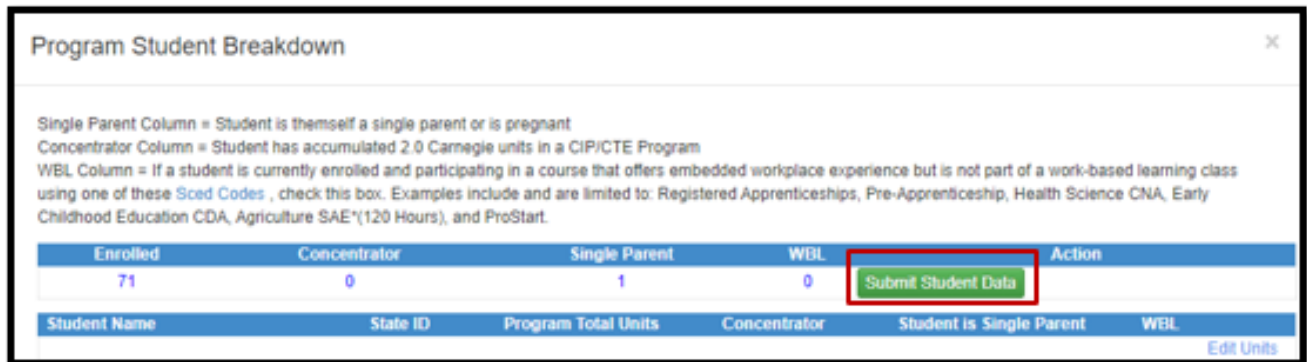


The submit button will turn yellow indicating the students are submitted and under final review by the DE Consultant. An e-mail will be sent to the district contact with this information. Click on red return button to get back to the Program screen. The Student ICON on the Program screen will also turn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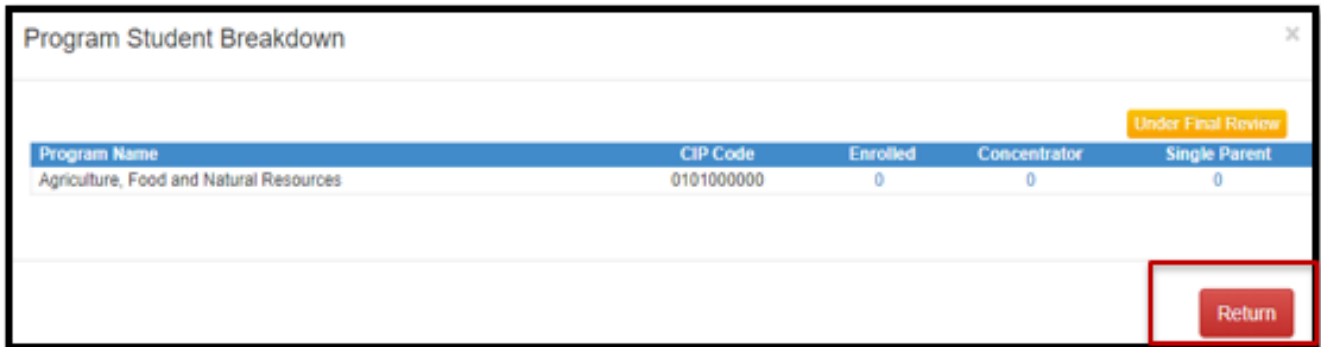




Once the DE Consultant reviews the Student Data, the Student ICON will turn blue. If there are questions, the DE consultant will contact the district either by phone or e-mail.

# 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.



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.

# 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.



# 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.

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 [Go] 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.

# 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 [Go] to generate the report.

# 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 Go to generate the report.

# 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.
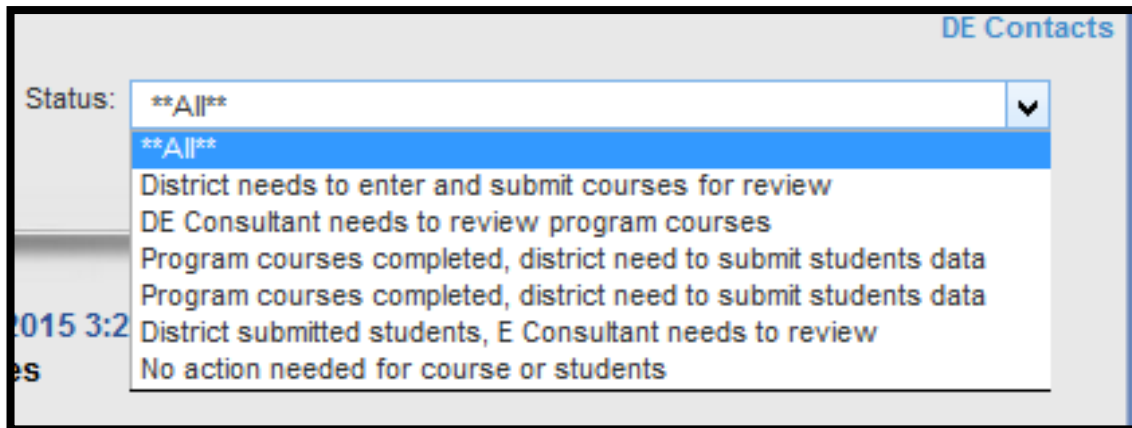
Remember to click on [Go] to generate the report.





**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 | |
| | | | 4699000000 | CONSTRUCTION TRADES | 93 | 2020 |
| | | Business, Finance, Marketing and Management | 5201010000 | Business/Commerce, General. | 178 | 2019 |
| | | Human Services | 1205000000 | Cooking and Related Culinary Arts, General. | 136 | 2020 |
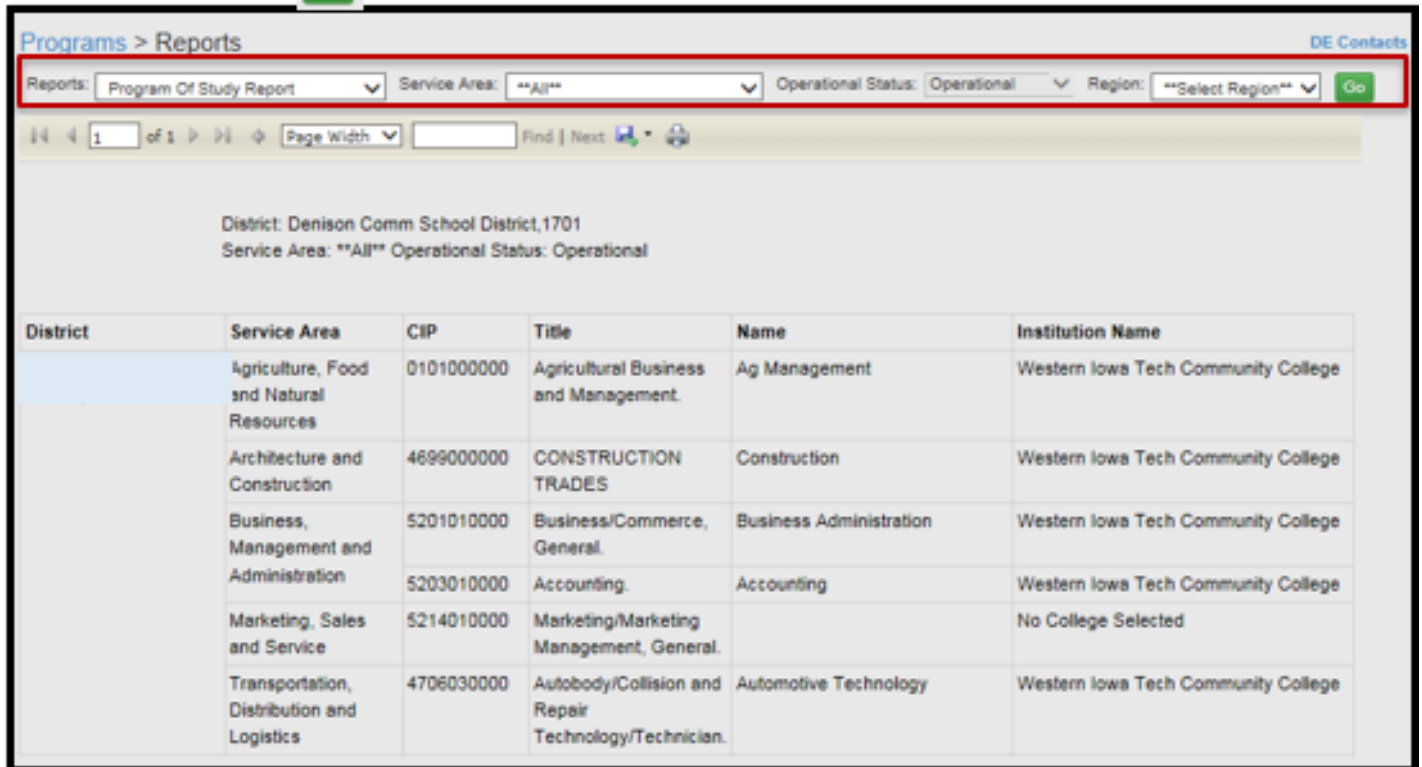
# Reports – Programs of Study

**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 [ Go ] 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 |
| **9** | **Career and Technical Education (CTE)** |
| 10 | Computer Science |
| **11** | **Applied STEM for Math (up to 2.0 units)** |
| **12** | **Agricultural for Science (up to 2.0 units)** |
| 0 | Not Used for Accreditation |

## Concentrator (Column) = Student has accumulated >=2.0 units in a CIP/CTE Program.

This column is programmed to calculate accumulated course units within a CIP/CTE program based on a student course enrollment (CareerED and SRI Databases).

# 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

**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.

# 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**
1. 9-12 courses used as placeholders for no credit, such as study hall or lunch, may contain a single '0'
2. 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.
3. The 9-12 SCED course codes are 11 characters in length and have four components:
   a. Course Description consisting of a two digit Subject Area and three digit Course Identifier
   b. Course Level consisting of one alphabetic character in UPPERCASE
   c. Carnegie Units expressed as a three digit number excluding the decimal point (e.g. 0.50 = 050)
   d. 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**
4. Middle School/Junior High courses that are 'high school' level should be coded using the Secondary Level code system.
5. The Non-secondary Level course codes are 11 characters in length and have four components:
   a. Course Description consisting of a two digit Subject Area and three digit Course Identifier
   b. Course Level X or S in UPPERCASE
   c. Filler consisting of 000
   d. 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)
6. See the "Complete List of Non-Secondary Course Codes" document for course codes and examples on the SRI website.
7. 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

**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 |
|---|---|---|---|---|
| The intended major subject category of the course. Each Course Subject Area is represented by a two-digit code. | The three-digit number that distinguishes a course within a Course Subject Area. | **G**=General or regular. A course providing instruction in a given subject area that focuses primarily on general concepts appropriate for the grade level. -- OR— **C**=College. A course that is designed to be credit-bearing at a postsecondary institution. | 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). | 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). |

## 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).

## WBL (Column)

If a student is participating in a workplace experience *that is not part* of a dedicated work-based learning class using one of these [SCED Codes or EMBED Codes](#), check this box. Examples include and are limited to sustained project-based learning in partnership with an employer, simulated work experiences aligned with industry-recognized credentials, high-quality pre-apprenticeships aligned to an apprenticeship, student learner programs, internships and apprenticeships. Some health science courses that include clinicals, Supervised Agricultural Experiences (SAE), Early Childhood Education (CDA), School Based Enterprises and culinary ProStart programs would also count. (**District Reports/Selects students meeting criteria**).