IOWA | Department of Education

FY26 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; 515-281-4153.

SRI 2025-2026 Documentation

Questions about SCTERA application?
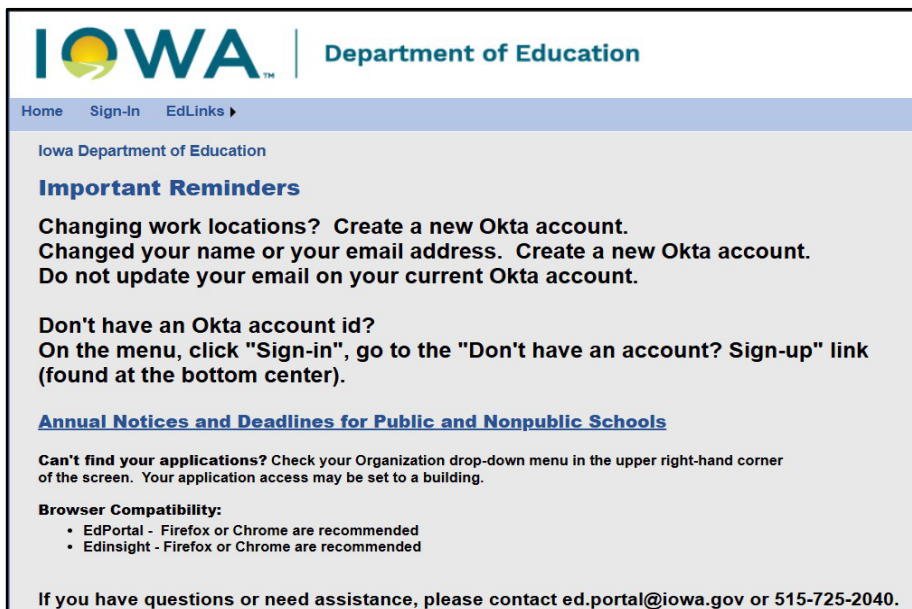
Complete a Google Form ticket via the home screen.

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

Questions about CTE courses, programs, or other? 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	Shelly Duwa	Shelly.duwa@iowa.gov	515-971-0669
Human Services	Jeanette Thomas	jeanette.thomas@iowa.gov	515-745-2556
Health Sciences	Heather Meissen	Heather.meissen@iowa.gov	515-326-5378
Applied Science, Technology, Engineering, and Manufacturing	Cale Hutchings	cale.hutchings@iowa.gov	515-281-0127
Information Solutions	Michelle Meier	michelle.meier@iowa.gov	515-238-6780
Work-Based Learning & Industry-Recognized Credentials	Jodie Smith	Jodie.smith@iowa.gov	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 - - 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 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

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.

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)
   - 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.

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

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 L¡eamlng

What is the predominant Em'bed'.ded Career Connected Leaming eicpe,rience for the course?

Fo1 courses \4A\ere the work-based learning experience ,embedded as an expe�ence wilh lihe course, denlily the embedded career oonnected leamirngexpelie111ce with lhiilcourse.

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/ëipeliienoes
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	ùaieer fairs wilh hands-on caree1 boolhs and aolMlies.
7	Worksite Exploratory Event	Worlksite tour with small group oplio11s 101 i11fo11118llo11allntel'liews
8	Job Shadow	ùne t ,s ite lol
9	Professional Skills Workshops	·es. ume, cover letter or other career-based worikshops with an ir.clusuy ·rolessional
10	Mock Interviews	Practice Inter..ie\WwSith induslly professlo111als
11	Industry Partnership Projects	Sustaned project-based learning In paltnershlp with am employer, such as SAE
12	Simulated Work Experience	Slmulated wo,rek iipe!ienoesä g111ed wilih indus� recognlted credentials, such as SBE or SAE
13	Student Learner Programs	n.-iperso1w11ork e)ijlerie1cesl", ed 10 approved CTE program or career pathway, ,1.ich as.SAE
14	Qualily Pre-apprernticeshlps	lgh-qualily pre-apprenticeships aligned to a RegisteredApprentices ip (any pre-I pp1enllcestllpsl.hat do not have faCiitatedentry InlOa RegisteredApprenllceshlp · ust be classified as a differemt WBL e rle111ce
15	Internships	¡ nte111ships (paidand u11pald)
16	ùnr:eglsteredAppreimticeshlps	
17	ReglsteredApprenticeships	
99	Not Applicable	

User Noles

1. Codes H-17 are lhe,only codes lha! col!lnt toward lhe Stale ol lowa"s definlltion of worik-based 1,eamll'lgas defined in SF24• 1 passed durirnglihe 2024 legislalive session. These are also the only codes that will count LOward the Every Stl!Klemt Succeeds. Act (ESSA) schcol aooountabili'ly work-based learning measure and lhe Perklns Secomaiy career and T,echnical Education 5S3,wolk-ba,sed eamrig measure. Course SCED codes may also be l!lSed to Idenmy courses lhat meel lhese work-based leam''mgmeaS1!1res.
2. Il mu tiple work-ba.sed leamirngexpe ences are embedded 111the course¡ select lhe e.xperiencewith the hlghesl code number.
3. Il a couise is marked with an Embedded Career Con11ecled Leamln,egiiperienoeii must apply 10 all secllons of the Ct'lllf5e.
4. May Idenllly expenences in cou,isesIK-12. Any course Identiifiedwith an e.xperlencemust have a SOEO code.
5. Keep the titles as they are so reference can be made LO state resources for technlcal support on implementallon.
   a. Dtstlict plannlng should be done before reporting by using the *f"mbedding Worli-Based Leaming* worksheet localedIn the Resou10e:s section of the Career Connected Lea.ming page.

Vendor Notes
- Element is at the ooiJrse level

Datal!lament1Rollover: Yes

Element **Specifications**

lement ID	Format	Vendor Default	Min Length	Max Length	SRI	State ID	ISASP	EL	FY Added
:0160	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.
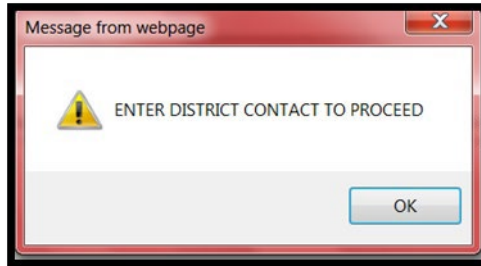
Please note that you cannot continue until at least (1) district contact is on record within the application.

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.

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.)

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
☐	Agriculture, Food and Natural Resources	Agriculture, Food and Natural Resources	0101000000	Agricultural Business and Management.	5.00	
☐	Applied Sciences, Technology, Engineering, and Manufacturing	Architecture and Construction	1501010000	Architectural Engineering Technology/Technician.	4.70	
☐	Applied Sciences, Technology, Engineering, and Manufacturing	Manufacturing	4805080000	Welding Technology/Welder.	3.72	
☐	Applied Sciences, Technology, Engineering, and Manufacturing	Science, Technology, Engineering and Mathematics	1515000000	ENGINEERING RELATED/PLTW	0.00	
☐	Applied Sciences, Technology, Engineering, and Manufacturing	Transportation, Distribution and Logistics	4706040000	Automobile/Automotive Mechanics Technology/Technician.	5.73	
☐	Business, Finance, Marketing and Management	Business, Management and Administration	5203020000	Accounting Technology/Technician and Bookkeeping.	5.35	
☐	Health Sciences	Health Science	5100000000	HEALTH SERVICES/ALLIED HEALTH/HEALTH SCIENCES, GENERAL	3.50	
☐	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 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.
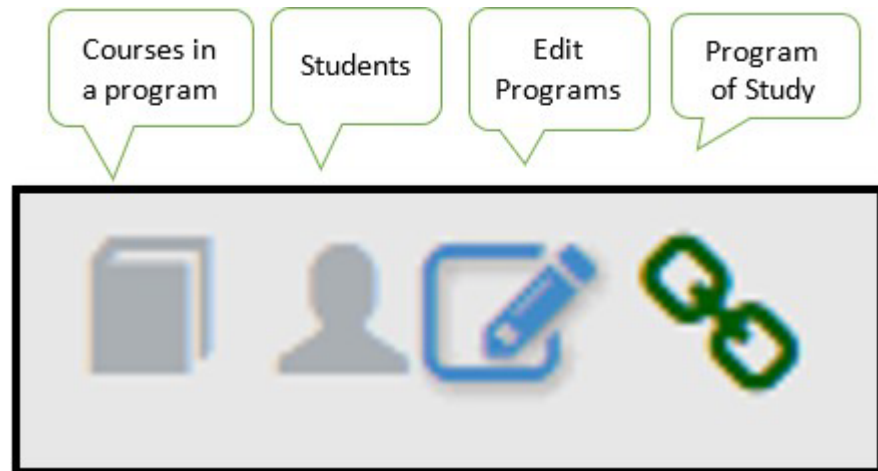
Student Reporting in Iowa (SRI), an EdInfo application in the Iowa Education Portal, is the Iowa Department of Education's centralized initiative involving the transfer of individual student records from local districts to the state.

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

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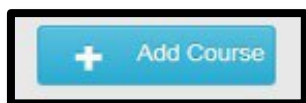
Once a course has been added, click on save. The course will disappear from the program's dropdown list but will be available for selection in other programs.

==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*).

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.
   ○ 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.

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

A warning will pop-up if more than 3 units are selected. Click OK to proceed.
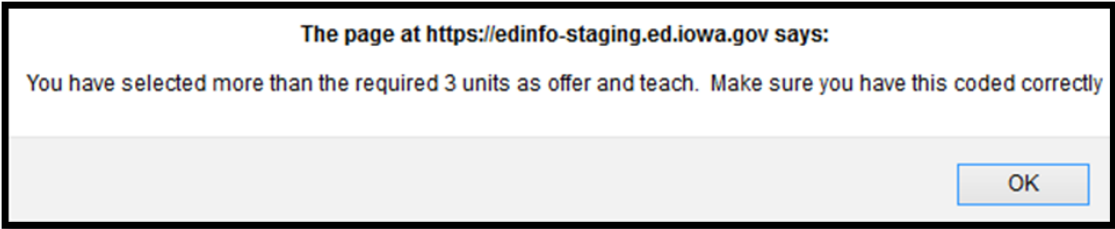
Click "Program" at the top of the screen to return to the Program page.

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".

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.

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

Student Name	State ID	Program Total Units	Concentrator	Student is Single Parent	WBL	
	3	4	☑	☐	☐	Edit Units
		1	☐	☐	☐	Edit Units
		1	☐	☐	☐	Edit Units
		1	☐	☐	☐	Edit Units
		1	☐	☐	☐	Edit Units
		1	☐	☐	☐	Edit Units
		1	☐	☐	☐	Edit Units
		1	☐	☐	☐	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.

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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 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.**


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.
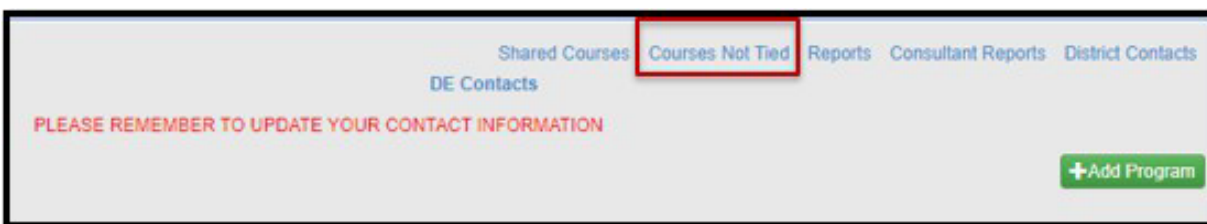
Completing Courses in a Program

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

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.

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 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.

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**).

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 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
71	0	1	0	Submit Student Data

Student Name	State ID	Program Total Units	Concentrator	Student is Single Parent	WBL
					Edit Units

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.

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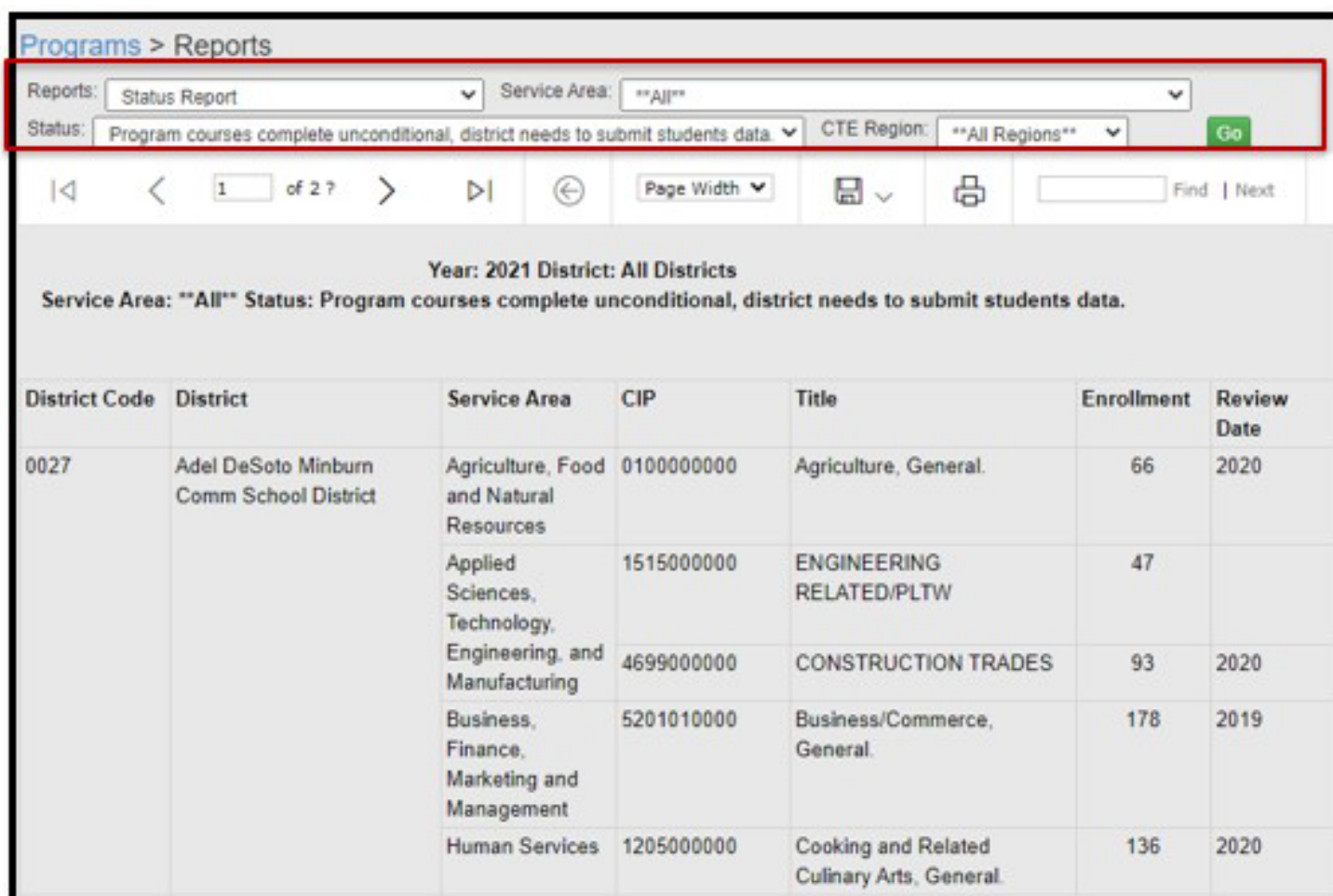
Remember to click on [Go] to generate the report.

DE Contacts

Status:	**All**

All
District needs to enter and submit courses for review
DE Consultant needs to review program courses
Program courses completed, district need to submit students data
Program courses completed, district need to submit students data
District submitted students, E Consultant needs to review
No action needed for course or students

Programs > Reports

Reports: Status Report Service Area: **All**
Status: Program courses complete unconditional, district needs to submit students data. CTE Region: **All Regions** [Go]

◁ ‹ 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	
			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.

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 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

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
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).