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 lowa 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.

Enterprise A&A Sign In	Create An Account Forgot Password Forgot Id
IOWA Department of Education	Leadership, Innovation and Service for IOWA.
Enter your Account Id and I	Password and press sign in to continue.
Account ID:	
pat.thieben@iowa.gov	× Sign In
Password:	Account Details
•••••	
	What is A&A? Help Report Issue to State Service Desk
Accoun	it Id Examples
Public User Account Format:	State Employee Account Format:
firstname lastname@iowaid	firstname lastname@iowa.gov
in a name, local anno georgia	"If you do not have an @iowa.gov account use your State of Iowa employee email address.

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

Please contact <u>ed.portal@iowa.gov</u> or 515-725-2040.

Open the Secondary CTE Reporting Application

Click on EdInfo, then choose Secondary CTE Reporting Application.



<u>CRITICAL!!!</u> 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

Accr	editation Program Area	
The a	ccreditation program area in which	the local course should be counted.
	One of ten content areas which loca units in grades 9-12.	al school districts are required to offer and teach a minimum number of Carnegie
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 N 1. 2. 3. 4. 5. 6.	Notes For all elementary and middle school Courses used for accreditation must All PSEO, specially funded (e.g. special	bi courses, the accreditation program area will be 0. t be taught by a highly qualified teacher. scial education, EL, Title I), correspondence courses, independent study, and / or or 9-12 District Accreditation. for 9-12 District Accreditation per lowa Code 281 - 12.5(5) s equential units of the same language) equential to postsecondary - including strands in algebra, geometry, trigonometry, fiscrete mathematics; and 2 additional units) ical scheduling practices may reflect fewer units for the reporting year) Education (CTE) for publics and 5.0 for nonpublics or meet Science accreditation requirements. ied Science, Technology, Manufacturing can be used to meet Mathematics

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 (<u>Senate File 2411</u>, 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: <u>Heather Meissen</u>.

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 <u>2024-25 Student Reporting in Iowa (SRI)</u> <u>data</u> 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.

Iowa Department of Education Student Reporting in Iowa Data Dictionary 2024-2025

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

- 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.
- 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 Work-Based 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 <u>Embedding Work-Based Learning</u> 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	Ν	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. **Review and UPDATE all contact information.**

			DE	Shared Courses Contacts	Reports Consultant Reports	Perkins Repo	orts District Contacts					
There are fe Programs s	Tere are tewer than 4 programs selected as Chapter 12 programs, please review. rograms 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 Enginee	ering Technology/Technician.	4.70						
	Applied Sciences, Technology, Engineering, and Manufacturing	Manufacturing	4805080000	Welding Technology/	Welder.	3.72	■ 1 🖉 🗞					
	Applied Sciences, Technology, Engineering, and Manufacturing	Science, Technology, Engineering and Mathematics	1515000000	ENGINEERING RELA	ATED/PLTW	0.00	I I C %					
	Applied Sciences, Technology, Engineering, and Manufacturing	Transportation, Distribution and Logistics	4706040000	Automobile/Automotiv	ve Mechanics	5.73	🗐 👤 📝 🗞 👘					
	Business, Finance, Marketing and Management	Business, Management and Administration	5203020000	Accounting Technolo	gy/Technician and Bookkeeping.	5.35	■ 1 2 %					
	Health Sciences	Health Science	5100000000	HEALTH SERVICES	ALLIED HEALTH/HEALTH	3.50	1 2 3 3					
	Human Services	Human Services	1901000000	FAMILY AND CONSU	JMER SCIENCES	3.00	I I C %					
		Last SPI Collection Date	• 1/20/2016	12-15-42 PM								
		System D	ue Dates	72.13.42 FW								
	<u>Courses in</u>	n a program <u>Student Data</u> Jan 31 July 31	<u>Program</u> June	updates <u>Prog</u> 15 Ju	<u>iram of Study</u> une 15							
		Grey = Not	available									
		Green = Needs	District Ac	tion								
		Yellow = Needs DE Blue = Co	consultar	IT ACTION								
		Bide = CC	mpiered									

Entering District Contacts

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

Year:	2015	District:			-			
District	:				D	istrict Contacts		
						Information		
Prog	Programs > Contacts							
For m	ore local di	strict information please cont	act below ad	dress				
		Email Address	Name	Phone Number		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.

Application Contact	
Email address search	Application Section List
Type email to search or add or update	
	Program of Study
	Courses
Contact Profile	U Students
	U all
First Name	
Last Name	
Email	
Phone	
Title	
	Cancel Sav

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

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					
	x pat.thieben@iowa.gov	Pat Thieben	515-281-4707	■ 单\$ %						

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.)

hap						Program		+Add Pr
12	Service Area	Career Cluster	CIP Number		CIP Title	Units	-	Actions
	Agriculture, Food and Natural Resources	Agriculture, Food and Natural Resources	0101000000	Agricultural B	usiness and Management.	5.00	10	20
	Applied Sciences, Technology, Engineering, and Manufacturing	Architecture and Construction	1501010000	Architectural I	Engineering Technology/Technician.	4.70	1	10
	Applied Sciences, Technology, Engineering, and Manufacturing	Manufacturing	4805080000	Welding Tech	nology/Welder.	3.72		18
	Applied Sciences, Technology, Engineering, and Manufacturing	Science, Technology, Engineering and Mathematics	1515000000	ENGINEERIN	G RELATED/PLTW	0.00		10
	Applied Sciences, Technology, Engineering, and Manufacturing	Transportation, Distribution and Logistics	4706040000	Automobile/A/ Technology/Te	utomotive Mechanics echnician.	5.73	6	10
	Business, Finance, Marketing and Management	Business, Management and Administration	5203020000	Accounting Te	chnology/Technician and Bookkeeping.	5.35		10
	Health Sciences	Health Science	5100000000	HEALTH SER SCIENCES, G	VICES/ALLIED HEALTH/HEALTH GENERAL	3.50		10
	Human Services	Human Services	1901000000	FAMILY AND	CONSUMER SCIENCES	3.00		10
		Last SRI Collection Date System D	e: 1/29/2010 Due Dates	5 12:15:42	PM			
	Courses	in a program <u>Student Data</u> Jan 31 July 31 Grev = No	Program June t available	updates 15	Program of Study June 15			

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.

			DE	Enanad Courses Reports Consultant Reports Contacts	Parkins Rap	oerts District Cent
prantic al	wer than 4 programs selected as Chapter 12 program tow 0% coded Program of Study, requirement is 75%	ma, please review. F				+Add Prop
Chap 12	Service Area	Careter Oluster	CIP Number	CP Tite	Program	Actions
	Apriculture, Food and Natural Resources	Agriculture, Food and Natural Resources	0101000000	Agricultural Business and Management.	5.00	E129
	Applied Sciences, Technology, Engineering, and Manufacturing	Architecture and Construction	1501010000	Architectural Engineering Technology/Technician.	4.70	E1079
	Applied Sciences, Technology, Engineering, and Manufacturing	Manufacturing	4805080000	Weiding Technology/Weider.	3.72	E109
	Applied Sciences, Technology, Engineering, and Menufecturing	Science, Technology, Engineering and Mathematics	1515000000	ENGINEERING RELATED/FLTW	0.00	E129
	Applied Sciences, Technology, Engineering, and Manufacturing	Transportation, Distribution and Legistics	4705040000	Automobile/Automotive Mechanics Sectorology/Technician	6.73	1189
	Business, Finance, Marketing and Management	Business, Management and Administration	5203020009	Accounting Technology/Technician and Bookkeeping	5.15	E189
	Health Sciences	Health Science	5100000000	HEALTH SERVICES/ALLIED HEALTH HEALTH SCIENCES, GENERAL	3.50	120
	Human Services	Human Services	1901000000	FAMILY AND CONSUMER SCIENCES	3.00	E 180
		Last SRI Collection Date System D	: 1/29/2016 ue Dates	12:15:42 PM		
		Grey = Not Green = Needs Needs DE Blue = Co	available District Ac Consultan	tion t Action		

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

				Shared Courses Reports Consultant Reports I DE Contacts	Perkins Report	s District Contacts			
		PLEASE REMEMBER TO UPD	ATE YOUR CO	ITACT INFORMATION					
Chap 12	Service Area	Career Cluster	CIP Number	CIP Title	Program Units	Actions			
	Applied Sciences, Technology, Engineering, and Magudachuring	Architecture and Construction	4699000000	CONSTRUCTION TRADES	4.26	1%			
	Manufacturing Applied Sciences, Technology, Engineering, and Manufacturing	Manufacturing	1506130000	Manufacturing Engineering Technology/Technician.	4.42	1%			
	Applied Sciences, Technology, Engineering, and	Transportation, Distribution and	4706040000	Automobile/Automotive Mechanics Technology/Technician.	6.00	18			
	Applied Sciences, Technology, Engineering, and Manufacturing	Transportation, Distribution and Logistics	4706050000	Diesel Mechanics Technology/Technician.	3.00	1%			
2	Business, Finance, Marketing and Management	Business, Management and Administration	5201010000	Business/Commerce, General.	13.26	12%			
	Health Sciences	Health Science	510000000	HEALTH SERVICES/ALLIED HEALTH/HEALTH SCIENCES, GENERAL	4.44	1%			
	Human Services	Hospitality and Tourism	1205030000	Culinary Arts/Chef Training.	3.99	12%			
	Human Services	Human Services	1907070000	Family and Community Services	3.00	12%			
	Human Services	Human Services	4301070000	Criminal Justice/Police Science.	3.27	12%			
2	Information Solutions.	Information Technology	1107010000	Computer Science	8.35	12%			
		Last SRI Collection D System	ate: 1/1/00 n Due Date	01 12:00:00 AM s					
	Courses in a program Student Data Program updates Program of Study Jan 31 June 15 June 15 June 15 Grey = Not available Green = Needs District Action Vellow = Needs DE Consultant Action								
		Blue =	Complete	t i i i i i i i i i i i i i i i i i i i					

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 resubmit 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.

Programs > Program Courses > Add Course		DE Contacts
· · · · · · · · · · · · · · · · · · ·	Agricultural Business and Management.	
Course: District Course Number: District Course Title: Carnegie Units Comments: Comments: District Course Title: Carnegie Units Comments: Comparent Pays 42 Intro Bus Tech-46 Comp. Apps 1-1.91 Intro Nursing-96 First Aid/CPR-97 Nursing Tech-98 Food \$ Nutrition II-HS301 Housing & Int Desig-HS302 Child Development II-HS305 Intro Indust Tech-HS451 Development II-HS305 Intro Indust Tech-HS452 Words of ConstructHS455 Data Proc. MS Office-HS102 General Business-HS104 Accounting II-HS105A Accounting II-HS105A Accounting II-HS105A Accounting II-HS105A	Ilection Date: 2/18/2015 3:24:17 PM System Due Dates State Fiscal Assignment Program updates Program of Study July 31 June 15 June 15 June 15 Grey = Not available en = Needs District Action Blue = Completed	Cancel Save

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 **n** or.
- Shared with another district
- 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: 500406 Title: Comm	CIP: 5004060000 Title: Commercial Photography.								
AutoNaviga	te								
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	$\overline{\mathbf{m}}$	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 Chap12 Unit total	6.25		Total Course Enrollment	750		
				_	_				
	Plor	and report any technical i	Last SRI Colle	ection D	ate: 12/13/20	024 3:30:19 PM	questions by	elicking Pepert	
	FIE	ase report any technicar i	ssues, programs	รเลเนร น	Judies, Cours	e anu/or program	questions by	CIICKING 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.



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".

wer than 4 programs selected as Chapter 12 program	ns, please review.					
low one coded Program of Study, requirement is 75%						+Add Pro
Service Area	Career Cluster	CIP Number		CIP Title	Program Units	Actions
Agriculture, Food and Natural Resources	Agriculture, Food and Natural Resources	0101000000	Agricultural B	usiness and Management.	5.00	
Applied Sciences, Technology, Engineering, and Manufacturing	Architecture and Construction	1501010000	Architectural I	Engineering Technology/Technician.	4.70	
Applied Sciences, Technology, Engineering, and Manufacturing	Manufacturing	4805080000	Welding Tech	nology/Welder.	3.72	
oplied Sciences, Technology, Engineering, and Science, Technology, Engineering and anufacturing Mathematics		1515000000	ENGINEERIN	G RELATED/PLTW	0.00	
Applied Sciences, Technology, Engineering, and Manufacturing	Transportation, Distribution and Logistics	4706040000	Automobile/A Technology/Te	utomotive Mechanics echnician.	5.73	
Business, Finance, Marketing and Management	Business, Management and Administration	5203020000	Accounting Te	chnology/Technician and Bookkeeping.	5.35	
Health Sciences	Health Science	5100000000	HEALTH SER	VICES/ALLIED HEALTH/HEALTH	3.50	
Human Services	Human Services	1901000000	FAMILY AND	CONSUMER SCIENCES	3.00	130
	Last SRI Collection Date System D	: 1/29/2010 ue Dates	6 12:15:42	PM		
<u>Courses i</u>	n a program <u>Student Data</u> Jan 31 July 31 Grey = Noto	Program June available	15	Program of Study June 15		
	Vallow = Needs DE	Consultar	Action			
	work coded Program of Study, requirement is 75% Service Area Agriculture, Food and Natural Resources Applied Sciences, Technology, Engineering, and Manufacturing Applied Sciences, Technology, Engineering, and Manufacturing Applied Sciences, Technology, Engineering, and Manufacturing Business, Finance, Marketing and Management Health Sciences Human Services <u>Courses I</u>	Service Area Career Cluster Agriculture, Food and Natural Resources Agriculture, Food and Natural Resources Applied Sciences, Technology, Engineering, and Agriculture, Food and Natural Resources Applied Sciences, Technology, Engineering, and Manufacturing Applied Sciences, Technology, Engineering, and Manufacturing Manufacturing Science, Technology, Engineering, and Manufacturing Sciences, Technology, Engineering, and Manufacturing Manufacturing Business, Finance, Marketing and Management Health Science Health Sciences Health Science Human Services Human Services Last SRI Collection Data July 31 Grey = Not Grey = Not Grey = Not Green = Needs	Service Area Career Cluster CIP Number Agriculture, Food and Natural Resources Agriculture, Food and Natural Resources 010100000 Applied Sciences, Technology, Engineering, and Manufacturing Architecture and Construction 150101000 Applied Sciences, Technology, Engineering, and Manufacturing Manufacturing 4805080000 Applied Sciences, Technology, Engineering, and Manufacturing Manufacturing 4805080000 Applied Sciences, Technology, Engineering, and Manufacturing Science, Technology, Engineering and Manufacturing 1515000000 Business, Finance, Marketing and Management Business, Management and Administration 5203020000 Health Sciences Health Science 5100000000 Human Services 190100000 System Due Dates Last SRI Collection Date: 1/29/2016 System Due Dates 101000000 Jan 31 July 31 June Grey = Not available Grey = Not available	Service Area Career Cluster CIP Number Agriculture, Food and Natural Resources Agriculture, Food and Natural Resources 010100000 Agricultural B Applied Sciences, Technology, Engineering, and Manufacturing Architecture and Construction 150101000 Architectural I Applied Sciences, Technology, Engineering, and Manufacturing Manufacturing 4805080000 Welding Tech Applied Sciences, Technology, Engineering, and Manufacturing Manufacturing 4005080000 ENGINEERIN Applied Sciences, Technology, Engineering, and Manufacturing Manufacturing 4005080000 ENGINEERIN Applied Sciences, Technology, Engineering, and Manufacturing Manufacturing 520302000 Accounting Technology. Business, Finance, Marketing and Management Business, Management and Administration 520302000 Accounting Te Sciences, c Health Sciences Health Science 510000000 FAMILY AND Last SRI Collection Date: 1/29/2016 12:15:42 System Due Dates Jan 31 July 31 June 15 Grey = Not available Grey = Not available Grey = Not available Grey = Not available	Service Area Career Cluster CIP Number CIP Tite Agriculture, Food and Natural Resources Agriculture, Food and Natural Resources 010100000 Agricultural Business and Management. Applied Sciences, Technology, Engineering, and Annufacturing Architecture and Construction 150101000 Architectural Engineering Technology/Welder. Applied Sciences, Technology, Engineering, and Manufacturing Manufacturing 40508000 Welding Technology/Welder. Applied Sciences, Technology, Engineering, and Manufacturing Science, Technology, Engineering, and Mathematics 51500000 ENGINEERING RELATED/PLTW Applied Sciences, Technology, Engineering, and Manufacturing Science, Technology, Engineering, and Mathematics 520302000 Accounting Technology/Technician. Business, Finance, Marketing and Management Manufacturing 50000000 HEALTH SERVICES/ALLIED HEALTH/HEALTH Sciences 50000000 Health Sciences 190100000 FAMILY AND CONSUMER SCIENCES Econcestering and Administration 50000000 Human Services 190100000 FAMILY AND CONSUMER SCIENCES Econcestering and Administration Forgram updates Program of Study Jan 31 July 31 June 15 June 15 System Due Dates Grey = Not available Grey = Not available	Service Area Career Cluster CIP Number CIP Title Program Units Agriculture, Food and Natural Resources Agriculture, Food and Natural Resources 010100000 Agricultural Business and Management. 5.00 Applied Sciences, Technology, Engineering, and Manufacturing Architecture and Construction 150101000 Architectural Engineering Technology/Technician. 470 Applied Sciences, Technology, Engineering, and Manufacturing Manufacturing 4805080000 Veiding Technology/Weider. 3.72 Applied Sciences, Technology, Engineering, and Manufacturing Manufacturing 4805080000 ENGINEERING RELATED/PLTW 0.00 Applied Sciences, Technology, Engineering and Manufacturing Transportation, Distribution and Logistics 4706040000 Automobile/Automotive Mechanics 5.73 Business, Finance, Marketing and Management Health Science 5100000000 ECENTES, ScienceS. 3.00 Human Services Human Services 190100000 FAMILY AND CONSUMER SCIENCES 3.00 Exet SRI Collection Date: 1/29/2016 T2:15:42 PM ScienceS, General 3.00 Human Services 190100000 FAMILY AND CONSUMER SCIENCES 3.00 Exet SRI Collection Date: 1/29/2016 12:15:

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 Br	eakdown					×					
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 Reque	st Course Review							
Student Name	State ID	Program Total Units	Concentrator	Student is Single Parent	WBL						
		4 1 1 1 1 1 1				Edit Units Edit Units Edit Units Edit Units Edit Units Edit Units Edit Units 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.

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. <u>SCTERA Short Takes Video: Shared Courses and "INCLUDE"</u> (3:59)

hap	Service lines	County	Tauthar	CE lumber		C10 714	Program	+Add Pro
12	Androthing Front and Variant Resources	Laindan fand and	Matural Recording	010100000	Lastration I	Laibard and Databalisat	Units	11,0
	Applied Sciences, Technology, Engineering, and Manufacturing	Architecture and Con	struction	1501010000	Architectural	Engineering Technology/Technician.	4.70	118
	Applied Sciences, Technology, Engineering, and	Manufacturing		4805080000	Vielding Tech	ntalogy/Welder.	3.72	E 18
	Applied Sciences, Technology, Engineering, and Manufacturing	Science, Technology, Methematics	Engineering and	1515000000	ENGINEERI	NG RELATED/PLTW	0.00	
	Applied Sciences, Technology, Engineering, and Manufactures	Transportation, Distribution and Legistics		4705040000	Automobile/Automotive Mechanics Sectoromov/Sectoromov		5.75	E12
	Business, Finance, Marketing and Management	Business, Management and Adverse trades		5203020000	Accounting Technology/Technician and Boolkeeping		5.35	E 10
	Health Sciences	Health Science		5100000000	HEALTH SET	RVICES/ALLIED HEALTHINEALTH	3.50	E 124
	Human Bervices	Human Dervices		1901000000	FAMILY AND	CONSUMER SCIENCES	3.00	1129
		Last SRI Co	ollection Date System D	: 1/29/2016 ue Dates	12:15:4:	2 PM		
	Courses i	in a program S Jan 31 Gi	July 31 Grey = Not reen = Needs	Program J June available District Ac	pdates. 15 tion	Program of Study June 15		

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.

mared cost is included owards p	rses are cour i n o porticulo articipant and	ses that are offered in more than one p r program by checking the "include" bo I concentrator counts for that progra	rogram within a service area – or – across service areas. A lotal « Including J.n., checking a box under the 'include' column) an.	of (1.0) units may be shared across service areas. For a shared course in a program means stude	Use this si nits in that
Course Aunther	Camepie Units	Course Name	Scod Code - Service Area	Program Title	Inded
H13 183	1	CTE INTERNERIP CTE INTERNERIP	229980310008usiness, Finance, Marketing and Management 229980310008usiness, Finance, Marketing and Management	Marketing/Marketing Management, General Business/Commerce, General.	8
83	1	CTE INTERNSHIP	229950 1000 Applied Sciences, Technology, Engineering, and Manufacturing	Automobile/Automotive Mechanics Technology/Technician	
22	0.5	SOCIAL MEDIA EXPLORED	11004C0500 Information Selutions	Game and Interactive Media Design	D
22	0.5	SOCIAL MEDIA EXPLORED	11004C0500 information Solutions	Cinematography and Film/Video Production	D.
5	0.5	PRINCIPLES OF MARKETING	12152C0501Business, Finance, Markeling and Management	Marketing/Marketing Management, General	
15	0.5	PRINCIPLES OF MARKETING	12152C0501Business, Finance, Marketing and Management	Business/Commerce, General.	D .
9		BUSNESS 101	12051G1004Human Services	Criminal Justice/Police Science	
19	1	BUSINESS 101	1205101004/Business, Finance, Marketing and Management	Marketing/Marketing Management, General	ō
9	1	BUSINESS 101	12051G1004Eusiness, Finance, Marketing and Management	Business/Commerce, General.	
8	1	BUSINESS ENTREPRENEURSHP	120530 1000Business, Finance, Marketing and Management	Marketing/Marketing Management, General	
	1	BUSINESS ENTREPRENEURSHP	12053G1000Business, Finance, Marketing and Management	Busineos/Commerce, General	0
4	0.5	SPORTS & ENTERTAINMENT MOMENT	1216300500Business, Finance, Mariating and Management	Marketing/Marketing Management, General	

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).

Agriculture, Food and Natural Resources	Agriculture, Food and Natural Resources	0101000000 Agricultural Business and Management	4.00	∎ 1 2% Q
Applied Sciences, Technology, Engineering, and Manufacturing	Architecture and Construction	4899000000 CONSTRUCTION TRADES	4.00	∎ ⊥ 2°%
Business, Finance, Marketing and Management	Business, Management and Administration	5201010000 Business/Commerce, General.	3.50	1 3 %
Human Services	Human Services	1901000000 FAMILY AND CONSUMER SCIENCES	3.50	1 3 3 3

Program Review Comments	×
Previous Comments:	
Add Comments Here	
	Return

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
- <u>Student Reporting in Iowa Tutorials</u>
- Framework of SCED for Secondary Level Courses (12-2024)
- <u>Career Academy Minutes and SCED Codes (8-22-24)</u>
- <u>Complete List of Non-Secondary Course Codes (8-24-21)</u>
- <u>SCED v12</u>
- SCED Codes and Contact Minutes for Community College Courses (8-2024)
- <u>Compare PSEO and Contracted Courses</u>
- <u>SCTERA APPLICATION HANDBOOK (12-12-24)</u>
- 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
- <u>Coding & Reporting Work-Based Learning Experiences</u>

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.

Agriculture, Food and Natural Resources	Agriculture, Food and Natural Resources	0101000000	Agricultural Business and Management	4.00	■ 1 3 %
Applied Sciences, Technology, Engineering, and Manufacturing	Architecture and Construction	4699000000	CONSTRUCTION TRADES	4.00	1 2 2 3
Business, Finance, Marketing and Management	Business, Management and Administration	5201010000	Business/Commerce, General.	3.50	1 3 8
Human Services	Human Services	1901000000	FAMILY AND CONSUMER SCIENCES	3.50	■ 1 🖉 %

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 = Si Concentrator Column = St WBL Column = If a studen using one of these Sced C Childhood Education CDA	tudent is themself a single parent of udent has accumulated 2.0 Carne it is currently enrolled and participa odes , check this box. Examples in , Agriculture SAE*(120 Hours), an	or is pregna gie units in iting in a co nclude and d ProStart.	nt a CIP/CTE Program urse that offers em are limited to: Regi	n bedded workplace expe stered Apprenticeships,	rience but is not part of a work-bas Pre-Apprenticeship, Health Scienc	ed learning e CNA, Ea	g class rfy			
Enrolled	Concentrator		Single Parent	WBL	Action					
71	0		1	0	Submit Student Data					
Student Name	State ID	Progra	m Total Units	Concentrator	Student is Single Parent	WBL				
			0.5 0.5				Edit Units Edit Units Edit Units			

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 workbased learning class using one of these <u>SCED Codes or EMBED Codes</u>, 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.

Program Student B	Breakdown					×
Single Parent Column = St Concentrator Column = St WBL Column = If a student using one of these Sced C Childhood Education CDA	udent is themself a single parent o udent has accumulated 2.0 Carnet t is currently enrolled and participa odes , check this box. Examples is Agriculture SAE*(120 Hours), an	or is pregnant gie units in a CIP/CTE Program titing in a course that offers emb nclude and are limited to: Regis d ProStart.	edded workplace ex tered Apprenticeship	operience but is not part of a work-bas ps, Pre-Apprenticeship, Health Scienc	ed learning e CNA, Ear	class ly
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				×
	64D 0 - 4-	Page Bad	0	Under Final Review
Agriculture, Food and Natural Resources	0101000000	Enrolled 0	Concentrator 0	Single Parent 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.

WE certif	ylacknowledge that we have reviewed courses not wer than 4 programs selected as Chapter 12 programs	tied to a program. I, please review.				+4.00	Program
Chap 12	Service Area	Career Cluster	CIP Number	CIP Title	Program Units	Action	·
0	Agriculture, Food and Natural Resources	Agriculture, Food and Natural Resources	0100000000	Agriculture, General.	0.00	112	00
0	Applied Sciences, Technology, Engineering, and Manufacturing	Architecture and Construction	4699000000	CONSTRUCTION TRADES	0.00	12	90
0	Business, Finance, Marketing and Management	Business, Management and Administration	5201010000	Business/Commerce, General.	0.00	112	00
0	Health Sciences	Health Science	5100000000	HEALTH SERVICES/ALLIED HEALTH HEALTH SCIENCES. GENERAL	0.00	110	00
0	Human Services	Human Services	1907070000	Family and Community Services	0.00	12	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 Ellsworth Community	College 🗸	College 🗸	
College Program Name Construction Trades		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.

CIP Number: State Approval Status: Operational Status:	010000000 Approved Operational	
Program Approval Status: Title: Review Year Comments:	District Enters and Submits Courses District Enters and Submits Courses Program courses under DE review DE Completed Review unconditional DE Completed review conditional District submitted student data Courses and students data completed	

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** <u>the approved subset of secondary CTE CIP Codes</u> and contact the appropriate Content Area consultant.

nag ta	Bervice Anna	Carto	Clutter	CP Number		CP 110	Program	Activ	110
	Apriculture, Point and Natural Messurioes	Agreeature, Food at	d Natural Resources	9101000000	Apricultural	Business and Manapement	0.00	# 10	89
	Applied Sciences, Technology, Engineering, and Manufacturing	Architecture and Ga	estudios.	1001010000	Architectural	Engineering Rochnology/Technician	4.79	1.10	20
	Applied Sciences, Technology, Engineering, and	Manufacturing		4805080000	counting Tex	heology/Welder	3.72	# 10	29
-	Applied Sciences, Technology, Engineering, and Manufacturing	Scence, Technolog Mathematics	Engineering and	151502000	ENGINEERS	NG RELATED PLTIR	8.88	# 10	20
1	Applied Sciences, Technology, Engineering, and	Transportation, Dist	ribution and Logiclics	4700040000	Artimatele	Automotive Mechanics Technology	5.75	S 10	29
	Rusinese, Finance, Marketing and Hanapement	Business Venager	went and	5253628808	Accessing?	Technology Technician and Bookiemping.	5.35	# 10	20
	Health Didenties	Health Science		5100000000	HEALTH BE	RINCESIALUED HEALTHINEALTH	3.55	8 10	29
	Ruman Gervices	muman Bervicesi		1001000000	FAMILY AND	CONDUMER SCIENCES	3.09	E 10	29
		Last SRI C	Collection Data System D	: 1/29/2016 we Dates	12:15:4	2 PM			
	Courses I	n a program Jan 31	Student Data July 31 Grey = Not	Program s June available District Ac	apdates, 15 tion	Program of Study June 15			

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

CIP Number:				
Operational Status:	Operational	~		
litle:				
Assistance Eligibility Year				
Program Open Year				
Program Close Year				
Comments:				

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.

٢	IOV Departs	VA ment of Educ	ation	O Jaffrey Fre	toher Parts	ip, Innovation and i	Service	for IOWA
Nar 2023	Debict D	allas Center-Grimes (Comm School District ,1576			Reports	5 Code: 20 U.	6.C. §2301
Programs > Reports: Deater	Reports et Courses Rep	ar v) i	Service Area: Agriculture, Food	and Natural Reso	4/046	✓] CTE Region: ["As Regions" ✓]	Show	All Districts
14 <	1 0	127 > DI	💮 Page Width 🛩	8~	8	Find Next		
			District Opera Yi	ational Progr ear: 2023 Distri	ram CTE	Course Listings ricts		
AGWSR	Chap12	Service Area	Title	CIP	Course #	Course Name	Units	Student Count
Comm School	mm School	Agriculture, Food and	Agriculture, General.	0100000000	72	HORTICULTURE 18051005018	0.50	18
District	V	Natural Resources			64	KOWA AGRICULTURE 18001G10000	1.00	21
					70	ELECTRICITY 17102006000	0.50	54
					348	"SURV ANIMAL IND ADVISIBILITICS 18101C60300	0.50	17
					111	NATURAL RESOURCES 18504005022	0.50	
					105	LEADERSHIP 22101005000	0.50	4
						Totals:	3.50	85
AHSTW	Chap12	Service Area	Title	CIP	Course #	Course Name	Units	Student Count
Comm School	.1	Agriculture, Foot and	Agriculture, General.	0100000000	410A	INTRO/ANIMAL SCI 16101005010	0.50	15
District	V	Natura Pelocardas			4098	INTROPLANT SCIENCE 18051005620	0.50	4
					374	WELDING 18404G05000	0.50	10
					4108	INTROVANIMAL SCI 18101505020	0.58	12
					409A	INTROPLANT SCIENCE 18051005010	0.50	
						Totals:	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 **Goo** to generate the report.

0	IOV Departm	VA nent of Educa	ation	Jathey Fe	the Pata	ip, Innovation and i	Servic	for IOWA.
Year 2023	District: Do	las Center-Grimes C	Comm School District ,1576			Reports	5 Code: 20 U	s.C. §2301
Programs > Heports Duty	Reports d Courses Report	n ()	lervice Area: Agriculture, Food /	and Natural Reso	urom	✓] CTE Region: ("All Regions" ✓)	Show	All Districts
14 <	3 of	27 > DI	💮 Page Width 🗸	S ~	8	First Next		
			District Opera Ye	ational Progr	ram CTE	Course Listings ricts		
AGWSR	Chap12	Service Area	Title	CIP	Course #	Course Name	Units	Student Count
Comm School	. ,	Agriculture, Food and	Agriculture, General. 010000		72	HORTICULTURE 18051005010	0.50	16
District	itrict	Natural Resources			64	KNIA AGRICULTURE 18001010000	1.00	21
					70	ELECTRICITY 17102005000	0.50	54
					348	*SURV ANIMAL IND AGWISRIVCC 18101C03300	0.50	57
					111	NATURAL RESOURCES 18504005022	0.50	
					105	LEADERSHIP 22101005000	0.50	6
						Totals:	3.50	85
AHSTW	Chap12	Service Area	Title	CIP	Course #	Course Name	Units	Student Count
Comm School	. 1	Agriculture, Food and	Agriculture, General	0100000000	410A	INTROIANIMAL SCI 18101005010	0.50	15
District		Natural Resources			4098	INTROPLANT SCIENCE 18051005620	0.50	4
1.1					374	WELDING 18404G05000	0.50	10
					4108	INTRO/ANIMAL SCI 18101005020	0.58	12
					4094	INTROPLANT SCIENCE 1805/1005010	0.53	6
						Totais:	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 **Goo** to generate the report.

Programs >	Reports							
Reports: Prog CTE Region:	"All Regions"	Service Area:	"Al"		~	Operational Status	Operational	~
I4 <	1 of 2 ?)	> > > •	Page Width 👻		Fine	d Next		
	Service	Year: 2021 District: e Area: **All** Operatio	: All Districts nal Status: Opera	ational				
District Code	District	Service Area	CIP	Title	Enrollment	Review Date		
0027	Adel DeSoto Minburn Comm School District	Agriculture, Food and Natural Resources	010000000	Agriculture, General.	66	2020		
		Applied 1515000000 El Sciences, Technology,	ENGINEERING RELATED/PLTW					
		Engineering, and Manufacturing	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 – 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: Statu Status: Progra	s Report m courses complete uncondition	Service Area:	main students data.	CTE Region:	**All Regions*	~	Go
⊲ <	1 of 2 ? >	⊳I ⊛	Page Width 💙		с	Find	Next
Service Area	: **All** Status: Program co	Year: 2021 District ourses complete un	All Districts aconditional, distr	ict needs to sul	bmit students	data.	
District Code	District	Service Area	CIP	Title		Enrollment	Review Date
0027	Adel DeSoto Minburn Comm School District	Agriculture, Food and Natural Resources	010000000	Agriculture, Ger	neral.	66	2020
		Applied Sciences, Technology,	1515000000	ENGINEERING RELATED/PLTV	N	47	
		Engineering, and Manufacturing	4699000000	CONSTRUCTIO	ON TRADES	93	2020
		Business, Finance, Marketing and Management	5201010000	Business/Comm General.	nerce,	178	2019
		Human Services	1205000000	Cooking and Re Culinary Arts, G	elated ieneral.	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 **b** to generate the report.

Progra	ms > Reports				DE Contact
Reports:	Program Of Study Report	Service Area:	··AI	Operational Status: O	ational V Region: "Select Region" V Go
14 4 [1 of 1 ▷ ▷ ↓ ↓ Page Width	×	Find Next 🛃 • 😂		
	District: Denison C Service Area: **Al	Comm School Distr " Operational Sta	ict, 1701 tus: Operational	Heres	
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	5201010000	Business/Commerce, General.	Business Administration	Western Iowa Tech Community College
	Administration	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
<mark>9</mark>	Career and Technical Education (CTE)
10	Computer Science
<mark>11</mark>	Applied STEM for Math (up to 2.0 units)
<mark>12</mark>	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.

Jser No 1. 2.	Three alpha for otes Required for c The Iowa com	ollowed by three nu ommunity college	umeric chara	cters <i>v</i> iding college	credit				
Jser No 1. 2.	ntes Required for c The Iowa com	ommunity college	courses prov	viding college	credit				
1. 2.	Required for c The Iowa com	ommunity college munity colleges as	courses prov	iding college	credit				
2.	The Iowa com	 The lowa community colleges assign a Common Course Number (CCN) to each course that they offer. any for Course Origination 2 (Consumption of Course Internet Course) or 2 (Consumption of Course Internet Course) is the internet of the course of		~~~·	GIOGUIL.	A N N			<i>.</i>
	only for Course Origination 2 (Postsecondary Enrollment Option) or 3 (Concurrent Enrollment) if the institution							that they	offer. It is require
	providing the c	course is a commu	nity college.					nent) ii u	
3.	Common Cou	rse Numbers are f	ound in the c	ourse guide	book publis	shed by the	e commun	ity colleg	e.
4.	Letters must b	e in UPPERCASE		_					
5.	For the purpos	ses of Supplement	ary Weightin	g: National mum	hor				
	a. Each b A.CC	N from a commun	ity college ta	al course nun ken on vario	iber is schedul	es (ie so	me studer	nts are ta	king it as part of
	their	regular daily sched	dule, some si	tudents are ta	king it on	the commu	inity colleg	ge campi	us, some are takir
	it onli	ne) will need a loc	al course nu	mber per 'scł	nedule'				
6.	The same CCI	N cannot be used	for both a Co	oncurrent Enr	ollment an	d PSEO co	ourse.		
7.	Not all CCNS a	are eligible for sup	plementary v	veignting.					
/endor	Notes								
•	The first letters	s of the 6 characte	r number mu	ist be upperc	ase.				
)ata Fl	ement Rollove	r. Vas							
Elemen	t Specification	s						_	
Elemen	t ID Format	Vendor Default	Min Length	Max Length	SRI	State ID	ISASP	EL	FY Added
20025	Alpha	No Default	6	6		INI	N	N	2010 I

CTE – Career and Technical Education

Student Reporting in Iowa (SRI)

The lowa 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. <u>School</u> <u>Courses for the Exchange of Data (SCED) v12</u>, <u>SCED Coding 101</u>.

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: 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. 					
Data Element Rollover: Yes					
Element Specifications Element ID Format Vendor Default Min Length Max Length SRL State ID ISASP EL EX Added					
C0035 Alpha 0 1 11 Y N N N 2009					
For More Information: Rachel Kruse 515-281-4153 <u>rachel.kruse@iowa.gov</u> 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 <u>that is not part</u> of a dedicated work-based learning class using one of these <u>SCED Codes or EMBED Codes</u>, 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**).