

Reporting CTE Coursework and Program Completers

SIRS Manual pages 37 - 38

CTE Beginning and Ending Program Service Records: *In the year the student leaves school, the entire enrollment record will show which Reason for Ending Program Service Code should be used in the final record.*

Districts determine how many and what combination of sequenced CTE courses are needed to achieve program completion. *If the student's concentration of CTE courses does not meet the district's requirements, the Reason for Ending Program Service Code is 663 (left without completing), and the Level of Program Intensity is the level reached by the day the student discontinued the program.*

The CTE Program Service Record begins on the date the student enrolls in the program in the current school year. To end a CTE Program Service Record, use the following Reason for Ending

CTE Program Service Codes:

Ending a CTE Program Service Record	Reason for Ending CTE Program Service Code
Student meets the program provider requirements for program completion	646
Student ends the program service without completing the program in the year the student leaves or completes high school	663
Student has not completed the CTE program by the end of the reporting year and program completion is still pending	Leave Blank

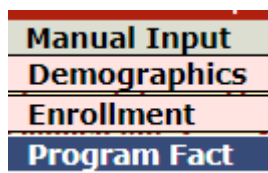
CTE Program Intensity: Program intensity is a measure of the student's progression through his or her CTE program. Indicate the Level of Program Intensity reached at the end of the school year being reported. The program intensity should be updated at the end of each school year. If, by the end of the first year of the CTE program, the student has met the criteria of the Concentrator, the provider should update the student's record to reflect this. The Program Intensity should reflect their status as of reporting.

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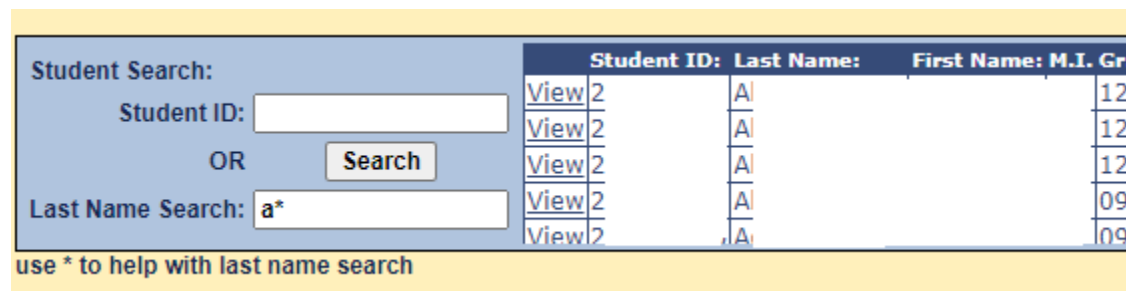
The following table offers guidance on how to determine program intensity for NYSED-approved CTE programs at local high schools and those at BOCES or technical high schools:

Program Intensity	Local High School CTE Student	BOCES or Technical High School CTE Student
Participant	Student has completed one CTE course (equivalent to one full school year course) in an approved program.	Student has completed the equivalent to a one full school year high school course in an approved program while enrolled in a BOCES two-year program.
Concentrator	Student has completed at least two sequenced CTE courses (equivalent to two full school year courses) in an approved program.	Student has completed the equivalent to a two full school year high school courses in an approved program while enrolled in a BOCES two-year program.

- Log into Level 0
- Hover over **MANUAL INPUT**
- Tap on **PROGRAM FACT**



- Find the first student: either search by ID or Last Name



Student Search:

Student ID:

OR

Last Name Search:

use * to help with last name search

Student ID:	Last Name:	First Name:	M.I.	Gr:
View	2	A		12
View	2	A		12
View	2	A		12
View	2	A		09
View	2	A		09

- Enter data in each of the highlighted fields below.
 - **Start date** = the date the student enrolls in the program in the current school year (first day of school or transfer into the CTE course/s)

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- **End Date** = CANNOT be a future date (last day of school or when exited the CTE course/s)

***denotes a required field**

*Student ID: *Location Code: Service Provider BEDS Code (State Location ID):

*Beginning Date: *Record Program Category: *Program Code:

Ending Date: Exit Reason Code 1: PGM Participation Info Code:

Orig. Prog. Date: Prog. Intensity: Provider Type Code: Program Comment:

Import Validation Messages:
 Success! The record validated with no import errors. However no verification checks were performed on this record.

Delete Record Validate & Save Curr. Student / Add New Clear

Prog. Intensity:
 (CTE/ELL Eligible Programs)

646 :: Completion of CTE Program Service
 663 :: Left without Completing CTE Program Service

Concentrator
 Participant

Code	Description	To End Program Service Code:
646	Completion of Program Service	Career and Technical Education Codes. Use code 646 for the completion of the program.
663	Left without Completing Program Service	Career and Technical Education Codes. Use code 663 for left without completing the program. If the student has not completed the CTE program by the end of the reporting year and program completion is still pending, leave Reason for Ending Program Service field blank. Provide reason for ending code in the year the student leaves school.

As each student's record is completed

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a) **VALIDATE AND SAVE**

b) Tap on **CLEAR**

c) Add another

Finished? Complete the **L1 Data Prep** Process for **PROGRAM FACT**

ONLY select the single category (or more) that was *just entered*.

VALIDATE NOW

CREATE FILE FOR LEVEL 1 SUBMISSION

Program Fact Data Prep. for Level 1:

Perform a 2nd level of error checking. When Level 0 has it's W/F error level set to 'Fatal', program data can not be sent to Level 1 until this process has been completed with no errors.

Note: Checking a box below will initiate validation for the selected program. If the program passes validation it will be included in the file creation for Level 1.

☐ **Check All**

<input type="checkbox"/> Safety Net	<input type="checkbox"/> CTE / Tech Prep	<input type="checkbox"/> ELL Eligibility	<input type="checkbox"/> ELL Programs	<input type="checkbox"/> ESEA	<input type="checkbox"/> Type of Disability	<input type="checkbox"/> 0198::Poverty
<input type="checkbox"/> 0220::Alt. Assess.	<input type="checkbox"/> 0242::NYSESLAT	<input type="checkbox"/> 0264::Section 504 Plan	<input type="checkbox"/> 5753::Intervening Serv.	<input type="checkbox"/> 5806::Reduced Lunch	<input type="checkbox"/> 5817::Free Lunch	<input type="checkbox"/> Summer School Participation
<input type="checkbox"/> 8261::Single Parent/Pregnant	<input type="checkbox"/> 8272::Homeless Youth	<input type="checkbox"/> UPK	<input type="checkbox"/> Title 1 TAS	<input type="checkbox"/> Prekindergarten Program	<input type="checkbox"/> 2618::Inter-Dist. Transfer	<input type="checkbox"/> 1232::SIFE
<input type="checkbox"/> Higher Education	<input type="checkbox"/> 8271::CDOS Credential	<input type="checkbox"/> 8282::Immigrant	<input type="checkbox"/> 8292::Parent Armed Forces	<input type="checkbox"/> 8300::Foster Care	<input type="checkbox"/> 8312::Biliteracy	<input type="checkbox"/> 8262::Homeless
<input type="checkbox"/> Local Programs	<input type="checkbox"/> Restricted	<input type="checkbox"/> 5754::CCEIS	<input type="checkbox"/> 8313::Civic Readiness			

Validate Now

Validation results...

Click the button below to create export file for Level 1

Create File for Level 1 Submission

Save As

Data Prep. messages...