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CTE™

CTERS USER'S MANUAL 2018-2019

Career and Technical Education
REPORTING SYSTEM

Notice to the Reader

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*Commonwealth of Virginia Department of Education
Office of Career, Technical, and Adult Education*



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Introduction

The 2018-2019 Career and Technical Education Reporting System (CTERS) User's Manual provides guidance for completion of the following reports:

- Secondary Enrollment Demographic Form (SEDF)—fall and end-of-year submissions through the Master Schedule Collections
- Secondary Student Career Clusters Enrollment Report (SSCCER)—reported through End-Of-Year (EOY) Student Record Collection (SRC)
- Preliminary Completer Demographics Report (CDR)—reported through EOY SRC
- Career and Technical Education Program Completer Student Follow-Up—reported through the Demographics Research Group at the University of Virginia Weldon Cooper Center for Public Service survey website
- Career and Technical Education Credential Collection (CTECC)
- Final Completer Demographics Report (CDR)—reported through Summer SRC

The information collected through CTERS is used to

- plan budgets,
- determine the Standards of Quality (SOQ) funding for CTE programs,
- determine disbursements of federal funds for the administration of CTE programs, and
- report career and technical education (CTE) accountability data to federal, state, and local agencies or individuals in response to requests for specific information.

There are several changes in the data collection, analysis, and reporting functions of the CTERS. Read all sections of the manual closely.

The [CTERS User's Manual](#) is available on the Virginia Department of Education (VDOE) Career and Technical Education (CTE) website at

[Link:www.doe.virginia.gov/info_management/data_collection/instruction/career_tech/](http://www.doe.virginia.gov/info_management/data_collection/instruction/career_tech/).

Thank you for your diligence in the CTE data collection and submission process. Please send comments and suggestions for improvement of this manual to the following address:

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Terms and Definitions

Terms included in the CTERS User's Manual are defined as follows:

Term	Definition
Career Pathway	A career pathway represents a common set of skills and knowledge, both academic and technical, necessary to pursue a full range of career opportunities ranging from entry level to management, including technical and professional careers.
Certification/Licensure Assessments	Completion of certain skill sets and coursework enables students to participate in the Virginia Board of Education-approved assessments for industry certifications, state licenses, and/or occupational competency skills certifications. Students who earn these credentials are eligible to earn verified credits toward graduation requirements. Students are required to earn a Board-approved CTE credential to graduate with a Standard Diploma.
Completer	A CTE completer is a student who has met the requirements for a CTE concentration (sequence) and all requirements for high school graduation, or an approved alternative education program. NOTE: Students may take additional CTE courses that will enhance their career pathway goals.
Concentration	A concentration is a coherent sequence of state-approved courses as identified in the course listings within the web-based Administrative Planning Guide (APG).
CTE Serving Division	The "CTE Serving Division" is where a student was first reported with a CTE Finisher Code of 1 or 5 in the SRC.
CTE Serving School	The "CTE Serving School" is where a student was first reported with a CTE Finisher Code of 1 or 5 in the SRC. CTE Serving Schools can include Regional CTE Centers, Division-Level CTE Centers, Governor's STEM Academies, and Governor's Health Sciences Academies.
CTE Data-Reporting School Year	September 1 through August 31 (fall, spring, and summer).
Enrollee	An enrollee is a student in grades 6-12 who is enrolled in a state-approved CTE course.
Finisher	A finisher is a secondary (high school) student who has earned two or more standard credits for state-approved courses in a CTE program.
Leaver	A leaver is a secondary (high school) student who was enrolled in a CTE program and either transferred to another school or dropped out of school without graduating.
Responsible Division	The "Responsible Division" is where (a) the student resides, (b) the student attends a school through open enrollment, or (c) tuition is waived. NOTE: The Responsible Division must report the records of students when the Serving Division number is greater than 218 or not equal to 900.
Serving Division	The "Serving Division" is the division or agency that provides services to the student. NOTE: Only a division whose code number is less than or equal to 218, or is equal to 900, will submit a report to the VDOE. If the Serving Division number is greater than 218 or not equal to 900, the Responsible Division must report the records of those students.
Special Populations	Special populations are individuals with disabilities; individuals from economically disadvantaged families, including foster children; individuals preparing for nontraditional career fields; single parents, including single pregnant women; displaced homemakers; and individuals with limited English proficiency.
Specialization	A specialization is a student choice to take additional courses beyond a minimum completer course sequence in a specific career cluster area related to his/her career pathway.

2018-2019 CTERS Important Dates

Report	Brief Description	Due Date
Secondary Enrollment Demographic Form (SEDF) Fall Report	Report enrollment counts that are recorded on October 1, 2018 , for all CTE state-approved 6-, 9-, 12-, 18-week and yearlong (36-week) classes. Submission Method: CTE administrator submits to the VDOE through SSWS* Fall Master Schedule Collection (MSC). NOTE: Regional CTE Centers report MSC data, using Excel files, directly to the VDOE Office of Educational Information Management.	January 31, 2019 (Due date for Fall MSC)
CTE Follow-Up Survey of Program Completers (from School Year 2017-2018)	Conduct the 2019 follow-up of the 2018 CTE Program Completers approximately 9-12 months after graduation. The survey measures completers' transition to postsecondary education or employment and their satisfaction with, and the quality of, their high school education. Submission Method: Online data entry (managed by The Center for Survey Research at the University of Virginia's Weldon Cooper Center for Public Service)	July 1, 2019 (Follow-up survey ends)
Secondary Student Career Clusters Enrollment Report (SSCCER)	Report unduplicated enrollment counts that are recorded on the last day of school for students participating in CTE classes in grades 9-12 and students in grades 7 and 8 who are earning high school credit. Submission Method: Within SSWS*, upload the data text file to the VDOE through the End-of-Year (EOY) Student Record Collection (SRC).	July 15, 2019 (Due date for EOY SRC)
Preliminary Completer Demographics Report (CDR)	Report data elements that are recorded on the last day of school and used to analyze program completer demographics, calculate performance measures, and compile federal, state, and local accountability reports. Submission Method: Within SSWS*, upload the data text file to the VDOE through the EOY SRC.	July 15, 2019 (Due date for EOY SRC)
Career and Technical Education Credential Collection (CTECC)	Report data annually for students and teachers participating in CTE classes and industry credentialing external testing presented in the Virginia's School Quality Profiles (School Report Card). Submission Method: Within SSWS*, upload the data text file. NOTE: Upon verification by the school division, the <i>Workplace Readiness Skills for the Commonwealth Examination</i> results will be reported directly to the VDOE from the test provider, CTECS.	July 31, 2019
Final Completer Demographics Report (CDR)	Report data elements that are recorded on the last day of summer school and used to analyze program completer demographics, calculate performance measures, and compile federal, state, and local accountability reports. Submission Method: Within SSWS*, upload the data text file to the VDOE through the Summer SRC.	August 30, 2019 (Due date for Summer SRC)
Student Enrollment Demographic Form (SEDF) End-of-Year Report (2018-2019 School Year)	Report enrollment counts that are recorded on the last day of school for all CTE state-approved 6-, 9-, 12-, 18-week and yearlong (36-week) classes. Submission Method: CTE administrator submits to the VDOE through SSWS* EOY MSC. NOTE: Regional CTE Centers report MSC data, using Excel files, directly to the VDOE Office of Educational Information Management.	September 30, 2019 (Due date for EOY MSC)

*SSWS—Single Sign-on for Web Systems

Perkins IV Performance Measures (2018-2019 Virginia Agreed-Upon Performance Levels)

Core Indicator Code	Core Indicator of Performance	State Negotiated Level of Performance 2018-2019	Data Collection Source
1S1	Academic Attainment English: Reading	87.00%*	<ul style="list-style-type: none"> End-of-Course (EOC) Standard of Learning Test Scores
1S2	Academic Attainment Mathematics (Highest level)	87.00%*	<ul style="list-style-type: none"> End-of-Course (EOC) Standard of Learning Test Scores
2S1 A	Technical Skills Attainment Student Competency Rate	93.00%	<ul style="list-style-type: none"> Final Completer Demographics Report (CDR) Career and Technical Education Credential Collection (CTECC)
2S1 B	Completers Participating in Credentialing Tests	85.00%	
2S1 C	Test Takers (Completers) Passing Credentialing Tests	85.00%	
2S1 D	Completers Passing Credentialing Tests	78.00%	
2S1 E	Completers Who Passed a Credentialing Test <i>Plus</i> Completers Who Earned an Advanced Studies Diploma and Did Not Pass a Credentialing Test	81.00%	
Information Indicator	— Completers Who Earned an Advanced Studies Diploma <i>and</i> Passed a Credentialing Test	Not Applicable	
3S1	Secondary Program Completion Rate	97.00%	<ul style="list-style-type: none"> Final Completer Demographics Report (CDR) EOY SRC Dropout Report
4S1	Graduation Rate	94.00%	<ul style="list-style-type: none"> Final Completer Demographics Report (CDR)
5S1 TR	Transition Rate from Secondary School to Postsecondary Education, Employment, or Military	94.00%	<ul style="list-style-type: none"> CTE Follow-Up Survey of Program Completers
5S1 RR	Program Completer Survey Response Rate	75.00%	<ul style="list-style-type: none"> CTE Follow-Up Survey of Program Completers
6S1	Nontraditional Career Preparation Enrollment	31.75%	<ul style="list-style-type: none"> Secondary Enrollment Demographics Form (SEDF)
6S2	Nontraditional Career Preparation Completion	28.10%	<ul style="list-style-type: none"> Final Completer Demographics Report (CDR)

* Based on Virginia's Annual Measurable Objectives (AMO) for all students under the Elementary and Secondary Education (ESEA) Act, flexibility waivers were granted by the U. S. Department of Education (USED) in March 2013. Reading—calculated based on results of the new statewide reading assessments administered for the first time during the 2012-2013 school year. Mathematics—calculated in fall 2012, based on results of new statewide mathematics assessments administered for the first time during the 2011-2012 school year. In July 2014, the USED approved the extension of Virginia's ESEA flexibility waiver based on revised methodology.

Data Definitions

1S1—Academic Attainment rate for English: Reading equals the pass rate percentage of CTE students on the Standards of Learning (SOL) End-of-Course (EOC) English: Reading test (Reported by Responsible Division)

Numerator: Number of CTE completers who have met the proficient or advanced level on the statewide high school EOC English: Reading assessment based on the scores that were included in the school division's computation of Annual Measurable Objectives (AMO) and who, in the reporting year, left secondary education

Denominator: Number of CTE completers who took the SOL assessments in EOC English: Reading whose scores were included in the school division's computation of AMO and who, in the reporting year, left secondary education

1S2—Academic Attainment rate for mathematics equals the pass rate percentage of CTE students on the SOL EOC mathematics test (Reported by Responsible Division)

Numerator: Number of CTE completers who have met the proficient or advanced level on the statewide high school EOC mathematics assessment (highest level) based on the scores that were included in the school division's computation of AMO and who, in the reporting year, left secondary education

Denominator: Number of CTE completers who took the SOL assessments in EOC mathematics (highest level) whose scores were included in the school division's computation of AMO and who, in the reporting year, left secondary education

2S1—Technical Skills Attainment: Rate for School Divisions is calculated by the Virginia Department of Education (Reported by CTE Serving Division)

A. Student Competency Rate from EOY SRC (CTE Completers)

Numerator: Number of CTE completers who attained a satisfactory rating (one of the three highest marks) on the Student Competency Rating (SCR) scale on at least 80 percent of the required (essential) competencies in a CTE course

Denominator: Number of CTE completers

B. Participation Rate Percentage of CTE Completers Taking External Credentialing Tests

Numerator: Number of CTE completers who participated in an approved external examination

Denominator: Number of CTE completers

C. Passing Rate of CTE Completers Taking External Credentialing Tests

Numerator: Number of CTE completers who passed an approved external examination

Denominator: Number of CTE completers taking external credentialing tests

D. Completers Passing Credentialing Tests

Numerator: Number of CTE completers who passed an approved external examination

Denominator: Number of CTE completers

E. CTE Completers who Passed a Credentialing Test Plus Completers Who Earned an Advanced Studies Diploma and Did Not Pass a Credentialing Test

Numerator: Number of CTE completers passing a credentialing test plus the number of CTE completers earning an Advanced Studies Diploma without passing a credentialing test

Denominator: Number of CTE completers

Information Indicator: CTE Completers Who Earned an Advanced Studies Diploma and Passed a Credentialing Test

Numerator: Number of CTE completers earning an Advanced Studies Diploma and passing a credentialing test

Denominator: Number of CTE completers

3S1—Secondary Program Completion Rate (Reported by Responsible Division)

Numerator: Number of CTE completers who earned a secondary school diploma, a High School Equivalency (HSE) program (formerly General Educational Development [GED]) credential, or other state-recognized equivalent (including recognized alternative standards for individuals with disabilities), or a proficiency credential, certificate, or degree, in conjunction with a secondary school diploma (if offered by the school division) during the reporting year

Denominator: Number of CTE completers who left secondary education during the reporting year

4S1—Secondary School Student Graduation Rate (Reported by CTE Serving Division)

Numerator: Number of CTE completers who earned an Advanced Studies, International Baccalaureate, or Standard Diploma

Denominator: Number of CTE completers who earned a secondary school diploma, a High School Equivalency (HSE) program (formerly General Educational Development [GED]) credential, or other state-recognized equivalent (including recognized alternative standards for individuals with disabilities), or a proficiency credential, certificate, or degree, in conjunction with a secondary school diploma (if offered by the school division) during the reporting year

5S1—Transition Rate from Secondary School to Postsecondary Education, Employment, or Military (Reported by CTE Serving Division)

Numerator: Number of CTE completers who left secondary education during the prior year and were enrolled in postsecondary education or advanced training, military service, or employment

Denominator: Number of CTE completers who left secondary education during the prior year

5S1—CTE Completer Response Rate (Reported by CTE Serving Division)

Numerator: Number of CTE completers who responded completely to the Follow-Up Survey of Program Completers

Denominator: Number of CTE completers who left secondary education during the prior year

6S1—Nontraditional Career Preparation Enrollment (Reported by CTE Serving Division)

Numerator: Number of CTE enrollees from underrepresented gender groups who participated during the reporting year in a program that leads to employment in nontraditional fields

Denominator: Number of CTE enrollees during the reporting year in a program that leads to employment in nontraditional fields

6S2—Nontraditional Career Preparation Completion (Reported by CTE Serving Division)

Numerator: Number of CTE completers from underrepresented gender groups who, during the reporting year, completed a program that leads to employment in nontraditional fields

Denominator: Number of CTE completers during the program year of a program that leads to employment in nontraditional fields

Secondary Enrollment Demographic Form (SEDF)

GENERAL INFORMATION

The Secondary Enrollment Demographic Form (SEDF) report is collected two times a year, once in the fall and once at the end of the school year. The SEDF contains the Career and Technical Education (CTE) courses as reported on the Fall and End-Of-Year (EOY) Master Schedule Collection (MSC). The course enrollment counts that coincide with each of those collections are based on active students on the Fall SRC for first semester classes and active students on the Spring SRC for second semester and yearlong classes. The signed verification reports for the Fall SEDF are due **January 31, 2019**. The signed verification reports for the EOY SEDF are due by **September 30, 2019**.

The SEDF collects class enrollments and demographic data for students in each CTE class, grades 6–12. The data is used to calculate Nontraditional Career Preparation Enrollment for federal, state, and local accountability reporting and to determine the Standards of Quality (SOQ) funding for CTE programs. Reference [Link: http://www.doe.virginia.gov/boe/quality/index.shtml](http://www.doe.virginia.gov/boe/quality/index.shtml) for information concerning SOQ.

The following reports are available for download from the SEDF Report page in the Single Sign-on for Web Systems (SSWS) for current and prior years:

- CTE Course and School Codes for the Exchange of Data (SCED) Code Listing Report—provides all course information, as shown in the appendices of this manual
- Teacher Listing Report—provides current-year teachers with pertinent information
- Division/School Course Enrollment Report—provides a count of student enrollment by gender for each course offered
- Division Verification Report—provides any data abnormalities, thresholds, nontraditional enrollment, and instructor listing sections for current-year enrollments

INSTRUCTIONS FOR COMPLETION

The SEDF report lists each CTE class taught at a school and the student demographics of each class. Instructions to complete the SEDF report are as follows:

Phase I. Upload Course Records in the MSC

The CTE administrator must communicate with the school division staff member who is responsible for submitting the MSC to ensure that teacher records and student enrollment are correctly submitted.

For detailed documentation for completing the MSC, refer to:

[Link: doe.virginia.gov/info_management/data_collection/master_schedule_collection/specifications_completing_msc.docx](http://doe.virginia.gov/info_management/data_collection/master_schedule_collection/specifications_completing_msc.docx)

NOTE: *Regional CTE Centers will report MSC data directly to the Virginia Department of Education's Office of Educational Information Management.*

CTE Field Descriptions included in the MSC

Each field described below is part of the MSC data records and should be completed as directed in the EOY MSC documentation.

C Records:

Serving School

The Serving School field is defined as **the school where instruction is provided** and is the school, center, program, or placement that provided the course to the students.

Minutes per Course

The Minutes per Course field is defined as the **total time** in minutes that the course section teacher is delivering instruction to students for the duration of the course.

Note: This time may include up to five minutes per class period for interclass transfer time.

The following chart illustrates examples of what you should see on the SEDF report for the “Total Minutes per Course” column based on the number of weeks and period length of a CTE class.

Duration in Weeks	DOE Required Hours	Example Period Length in Minutes	Total Minutes per Course
6		45	1,350
9		45	2,025
12		45	2,700
18		45	4,050
36	140*	45	8,100
36	280**	90	16,200

OR

Duration in Weeks	DOE Required Hours	Example Period Length in Minutes	Total Minutes per Course
6		50	1,500
9		50	2,250
12		50	3,000
18		50	4,500
36	140*	50	9,000
36	280**	100	18,000

DOE Required Hours: *Single block of instruction to meet minimum hours of instruction.
 **Double block of instruction to meet minimum hours of instruction.

F Records:

Dual Enrollment Flag

Y = The course the student is taking is for dual enrollment.
 N = The course the student is taking is for secondary school only.

Work-Based Learning defined

Work-based learning is defined as a coordinated, coherent sequence of career-development experiences, based on instructional preparation, related to students’ career interests or goals. It involves partnerships with local businesses/industries and other community organizations; enables students to apply CTE classroom instruction in a real-world business or service-oriented environment; and assists teachers and program leaders in helping students understand the relevance of classroom learning to their present and future development as workers, entrepreneurs, and citizens. For additional information related to Work-Based Learning, refer to:

[Link:www.doe.virginia.gov/instruction/career_technical/work-based_learning](http://www.doe.virginia.gov/instruction/career_technical/work-based_learning)

- Codes: 1 = Cooperative Education
 2 = Registered Apprenticeship
 3 = Internship
 4 = Mentorship
 5 = Job Shadowing
 6 = Service Learning
 7 = Clinical Experience
 8 = Supervised Agricultural Experience
 9 = Youth Registered Apprenticeship

Governor’s Academy Code types

S = Governor’s Science, Technology, Engineering and Mathematics (STEM) Academies are defined by program content, not by the location or delivery system of courses. The academy must have at least two pathways. One of the pathways must be in a STEM-related field. Courses may be delivered in a high school, technical center, community college campus, online, or in other innovative ways. Governor’s STEM Academies may be full-day or part-day academic-year programs. The establishment of a Governor’s STEM Academy must be approved by the Virginia Board of Education.

H = Governor’s Health Sciences Academies require implementation of the five career pathways in health sciences: Therapeutic Services, Diagnostic Services, Health Informatics, Support Services, and Biotechnology Research and Development. The courses may be offered in a high school, technical center, community college campus, online, or in other innovative ways. Governor’s Health Sciences Academies may be full-day or part-day academic-year programs. The establishment of a Governor’s Health Sciences Academy must be approved by the Virginia Board of Education.

See listing in Appendix N

I Records:

Data elements included in the “I” record list one Primary and one Secondary section ID that link two class sections taught concurrently. When there are more than two concurrent sections, multiple “I” records should be recorded, using the same primary section ID for each record.

J Records:

Number of Students participating in Cooperative Education (Co-op)

The number of students overseen by the Local Provider during the school year.

Minutes of Co-op Period

The average length in minutes of the Co-op teacher’s coordination section periods. Complete information concerning the MSC is located at: [Link:www.doe.virginia.gov/info_management/data_collection/master_schedule_collection/index.shtml](http://www.doe.virginia.gov/info_management/data_collection/master_schedule_collection/index.shtml)

Phase II. Review Teacher Data

You may view the list of teachers by selecting the link to “Find Instructors.”

Find Instructors

Find Instructors is located on the upper right side of the screen. This section brings up a list of teachers. Review the alphabetical listing to identify current teachers submitted through the MSCs.

Threshold

The threshold is a meter that tracks the teaching minutes. If the threshold of 54,000 teaching minutes is breached, the meter changes into a text box. In the text box, a written justification of the threshold breach is required before a course will be accepted by the system. The Threshold Justification entered via the SSWS will appear on the SEDF Report when printed.

Steps:

1. ENTER the Threshold Justification in the text box. (Example: Teacher is compensated for teaching an extra class.)
2. SELECT “Submit/Update Explanation.”

WARNING: All text boxes in white must have data entered, and the threshold must be justified before enrollment additions may be accepted by the system.

Enrollment Breach: Enrollment greater than 35, 20, 15, 10

You will receive an enrollment breach when the limit set by the state is surpassed. Some courses have limited enrollment due to safety reasons.

Justification entered via the SSWS will appear on the SEDF report when printed.

Steps:

1. ENTER the Enrollment Breach Justification in the text box.
2. SELECT “Submit/Update Explanation.”

WARNING: All text boxes in white must have data entered, and the enrollment breach must be justified before enrollment additions may be accepted by the system.

Phase III. Retrieve Your SEDF Report for Review Prior to Final Submission

Once the SEDF data is processed through the SSWS, the Division Verification Report may be generated and downloaded from the SSWS website. The Division Verification Report contains the following sub-reports:

- Data Abnormalities—including Critical Errors
- Threshold—total instructional minutes surpass 54,000 for the school year
- Nontraditional—state-identified nontraditional courses by gender
- Instructor Listing—all instructors within the division by school

Reports Page

Steps:

1. Select "Reports" at the bottom of the menu located on the upper-right side of the screen.
2. Choose "Division Verification Report."
3. Select the school year from the drop-down menu.
4. Select "View Report."
5. The system will open the report in PDF format.

Note: If there is a CTE student reported in the most recent MSC who is not in the most recent SRC, the demographic counts will display as blank.

6. You may then save the report or print a copy.

Phase IV. Correct Data

- A Data Abnormalities Report free of Critical Errors indicates that all data was submitted correctly. Changes or corrections must be resubmitted in the MSC. If abnormal data was submitted, the Data Abnormalities Report will list all items requiring correction—Critical Errors and items to double-check.

- Critical Errors must be corrected before an SEDF submission will be considered complete.

Warnings and Notices *do not* require correction and serve only as a reminder to double-check your data submission.

Corrections are to be made in the MSC and by following the steps in Phase I.

- The Threshold Report lists all teachers whose total instructional minutes surpass 54,000 minutes for the school year. All threshold errors must be corrected or justified before returning the verification forms.

Some common reasons for threshold errors:

- Two or more classes taught during the same period are reported separately instead of the enrollments being linked in the MSC as one record.
- The same class is reported more than once.
- Too many minutes are reported for a class.
- A teacher has volunteered or is being paid to teach extra classes.

The threshold of 54,000 minutes is determined by summing the minutes per course for each teacher reported in the course element of the MSC.

- The Nontraditional Report lists all the state-identified nontraditional courses by gender enrollments taught within the division. It is provided with the yearlong verification forms for informational and program improvement purposes.
- The Instructor Listing Report identifies all instructors for the division by school.
- Once the MSC is complete, the MSC file submitter must submit for approval.

Phase V. Finalize Submission

Your report will **need to be finalized** to complete the submission.

This is done by selecting "Send Explanations" in the upper-right menu. If there are critical errors that need to be corrected, a red warning will appear at the top of the page. Once all critical errors are resolved in MSC, provide explanations if needed, and then select "Send Explanations."

If you still have unexplained threshold(s) or enrollment breaches, an error box will pop up. This will give you another opportunity to enter the explanations for these issues.

When your submission has been processed, a green message will appear at the top of the page, indicating the data has been successfully submitted.

Once the SEDF Approver has reviewed and accepted the reports, an email will be sent to the **Collection Manager** (also referred to as the gatekeeper). This person is responsible for selecting "Submit" to submit to the superintendent. Should a school division determine later that something needs to be corrected, the school division will need to contact the VDOE to have their MSC window re-opened. If the MSC is reloaded to the VDOE after Phase V, then the school division must return to Phase II and repeat all subsequent steps.

Secondary Student Career Clusters Enrollment Report (SSCCER)

GENERAL INFORMATION

The Secondary Student Career Clusters Enrollment Report (SSCCER) collects unduplicated enrollment counts for students participating in CTE classes in grades 9-12 and middle school students (grades 7 and 8) earning high school credit. This unduplicated data is required for federal reporting.

The required data elements for the SSCCER will be collected through the End-of-Year (EOY) Student Record Collection (SRC) Report, which is due **July 15, 2019**. CTE administrators must work with the division's technology office to ensure that the data submitted to the VDOE is accurate and complete.

Special Data Considerations

NOTE the following information when completing the SSCCER:

- * Students who are enrolled in a middle or high school but attend a Regional CTE Center, Governor's STEM Academy, or Governor's Health Sciences Academy will be reported to the VDOE in the SSCCER by the "Responsible Division" where the students are enrolled. *Regional CTE Centers, Governor's STEM Academies, and Governor's Health Sciences Academies do not submit data directly to the VDOE, but as "CTE serving schools," they should verify that data is correctly reported to the VDOE by the "Responsible Division."*
- * If a school division offers courses for high school credit at the middle school level, enrollment counts should be reported.
- * Postgraduate students should not be included in this count.

INSTRUCTIONS FOR COMPLETION

Data Collection Sequence

The EOY SRC is electronically submitted to the VDOE by **July 15, 2019**, reporting enrollment counts recorded on the last day of school and containing all SSCCER data fields. This file is *not* submitted by the CTE administrator but by the school division's data-reporting staff. The CTE administrator or a designee must verify the accuracy of the report.

Phase I. Collect Data

The CTE administrator must communicate with the school division staff member who is responsible for submitting the EOY SRC to ensure that appropriate records/fields have been flagged to be counted accurately and submitted on time.

Unduplicated Enrollments

Even though a student may be enrolled in more than one CTE program during the school year, the student should be reported only once on this report. Report a student in the career cluster that matches his or her primary career goal.

WARNING: The total number of students enrolled in CTE should not exceed the total enrollment of grades 9-12, or grades 7 and 8 if a school division offers courses for high school credit at the middle school level.

List of Field Descriptions

Each field described below is part of the SSCCER and should be completed as directed for the EOY SRC.

CTE Career Cluster Code

Federal reporting procedures require that students enrolled in CTE courses be reported by career cluster. The CTE Career Cluster Code identifies the state-approved CTE course within the career cluster that the student has taken at any time in the most recent school year.

Ethnic Code

Enter "Y" (Yes) or "N" (No) code to designate Hispanic ethnicity as defined by data elements for the SRC.

Race Code

Choose from Codes 01 through 32 as designated for use in defining a student's racial membership for the SRC.

Student Classifications

Students can be identified in as many categories as applicable. Use the following definitions to determine which categories apply to each student:

Individual with a Disability

Refer to the Americans with Disabilities Act of 1997 to define an Individual with a Disability.

Individual Receiving English Language (EL) Services

An individual with Limited English Proficiency (LEP) refers to a secondary school student, an adult, or an out-of-school youth who has limited ability in speaking, reading, writing, or understanding the English language, and

- a. whose native language is a language other than English, or
- b. who lives in a family or community environment in which a language other than English is the dominant language.

Economically Disadvantaged

Economically Disadvantaged refers to individuals from economically disadvantaged families, including foster children.

Nontraditional Training and Employment

Nontraditional refers to students who are classified as the nontraditional gender who are enrolled in one or more of the courses identified for Nontraditional Career Preparation. The term "nontraditional training and employment" means occupations or career fields of work, including careers in computer science, technology, and other current and emerging high-skill occupations, for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work.

Single Parent

Single Parent refers to a *student* who is unmarried or legally separated from a spouse and who has a minor child or children for whom the parent has either custody or joint custody. This term includes a single pregnant woman.

Displaced Homemaker

Displaced Homemaker refers to a student who

- a. has worked primarily without remuneration to care for a home and family and for that reason has diminished marketable skills, has been dependent on the income of another family member but is no longer supported by that income, or is a parent whose youngest dependent child will become ineligible to receive assistance under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et. seq.) not later than two years after the date on which the parent applies for assistance under this title; and
- b. is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Phase II. Extract the SSCCER Report

Once submitted, the SSCCER Verification Summary Report will be available for download and review through the SSWS. (The SSCCER Verification Summary Report may be extracted for any school year.)

Steps:

1. LOG IN to the SSWS and the Welcome screen will appear.
2. CHOOSE "Career and Technical Education (CTE) Reports" from the list of available applications.
3. The CTE Welcome screen will become visible. SELECT "Reports" in the menu on the upper-right side of the screen.

4. The Report Page opens with five report options:
 - * **Comparison of CTE Program Completer and Non-CTE Program Completer Graduates**—This report compares the Standards of Learning test pass rates for CTE Program Completer vs. Non-CTE Program Completer graduates for tests taken while they attended high school.
 - * **Final CTE Completer Demographics Verification Report**—This report contains an unduplicated count of all completers for a school year (fall, spring, and summer). The data is presented for the division and the school(s). It is presented by Career Pathway Code by graduation information (competency attainment, diploma type, and diploma seals). The second set of tables presents the data by Career Pathway Code by special populations, gender, and race.
 - * **List of Completers**—This list consists of the CTE Program Completers for the current school year, including those who graduated during the summer. (Example: Current school year 2018-2019 equals fall, end-of-year, and summer.) This list is available in Excel and PDF formats.
 - * **Preliminary CTE Completer Demographics Verification Report**—This report provides division-level and school-level summaries of preliminary CTE completer demographic data as submitted on the End-of-Year Student Record Collection.
 - * **SSCCER Verification Report**—This report contains an unduplicated enrollment count of all students enrolled in any state-approved high school CTE course. The report displays the number of students enrolled by career cluster, special populations, gender, and race. The data displayed in this report is extracted from the End-of-Year Student Record Collection.
5. On the Reports Page, SELECT “SSCCER Verification Report” link. This will open the SSCCER Verification Report Page.
6. On the SSCCER Verification Report Page, you must SELECT the school year desired from the drop-down menu.
7. Once you have selected a school year, SELECT “Launch Report.”
8. The report will open, and you may save it in PDF format to the location of your choice.

Phase III. Verify Data

The CTE administrator or a designee should review the report for errors and omissions.

WARNING: If errors exist, the EOY SRC *must* be resubmitted with the corrected data. An electronic resubmission is the only way to correct errors; pencil/pen corrections will not be accepted.

RETURN VERIFICATION REPORT

If the SSCCER Verification Report is correct, the CTE administrator *must* sign the verification report and submit it by **July 15, 2019**, by fax at 804-530-4560, to the Office of Career, Technical, and Adult Education, Attention: Data Management Team.

NOTE: The SSCCER cannot be finalized without the CTE administrator's signature on the Verification Report. The verification report can be accessed through SSWS, both under the Career and Technical Education (CTE) Reports application and under the corresponding SRC application.

Preliminary Completer Demographics Report (CDR)

INSTRUCTIONS FOR COMPLETION

The Preliminary Completer Demographics Report (CDR) is used to analyze program completer data by gender, ethnicity, special populations, and technical competency attainment. It is one of the primary sources of data used in student demographic analysis and for completing many federal, state, and local reports for funding allocations.

The required data elements for the Preliminary CDR will be collected through the EOY SRC Report, which is due **July 15, 2019**. CTE administrators must work with the division's technology office to ensure that the data submitted to the VDOE is accurate and complete.

NOTE: The CTE data-reporting school year for 2018-2019 is defined as September 1 through August 31 (fall, spring, and summer).

Phase I. Collect Data

The EOY SRC is electronically submitted to the VDOE by **July 15, 2019**, and contains all required CDR data fields. This file is submitted by the school division IT/data-management staff, *not* the CTE administrator. However, the CTE administrator or a designee *must* verify the accuracy of the report.

Phase II. Verify Data

Once submitted, the administrator will review the report for errors. If errors exist, the EOY SRC must be resubmitted to eliminate the errors. A resubmission is the only way to correct errors; pencil/pen corrections will not be accepted.

To obtain the verification reports, follow the steps listed below:

1. LOG IN to the SSWS and the Welcome screen will appear.
2. CHOOSE "Career and Technical Education (CTE) Reports" from the list of available applications.
3. The CTE Welcome screen will become visible. SELECT "Reports" in the menu on the upper right side of the screen.

The Reports Page opens with five report options:

- * **Comparison of CTE Program Completer and Non-CTE Program Completer Graduates**—This report compares the Standards of Learning test pass rates for CTE Program Completer vs. Non-CTE Program Completer graduates for tests taken while they attended high school.
- * **Final CTE Completer Demographics Verification Report**—This report contains an unduplicated count of all completers for a school year (fall, spring, and summer). The data is presented for the division and the school(s). It is presented by Career Pathway Code by graduation information (competency attainment, diploma type, and diploma seals). The second set of tables presents the data by Career Pathway Code by special populations, gender, and race.
- * **List of Completers**—This list consists of the CTE Program Completers for the current school year, including those who graduated during the summer. (Example: Current school year 2018-2019 equals fall, end-of-year, and summer.) This list is available in Excel and PDF formats.
- * **Preliminary CTE Completer Demographics Verification Report**—This report provides division-level and school-level summaries of preliminary CTE completer demographic data as submitted on the End-of-Year Student Record Collection.
- * **SSCCER Verification Report**—This report contains an unduplicated enrollment count of all students enrolled in any state-approved high school CTE course. The report displays the number of students enrolled by career cluster, special populations, gender, and race. The data displayed in this report is extracted from the End-of-Year Student Record Collection.

Review, print, and compare the Preliminary Completer Demographics Verification Report with the List of Completers Report to ensure the accuracy of the report.

Phase III. Return Preliminary Completer Demographic Verification Report

If the Preliminary CDR Verification Report is correct, the CTE administrator or a designee must sign the preliminary verification report and submit it by **July 15, 2019**, by fax at 804-530-4560, to the Office of Career, Technical, and Adult Education, Attention: Data Management Team.

NOTE: The Completer Demographics Report cannot be finalized without the CTE administrator's signature on the preliminary verification report.

INSTRUCTIONS FOR CTE ADMINISTRATORS

Though the focus of this report is on CTE completers, all students who have finished a state-approved CTE sequence of courses should be reported. The EOY Report will automatically merge the graduation code with the finisher code to determine completers. Use the following instructions to complete this demographics collection.

Definition of a Completer: A CTE *completer* is a student who has met the requirements for a career and technical concentration (sequence) **and** all requirements for high school graduation, or an approved alternative education program.

Refer to the Administrative Planning Guide (available at www.cteresource.org/apg/) to determine whether a student has finished the CTE requirement for completion.

Regional CTE Center, Governor's STEM Academy, and Governor's Health Sciences Academy Information

NOTE: Students who complete a CTE program at a Regional CTE Center, Governor's STEM Academy, or Governor's Health Sciences Academy will be reported to the VDOE in the EOY Report by the "Responsible Division" where the students are enrolled. *Regional CTE Centers, Governor's STEM Academies, and Governor's Health Sciences Academies do not submit data directly to the VDOE, but as "CTE serving schools," they should verify that data is correctly reported to the VDOE by the "Responsible Division."* It is critical that finishers are accurately reported to ensure that the center or academy is appropriately assigned with the completers for the CTE Student Follow-Up Survey.

WARNING: If finishers for the centers or academies are not reported accurately, then the responsible school division will be responsible for completing the CTE Student Follow-Up Survey for those completers.

Students who complete more than one program

Report each finisher only once, regardless of the number of programs a student has completed. If the student finishes more than one program, choose the program that best represents the student's primary career goal.

List of Field Descriptions

Each field described below is part of the CDR and should be completed as directed on the EOY SRC.

Serving Division Number

This is a three-digit, state-assigned number used to identify the division or agency that provides services to the student (the division where the student *completed* the CTE program). The three-digit number codes for school divisions, Regional CTE Centers, Governor's STEM Academies, and Governor's Health Sciences Academies are listed in Appendix N.

Serving School Number

This is a four-digit, state-assigned number used to identify the school that provides services to the student (the school where the student *completed* the CTE program). Enter the four-digit school number that identifies the school, Regional CTE Center, Governor's STEM Academy, or Governor's Health Sciences Academy where the student *completed* his/her CTE program.

Example: If a student attends Anytown High School but finished a CTE program at Somewhere Tech Center, enter the four-digit code for Somewhere Tech Center. This rule applies to a Regional or Division-Level CTE Center.

Student's First Name

This information will be used by the division in the 2020 CTE Follow-Up of the 2019 Program Completers.

Student's Middle Name

This information will be used by the division in the 2020 CTE Follow-Up of the 2019 Program Completers.

Student's Last Name

This information will be used by the division in the 2020 CTE Follow-Up of the 2019 Program Completers.

Mailing Address

This information will be used by the division in the 2020 CTE Follow-Up of the 2019 Program Completers.

City

This information will be used by the division in the 2020 CTE Follow-Up of the 2019 Program Completers.

ZIP Code

This information will be used by the division in the 2020 CTE Follow-Up of the 2019 Program Completers.

Date of Birth (DOB)

This information will be used by the division in the 2020 CTE Follow-Up of the 2019 Program Completers.

Telephone Number

Report any telephone number, including cell phone number, where the program completer can be contacted in the spring of 2019. Include the area code and seven-digit phone number. Do not include parentheses, hyphens, or other special characters.

Gender Code: Enter "M" or "F" only

M = Male; F = Female

Race Code

CHOOSE from Codes 01 through 32 as defined for a student's racial membership for the SRC.

Ethnic Code

ENTER "Y" (Yes) or "N" (No) code to designate Hispanic ethnicity as defined by data elements for the SRC.

CTE Finisher Code

CHOOSE from Codes 1, 3, 4, or 5 as defined for a student's CTE Finisher status for the SRC. See Appendix J.

CTE Career Pathway Code

ENTER state-assigned 4-digit code of the student's Career Pathway. Refer to Appendix K for a complete listing.

CTE Special Populations Code

A student may be coded as a Single Parent, Displaced Homemaker, and/or in a Nontraditional Career Preparation.

Competency Attainment Code

ENTER "Y" (Yes) if the CTE Finisher attained at least 80 percent of the essential competencies from the state-provided, industry-validated competency list. ENTER "N" (No) if the student is not a CTE Finisher **or** did *not* attain at least 80 percent of the essential competencies from the state-provided, industry-validated competency list, available on the CTE Resource Center's website at [Link:www.cteresource.org](http://www.cteresource.org) under the Virginia's Educational Resource System Online (VERSO) menu tab and individual course listings.

The CTE Finisher's attainment of 80 percent of the essential competencies on the state-provided, industry-validated course competency list is defined as achieving a *satisfactory rating* (one of the three highest ratings—1, 2, or 3) on the Student Competency Record (SCR) scale, as follows:

RATING SCALE

- 1—Can teach others
- 2—Can perform without supervision
- 3—Can perform with limited supervision
- 4—Can perform with supervision
- 5—Cannot perform

CTE Diploma Seal Information

ENTER the code of the corresponding Diploma Seal Information:

- 1 = Governor's Seal
- 3 = Career and Technical Seal *only*
- 4 = Advanced Mathematics and Technology Seal *only*
- 34 = Career and Technical Seal *and* the Advanced Mathematics and Technology Seal
- 134 = All three: Governor's Seal, Career and Technical Seal, and Advanced Mathematics and Technology Seal

Other Seals

Leave blank = If the student did not earn a seal

Graduate / Other Completer Code

ENTER the number that indicates the type of diploma or certificate the student earned. These codes are listed in Appendix M.

Responsible Division Number

ENTER the three-digit code for the division where the student *graduated*. These codes are listed in Appendix N.

Responsible School Code

ENTER the four-digit code for the school where the student *graduated*.

Serving Division Number

ENTER the three-digit code for the division where the student *attended* CTE classes. These codes are listed in Appendix N.

Serving School Code

ENTER the four-digit code for the school where the student *attended* CTE classes.

State Testing Identifier (STI)

ENTER the student's ten-digit unique State Testing Identifier provided by the Virginia Department of Education's Educational Information Management System (EIMS).

COMMON DATA ENTRY ERRORS

1. Responsible Division must be a registered Local Education Agency (LEA).
2. Division Code (*Graduating*) and School Code (*Graduating*) submitted—*cannot be those of a Division-Level CTE Center, Regional CTE Center, Governor's STEM Academy, or Governor's Health Sciences Academy*. Students may finish but do not receive a high school diploma from a Division-Level CTE Center, Regional CTE Center, Governor's STEM Academy, or Governor's Health Sciences Academy.
3. Career Pathway Code does not match the Career Pathway Codes for Completer Demographics Report (CDR), located in Appendix K of this manual.
4. Completers can be classified as nontraditional only if they are of the nontraditional gender assigned to the state course code. The nontraditional genders are listed in Appendices A–I of this manual. The nontraditional finisher must be of the same gender listed.
5. Duplicates—*a student may be reported only once*. If the student completed two programs, report the career pathway that most clearly relates to the student's primary career goal. However, if the completer is a nontraditional completer in one program and not the other, then the career pathway where the completer as *nontraditional* should be reported.

CTE Program Completer Student Follow-Up

GENERAL INFORMATION

The 2019 CTE Program Completer Follow-Up of the 2017-2018 program completers begins **March 30, 2019**. The CTE administrator submits the follow-up data electronically to the Center for Survey Research Demographics Research Group at the University of Virginia's Weldon Cooper Center for Public Service at Link:ctefollowup.cooper.virginia.edu by **July 1, 2019**.

The current CTE Program Completer Follow-Up Survey has a maximum of 13 questions and takes approximately 10–15 minutes to complete.

INSTRUCTIONS FOR COMPLETION

Federal reporting guidelines of the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) call for a follow-up survey of all CTE program completers 9 to 12 months after graduation. The survey measures the completers' transition rates to further education and/or employment and satisfaction with the preparation they received in their CTE programs. A minimum 75 percent response rate is required for each school division.

The Office of Career, Technical, and Adult Education posts for each school division a list of CTE program completers to be surveyed and provides survey materials. An individual listed as a completer on the 2017-2018 Final Completer Demographics Report (CDR) is considered by the state to be a program completer (data for this report is derived from information on the division's EOY and Summer SRC reports). Divisions are requested to verify the accuracy of this report; therefore, the number of individuals listed as program completers on this report will be used to calculate the response rate for the division.

The Center for Survey Research at the University of Virginia's Weldon Cooper Center for Public Service manages the program completer survey website. Technical questions should be directed to The Center for Survey Research staff at CTEcompleters@virginia.edu. A copy of the Career and Technical Education Follow-Up Survey Guide may be downloaded from Link:ctefollowup.cooper.virginia.edu.

CTE Credential Collection (CTECC)

INSTRUCTIONS FOR COMPLETION

The Career and Technical Education Credential Collection (CTECC) is the data collection application that allows CTE administrators to report industry credentialing for students participating in all high school CTE classes providing external testing. The data submission and report are due by **July 31, 2019**.

This is a required annual report that should be completed for students who participated in a CTE program any time during the school year. This report must be submitted online, using a text file submitted through the Single Sign-on for Web Systems (SSWS).

The SSWS basic data collection process used for the previous school year will be used again for the 2018-2019 school year.

STUDENT "B" RECORD

Please see example format for Student "B" Record for size and position of all data fields as noted on page 22 below.

SCHOOL DIVISION DATA COLLECTION/SUBMISSION PROCESS

1. A data collection process must be developed for all CTE classes involved with external testing (credentialing).
NOTE: The regional technical centers or the school division's technical center student credentialing data should be reported with the "home or feeder" school data.
2. The example "record layout" for the SSWS CTECC System should be reviewed to determine which "data fields" must be collected for students who are externally tested. The "example batch" and "record format" of credentialing data should be reviewed to see how credentialing data must be displayed using the prescribed record format. The items are posted on the CTE Credentialing webpage at:
[Link:www.doe.virginia.gov/instruction/career_technical/path_industry_certification/index.shtml](http://www.doe.virginia.gov/instruction/career_technical/path_industry_certification/index.shtml).
3. Data should be **collected** locally using a student information database (as the collection tool) for credentialing in CTE courses in each school division. Fields in the database must conform to the prescribed SSWS data collection "field" format. If a school division already is using a database established for external test collection and tracking, data fields can be extracted and conformed to the specified data record format required for submission to SSWS.
4. The database file of credentials (students externally tested) must be extracted and saved to a tab-delimited file format before transmission/submission to SSWS. **WARNING:** Files will not be accepted by the system software unless they are in tab-delimited file format.
5. Data must be submitted to the SSWS CTECC System as a "one time" transmission/submission event during the "collection window" of **May 1, 2019 to July 31, 2019**. While multiple submissions of external testing data are allowed, any file resubmission to the data collection system **will replace** the previous submission.
6. If the submitted SSWS data file is not accepted by SSWS software, indicated data or file errors must be corrected in the SSWS data file and re-submitted.
7. If the data file is accepted by SSWS, any coding mistakes in "B" student data records (incorrect SCED codes or examination numbers, etc.) that are discovered by your review must be corrected and the data file re-submitted. **A resubmission will replace the previously submitted SSWS data file.**
8. Once a submitted data file is accepted by SSWS without data mistakes, school divisions may select various summary reports (generated from the data submitted) to verify its local credentialing records for school year 2018-2019. The collected credential information will display school report card data, pass/fail percentages by specific credential, and specific credentials achieved by school division and individual schools as well as specific credentials used by CTE courses. The report page includes:
 - * CTE Completer Industry Testing Rates—CTE Completer Industry Testing Rates
 - * Credentialing Student Data By CTE Course—Credentialing Student Data By CTE Course
 - * School Report Card for Industry Credentials Earned and Occupational Assessments Passed by Students—Total students attained by state, industry, and occupational breakout
 - * Student Industry Credential Attained by Program Area—Total number of students receiving each industry credential for a given school year

- * Student Pass Percentage Snapshot for a Year—Information about the total students attempting and passing each credential examination for a given year.
- * Student Pass Percentage Snapshot per Credential—Information about the total students attempting and passing each credential examination

9. **Corrections in external testing data cannot be made once the collection window is closed after July 31, 2019.**

10. The SSWS Credentialing Data Collection System will **automatically transmit** relevant data to the Virginia School Report Card System by September 15, 2019.

NOTE: Upon verification by the school division, the *Workplace Readiness Skills for the Commonwealth Examination* results will be reported directly to the VDOE from CTECS and included in all reports.

RESOURCES

Documentation for the data file layouts and explanations related to data submission are available at:
[Link:www.doe.virginia.gov/instruction/career_technical/path_industry_certification/index.shtml](http://www.doe.virginia.gov/instruction/career_technical/path_industry_certification/index.shtml).

CTECC FILE FORMAT FOR 2018-2019 — ASCII TEXT

“A” and “B” Records for SSWS Application: Career and Technical Education Credential Collection (CTECC)

CTECC FILE HEADER FORMAT
SenderID = <three-digit Division Number of division submitting file (leading zero must be included, e.g., 001)>
CreateDate = <current date in mm/dd/yyyy format>
CreateTime = <current time in hh:mm:ss format>
EMAIL = <sender's email address>
~ ~
DATATYPE =CTECC
~

“A” RECORD—FIXED LENGTH

Field Length	Field Name	Contents
1	Record Type	Constant=A
4	Beginning School Year	Four-digit year for beginning of school: Use = 2018
3	Division Number	Leading zero(s) must be included (e.g., 005)

"B" RECORD—TAB DELIMITED (47 COLUMNS)

Field Length	Field Name	Contents
1	Record Type	Constant=B
4	School Number	Selection from list of Virginia school numbers (e.g., 0123)
10	Unique Student Identifier	State Testing ID as assigned through EIMS
5	State Career and Technical Education (CTE) SCED Code	Selection from list of SCED Codes as shown in the SCED Course Crosswalk spreadsheet
9	State Career and Technical Education (CTE) VA Extended Course Description	Selection from list of VA Extended Course Descriptions as shown in the SCED Course Crosswalk spreadsheet
4	Examination Number for Specific Credential	Selection from list of CTE Credentialing Examination Codes
4	Examination Result for Student Being Reported	PASS for passed examination FAIL for failed examination
10	Examination Cost	Show actual cost of examination to student or school division Amount must be 0.00 or greater

RECORD COUNT

(A sample would look like this: RECORDCOUNT=1256.)

Row	Required Text	Contents
last	RECORDCOUNT=	The number of A and B records in this file.

Final Completer Demographics Report (CDR)

INSTRUCTIONS FOR COMPLETION

The Final Completer Demographics Report (CDR) is used to analyze program completer data by gender, ethnicity, special populations, and technical competency attainment. It is a source of data used in student demographic analysis and for completing many federal, state, and local reports for funding allocation.

The required data elements for the Final CDR will be collected through the Summer SRC in the manner of the Preliminary CDR. CTE administrators must work with the division's technology office to ensure that the data submitted to the VDOE is accurate and complete.

Phase I. Collect Data

The Summer SRC is electronically submitted to the VDOE by **August 30, 2019**. This file is submitted by the school division IT/data-management staff, *not* the CTE administrator. However, the CTE administrator or a designee should verify the accuracy of the report. For a list of some of the field descriptions, see pages 16-19.

Phase II. Verify Data

Once submitted, the administrator will review the Graduates Verification Report for errors. If errors exist, the SRC must be resubmitted to eliminate the errors. If no errors exist, the CTE administrator or a designee must sign the verification report and submit it by fax at 804-530-4560, to the Office of Career, Technical, and Adult Education, Attention: Data Management Team.

Phase III. Return Final CDR Verification Report

If the Final CDR Verification Report is correct, the CTE administrator or a designee must sign the final verification report and submit it by fax at 804-530-4560, to the Office of Career, Technical, and Adult Education, Attention: Data Management Team. The Final CDR cannot be finalized without the CTE administrator's signature on the final verification report.

INSTRUCTIONS FOR CTE ADMINISTRATORS

Though the focus of this report is on CTE completers, all students who have finished an approved CTE sequence of courses (as listed in the Administrative Planning Guide, available at [Link:www.cteresource.org/apg/](http://www.cteresource.org/apg/)) should be reported. The Final CDR will automatically merge the graduation code with the finisher code to determine completers.

Refer to the Administrative Planning Guide to determine whether a student has finished the CTE requirement for completion.

Students who complete more than one program

Count each finisher only once, regardless of the number of programs that a student has completed. If the student completes more than one program, choose the program that best represents the student's primary career goal.

Regional CTE Center, Governor's STEM Academy, and Governor's Health Sciences Academy Information

NOTE: Students who complete a CTE program at a Regional CTE Center, Governor's STEM Academy, or Governor's Health Sciences Academy will be reported to the VDOE in the EOY Report by the "Responsible Division" where the students are enrolled. *Regional CTE Centers, Governor's STEM Academies, and Governor's Health Sciences Academies do not submit data directly to the VDOE, but as "CTE serving schools," they should verify that data is correctly reported by the "Responsible Division" to the VDOE.* It is critical that finishers be accurately reported to ensure that the center or academy is appropriately assigned with the completers for the CTE Student Follow-Up Survey.

WARNING: If finishers for the centers or academies are not reported accurately, then the Responsible Division must complete the CTE Student Follow-Up Survey for those completers.

Appendices

- Appendix A: Agricultural Education Course Information
- Appendix B: Business and Information Technology Course Information
- Appendix C: Career Connections (Including Special Programs) Course Information
- Appendix D: Family and Consumer Sciences Course Information
- Appendix E: Health and Medical Sciences Course Information
- Appendix F: Marketing Course Information
- Appendix G: JROTC Course Information
- Appendix H: Technology Education Course Information
- Appendix I: Trade and Industrial Education Course Information
- Appendix J: CTE Finisher Codes
- Appendix K: Career Pathway Codes
- Appendix L: CTE Career Cluster Codes and Descriptions
- Appendix M: Graduate/Other Completer Codes (Code for Diploma Type)
- Appendix N: School Division Codes

Note: In Appendices A–I, the VA Extended Description Code is used to distinguish between two or more classes within the same SCED Course Code where the SCED does not delineate.

In Appendices A–I, a single asterisk (*) denotes courses to be eliminated effective with the 2019-2020 school year, and a double asterisks () denotes courses to be added effective with the 2019-2020 school year.**

APPENDIX A: AGRICULTURAL EDUCATION COURSE INFORMATION

SCED Code	VA Extended Description	Course Code/VA Assignment Code	Course Description	Max Enroll	Length (Weeks)	Non-Trad Gender
18201	I	8022	Agricultural Business Fundamentals I		36	F
18201	III	8026	Agricultural Business Management III		36	F
18201	II	8024	Agricultural Business Operations II		36	F
18003	I	8053	Agricultural Education - Development	10	36	F
18003	II	8050	Agricultural Education - Preparation	15	36	F
18404		8019	Agricultural Fabrication & Emerging Technologies	20	36	F
18402	I	8018	Agricultural Power Systems	20	36	F
18402	II	8020	Agricultural Power Systems, Advanced	20	36	F
18301	I	8010	Agricultural Production Technology	20	36	F
18403		8017	Agricultural Structural Systems	20	36	F
18001	18A	8001	Agriscience & Technology (18 Weeks)		18	F
18001	36	8004	Agriscience & Technology (36 Weeks)		36	F
18001	III	8003	Agriscience Exploration (18 Weeks)		18	
18001	II	8005	Agriscience Exploration (9 Weeks)		9	
18002	I	8072	Applied Agricultural Concepts (18 Weeks)	20	18	F
18002	II	8073	Applied Agricultural Concepts (36 Weeks)	20	36	F
18308	I	8086	Biological Applications in Agricultural		36	
18308	III	8087	Biotechnology Applications in Agriculture		36	
18308	II	8085	Biotechnology Foundations in Agricultural and Environmental Science		36	
18502	III	8048	Community Forestry and Tree Management	20	36	F
18204	I	8074	Cybersecurity in Food & Agriculture		36	
18204	II	8075	Cybersecurity in Food & Agriculture, Advanced **		36	
03063	II	8045	Ecology/Environmental Management (18 Weeks)		18	F
03063	III	8046	Ecology/Environmental Management		36	F
18104	18	8015	Equine Science	20	18	F
18104	I	8080	Equine Science	20	36	F
18104	II	8094	Equine Science, Advanced	20	36	F
18501		8041	Fisheries & Wildlife Management	20	36	F
18056	I	8055	Floral Design I		36	F
18056	II	8056	Floral Design II		36	F
18052	II	8038	Floriculture	20	36	
18502	I	8042	Forestry Management	20	36	F
18502	II	8044	Forestry Management, Advanced	20	36	F
18001	I	8006	Foundations of Agriculture, Food, & Natural Resources	20	36	F
18052	III	8035	Greenhouse Plant Production & Management	20	36	F
18052	I	8034	Horticulture Sciences	20	36	F

APPENDIX A: AGRICULTURAL EDUCATION COURSE INFORMATION (PAGE 2)

SCED Code	VA Extended Description	Course Code/VA Assignment Code	Course Description	Max Enroll	Length (Weeks)	Non-Trad Gender
18001	6	8002	Introduction to Agriscience (6 Weeks)		6	F
18001	9	8009	Introduction to Agriscience (9 Weeks)		9	F
18001	12	8011	Introduction to Agriscience (12 Weeks)		12	F
18001	18	8013	Introduction to Agriscience (18 Weeks)		18	F
18101		8008	Introduction to Animal Systems	20	36	F
18504		8040	Introduction to Natural Resources & Ecology Systems	20	36	F
18051		8007	Introduction to Plant Systems	20	36	F
18401		8016	Introduction to Power, Structural, and Technical Systems	20	36	F
18054	I	8036	Landscaping I	20	36	F
18054	II	8039	Landscaping II	20	36	F
18301	II	8012	Livestock Production Management	20	36	F
18301	III	8014	Operating the Farm Business	20	36	F
18549		8043	Outdoor Recreation, Parks, and Tourism Systems Management	20	36	
18102	18	8081	Small Animal Care I (18 Weeks)	20	36	M
18102	36	8083	Small Animal Care I (36 Weeks)	20	36	M
18102	II	8084	Small Animal Care II	20	36	M
20110	36	8082	Small Engine Repair	20	36	F
20110	18	8021	Small Engine Repair (18 Weeks)	20	18	F
18054	IV	8054	Turfgrass Applications, Advanced	20	36	F
18054	III	8051	Turfgrass Establishment & Maintenance	20	36	F
18105	I	8088	Veterinary Science I	20	36	
18105	II	8089	Veterinary Science II	20	36	

**Courses to be added effective with the 2019-2020 school year.

APPENDIX B: BUSINESS AND INFORMATION TECHNOLOGY COURSE INFORMATION

SCED Code	VA Extended Description	Course Code/VA Assignment Code	Course Description	Max Enroll	Length (Weeks)	Non-Trad Gender
12104	I	6320	Accounting		36	
12104	II	6321	Advanced Accounting		36	
10005	IV	6613	Advanced Computer Information Systems		36	F
10005	III	6615	Advanced Computer Information Systems (18 Weeks)		18	F
10109	II	6651	Advanced Computer Network Software Operations		36	F
10203	IV	6631	Advanced Design, Multimedia, & Web Technologies		36	
10203	III	6633	Advanced Design, Multimedia, & Web Technologies (18 Weeks)		18	
10152	II	6641	Advanced Programming		36	F
12997		6745	Business Individualized Program - Development (18 Weeks)	10	18	
12999		6746	Business Individualized Program - Development (36 Weeks)	10	36	
12054	36	6131	Business Law		36	
12054	18	6132	Business Law (18 Weeks)		18	
12052	36	6135	Business Management		36	
12052	18	6136	Business Management (18 Weeks)		18	
10005	II	6612	Computer Information Systems		36	F
10005	I	6614	Computer Information Systems (18 Weeks)		18	F
10109	I	6650	Computer Network Software Operations		36	F
10010	36	6610	Computer Solutions (36 Weeks)		36	
10010	18	6609	Computer Solutions (6, 9, 12 or 18 Weeks)			
10302	I	6302	Cybersecurity Fundamentals		36	F
10302	II	6304	Cybersecurity Software Operations		36	F
10302	III	6306	Cybersecurity Software Operations, Advanced		36	F
10052		6660	Database Design and Management (Oracle)		36	F
10053		6662	Database Design and Management with PL/SQL (Oracle)		36	F
10055		6661	Database Design and Management (Oracle), Advanced		36	F
10203	II	6630	Design, Multimedia, & Web Technologies		36	
10203	I	6632	Design, Multimedia, & Web Technologies (18 Weeks)		18	
10004	36	6611	Digital Applications		36	
10004	18	6617	Digital Applications (18 Weeks)		18	
10900	36	6161	Digital Input Technologies		36	M
10900	18	6160	Digital Input Technologies (18 Weeks)		18	M
19262	I	6120	Economics & Personal Finance		36	
12059		IB6135	IB Business Management		36	
10007	I	IB6613	IB Information Technology in a Global Society		36	F
10254		6670	Information Technology Fundamentals		36	

APPENDIX B: BUSINESS AND INFORMATION TECHNOLOGY COURSE INFORMATION (PAGE 2)

SCED Code	VA Extended Description	Course Code/VA Assignment Code	Course Description	Max Enroll	Length (Weeks)	Non-Trad Gender
12005	I	6150	Keyboarding – Middle			M
12005	II	6151	Keyboarding – Secondary *		18	M
12005	IV	6152	Keyboarding Applications *		36	M
12005	III	6153	Keyboarding Applications (18 Weeks) *		18	M
12008	36	6735	Legal Systems Administration		36	M
12008	18	6736	Legal Systems Administration (18 Weeks)		18	M
14153	36	6730	Medical Systems Administration		36	M
14153	18	6731	Medical Systems Administration (18 Weeks)		18	M
12003	36	6621	Office Administration		36	M
12003	18	6622	Office Administration (18 Weeks)		18	M
12004	I	6740	Office Specialist I (Preparation)	15	36	M
12004	II	6741	Office Specialist II (Preparation)	15	36	M
12004	III	6742	Office Specialist III (Preparation)	15	36	M
19262	II	6121	Personal Finance		18	
12051	18	6116	Principles of Business & Marketing (18 Weeks)		18	
12051	36	6115	Principles of Business & Marketing		36	
10152	I	6640	Programming		36	F
12006	36	6625	Word Processing *		36	M
12006	18	6626	Word Processing (18 Weeks) *		18	M

*Courses to be eliminated effective with the 2019-2020 school year.

APPENDIX C: CAREER CONNECTIONS (INCLUDING SPECIAL PROGRAMS) COURSE INFORMATION

SCED Code	VA Extended Description	Course Code/VA Assignment Code	Course Description	Max Enroll	Length (Weeks)	Non-Trad Gender
12053	II	9094	Advanced Entrepreneurship Education		36	F
19258	9	9068	Career Investigations (9 Weeks)		9	
19258	18	9069	Career Investigations (18 Weeks)		18	
19258	36	9070	Career Investigations (36 Weeks)		36	
22250	18	9074	Career Strategies (18 Weeks)		18	
22250	36	9071	Career Strategies (36 Weeks)		36	
22901	6	9030	Education for Employment - Exploratory Development (6 weeks)	10	6	
22901	9	9031	Education for Employment - Exploratory Development (9 weeks)	10	9	
22901	12	9032	Education for Employment - Exploratory Development (12 weeks)	10	12	
22901	18	9082	Education for Employment - Exploratory Development (18 Weeks)	10	18	
22901	36	9083	Education for Employment - Exploratory Development	10	36	
22900	6	9020	Education for Employment - Exploratory Preparation (6 weeks)	15	6	
22900	9	9021	Education for Employment - Exploratory Preparation (9 weeks)	15	9	
22900	12	9022	Education for Employment - Exploratory Preparation (12 weeks)	15	12	
22900	18	9075	Education for Employment - Exploratory Preparation (18 Weeks)	15	18	
22900	36	9076	Education for Employment - Exploratory Preparation	15	36	
22901	I	9084	Education for Employment I - Development (18 Weeks)	10	18	
22901	II	9085	Education for Employment I - Development (36 Weeks)	10	36	
22153	18	9077	Education for Employment I - Preparation (18 Weeks)	15	18	
22153	36	9078	Education for Employment I - Preparation (36 Weeks)	15	36	
22903	18	9086	Education for Employment II - Development (18 Weeks)	10	18	
22903	36	9087	Education for Employment II - Development (36 Weeks)	10	36	
22902	18	9079	Education for Employment II - Preparation (18 Weeks)	15	18	
22902	36	9080	Education for Employment II - Preparation (36 Weeks)	15	36	
12053	I	9093	Entrepreneurship Education		36	F
22111		IB9098	IB Personal and Professional Skills (PPS)			
22102		9091	Introduction to Leadership (18 Weeks)		18	
19199	18	9060	Introduction to Virginia Teachers for Tomorrow (18 Weeks)		18	M
19199	36	9061	Introduction to Virginia Teachers for Tomorrow (36 Weeks)		36	M
22151		9095	Jobs for Virginia Graduates		36	
22101	36	9097	Leadership Development		36	
22101	18	9096	Leadership Development (18 Weeks)		18	
19151	I	9062	Virginia Teachers for Tomorrow I		36	M
19151	II	9072	Virginia Teachers for Tomorrow II		36	M

APPENDIX D: FAMILY AND CONSUMER SCIENCES COURSE INFORMATION

SCED Code	VA Extended Description	Course Code/VA Assignment Code	Course Description	Max Enroll	Length (Weeks)	Non-Trad Gender
19299	II	8292	Advanced Cybersecurity in Family & Consumer Sciences**		36	F
19299	18	8205	Career, Community and Family Connections (18 Weeks)		18	
19299	36	8282	Career, Community and Family Connections (36 Weeks)		36	
19255	18	8231	Child Development and Parenting (18 Weeks)		18	
19255	36	8232	Child Development and Parenting (36 Weeks)		36	
16052	I	8275	Culinary Arts I	20	36	F
16052	II	8276	Culinary Arts II	20	36	F
16052	III	8279	Culinary Arts Specialization (36 Weeks)	20	36	F
19299	I	8291	Cybersecurity in Family and Consumer Sciences		36	F
19153	I	8285	Early Childhood, Education, and Services I	20	36	M
19153	II	8286	Early Childhood, Education, and Services II	20	36	M
19903	6	8204	Family & Consumer Sciences Exploratory I (6 Weeks)		6	
19903	9	8206	Family & Consumer Sciences Exploratory I (9 Weeks)		9	
19903	12	8207	Family & Consumer Sciences Exploratory I (12 Weeks)		12	
19903	18	8208	Family & Consumer Sciences Exploratory I (18 Weeks)		18	
19904	6	8260	Family & Consumer Sciences Exploratory II (6 Weeks)		6	
19904	9	8261	Family & Consumer Sciences Exploratory II (9 Weeks)		9	
19904	12	8262	Family & Consumer Sciences Exploratory II (12 Weeks)		12	
19904	18	8263	Family & Consumer Sciences Exploratory II (18 Weeks)		18	
19251	36	8245	Family & Consumer Sciences Exploratory III		36	
19251	6	8241	Family & Consumer Sciences Exploratory III (6 Weeks)		6	
19251	9	8242	Family & Consumer Sciences Exploratory III (9 Weeks)		9	
19251	12	8243	Family & Consumer Sciences Exploratory III (12 Weeks)		12	
19251	18	8244	Family & Consumer Sciences Exploratory III (18 Weeks)		18	
19999	I	8264	Family & Human Services I (36 Weeks)		36	
19999	II	8265	Family & Human Services II (36 Weeks)		36	
19900		8222	Family & Consumer Sciences - Development	10	36	
19901		8224	Family & Consumer Sciences - Preparation	15	36	
19259	36	8225	Family Relations		36	
19259	18	8223	Family Relations (18 Weeks)		18	
19201	I	8280	Fashion Careers I		36	
19201	II	8281	Fashion Careers II		36	
19254		8239	Food Science and Dietetics	20	36	F
19905	18	8277	Grads - Family Focus (18 Weeks)		18	
19905	36	8278	Grads - Family Focus (36 Weeks)		36	
19906		8213	Grads - Occupational Experience		36	

APPENDIX D: FAMILY AND CONSUMER SCIENCES COURSE INFORMATION (PAGE 2)

SCED Code	VA Extended Description	Course Code/VA Assignment Code	Course Description	Max Enroll	Length (Weeks)	Non-Trad Gender
16999	I	8202	Hospitality, Tourism, & Recreation I		36	
16999	II	8203	Hospitality, Tourism, & Recreation II		36	
22904	36	8219	Independent Living		36	
22904	18	8214	Independent Living (18 Weeks)		18	
19260	36	8210	Individual Development		36	
19260	18	8209	Individual Development (18 Weeks)		18	
19263	I	8295	Interior Design I		36	
19263	II	8296	Interior Design II		36	
16051	36	8250	Introduction to Culinary Arts	20	36	F
16051	18	8249	Introduction to Culinary Arts (18 Weeks)	20	18	F
19153	36	8234	Introduction to Early Childhood Education		36	M
19153	18	8233	Introduction to Early Childhood Education (18 Weeks)		18	M
19001	18	8237	Introduction to Family & Human Services (18 Weeks)		18	
19001	36	8238	Introduction to Family & Human Services (36 Weeks)		36	
19201	18	8247	Introduction to Fashion Careers (18 Weeks)		18	
19201	36	8248	Introduction to Fashion Careers (36 Weeks)		36	
16001	18	8258	Introduction to Hospitality, Tourism and Recreation (18 Weeks)		18	
16001	36	8259	Introduction to Hospitality, Tourism and Recreation (36 Weeks)		36	
19263	36	8255	Introduction to Interior Design		36	
19263	18	8254	Introduction to Interior Design (18 Weeks)		18	
19257	18	8226	Life Planning (18 Weeks)		18	
19257	36	8227	Life Planning (36 Weeks)		36	
19253	18	8228	Nutrition & Wellness (18 Weeks)		18	M
19253	36	8229	Nutrition & Wellness (36 Weeks)		36	M

**Courses to be added effective with the 2019-2020 school year.

APPENDIX E: HEALTH AND MEDICAL SCIENCES COURSE INFORMATION

SCED Code	VA Extended Description	Course Code/VA Assignment Code	Course Description	Max Enroll	Length (Weeks)	Non-Trad Gender
14255		8382	Biomedical Innovation - PLTW		36	F
14900		8347	Biomedical Technician		36	M
14252		8344	Biotechnology Foundations in Health and Medical Sciences		36	
14054	I	8328	Dental Careers I	20	36	M
14054	II	8329	Dental Careers II	20	36	M
14055	IV	8336	Emergency Medical Responder		36	
14055	I	8333	Emergency Medical Technician I		36	
14055	II	8334	Emergency Medical Technician II		36	
14055	III	8335	Emergency Medical Technician III		36	
14055	V	8337	Emergency Medical Telecommunications		36	
14001	9	8369	Health & Medical Sciences Exploratory (9 Weeks)		9	
14001	18	8370	Health & Medical Sciences Exploratory (18 Weeks)		18	
14001	36	8371	Health & Medical Sciences Exploratory (36 Weeks)		36	
14002	I	8331	Health Assisting Careers		36	M
14157		8338	Health Informatics		36	F
14053		8364	Home Health Aide		36	M
14251		8380	Human Body Systems - PLTW		36	
14001	I	8301	Introduction to Health & Medical Sciences (18 Weeks)		36	
14001	II	8302	Introduction to Health & Medical Sciences (36 Weeks)		36	
14299		8354	Introduction to Mortuary Sciences	20	36	F
14199		8390	Introduction to Nutrition for Health and Medical Sciences		18	M
14151	I	8345	Medical Assistant I		36	M
14151	II	8346	Medical Assistant II		36	M
14151	III	8388	Medical Coding and Billing I		36	M
14151	IV	8389	Medical Coding and Billing II		36	M
14063		8381	Medical Interventions - PLTW		36	M
14102	I	8377	Medical Laboratory Technology I		36	M
14102	II	8378	Medical Laboratory Technology II		36	M
14154	18	8384	Medical Terminology (18 Weeks)		18	
14154	36	8383	Medical Terminology (36 Weeks)		36	
14002	II	8332	Mental Health Assisting Careers		36	M
14051	I	8360	Nursing Aide I (280 Hours)		36	M
14051	II	8362	Nursing Aide II (280 Hours)		36	M
14051	I-A	8355	Nursing Aide I Condensed (140 Hours)		36	M
14051	II-A	8356	Nursing Aide II Condensed (140 Hours)		36	M
14051	III	8303	Patient Care Technician		36	M
14152	I	8305	Pharmacy Technician I		36	M
14152	II	8306	Pharmacy Technician II		36	M

APPENDIX E: HEALTH AND MEDICAL SCIENCES COURSE INFORMATION (PAGE 2)

SCED Code	VA Extended Description	Course Code/VA Assignment Code	Course Description	Max Enroll	Length (Weeks)	Non-Trad Gender
14060	I	8365	Physical/Occupational Therapy I		36	
14060	II	8366	Physical/Occupational Therapy II		36	
14052	I	8357	Practical Nursing I (18 Weeks)		18	M
14052	II	8358	Practical Nursing II		18	M
14052	III	8359	Practical Nursing III (Adult)		36	M
14254		8379	Principles of Biomedical Sciences - PLTW		36	
14105	I	8375	Radiologic Technology I		36	
14105	II	8376	Radiologic Technology II		36	
14061	I	8372	Respiratory Therapy I		36	
14061	II	8373	Respiratory Therapy II		36	
14062	I	7660	Sports Medicine/Athletic Training I		36	
14062	II	7662	Sports Medicine/Athletic Training II		36	
14021		8367	Sterile Processing Technician		36	M
14056	I	8351	Surgical Technologist I		36	M
14056	II	8352	Surgical Technologist II		36	M
14057	I	8397	Vision Care Technician I		36	
14057	II	8398	Vision Care Technician II		36	

APPENDIX F: MARKETING COURSE INFORMATION

SCED Code	VA Extended Description	Course Code/VA Assignment Code	Course Description	Max Enroll	Length (Weeks)	Non-Trad Gender
12167	II	8127	Advanced Cybersecurity in Marketing**		36	F
12153	II	8145	Advanced Fashion Marketing		36	
12056	II	8136	Advanced Opportunities in Global Trade		36	
12152		8130	Advanced Marketing		36	
12167	I	8126	Cybersecurity in Marketing		36	F
12153	I	8140	Fashion Marketing		36	
12159		8159	Hotel Management & Operations		36	M
12160	36	8110	Introduction to Marketing		36	
12160	18	8111	Introduction to Marketing (18 Weeks)		18	
12151	6	8109	Make It Your Business (6 Weeks)		6	
12151	9	8112	Make It Your Business (9 Weeks)		9	
12151	12	8113	Make It Your Business (12 Weeks)		12	
12151	18	8114	Make It Your Business (18 Weeks)		18	
12164		8120	Marketing		36	
12166		8132	Marketing Management		36	
12056	I	8135	Opportunities in Global Trade		36	
16151		8139	Opportunities in Hospitality and Tourism		36	M
12154		8191	Real Estate		36	
12162		8125	Digital and Social Media Marketing		36	
12163	II	8177	Sports and Entertainment Management		36	
12163	I	8175	Sports and Entertainment Marketing		36	
16152		8169	Travel & Tourism Marketing and Sales		36	M

**Courses to be added effective with the 2019-2020 school year.

APPENDIX G: JROTC COURSE INFORMATION

SCED Code	VA Extended Description	Course Code/VA Assignment Code	Course Description	Max Enroll	Length (Weeks)	Non-Trad Gender
09151		AF7913	Air Force JROTC I		36	F
09152		AF7916	Air Force JROTC II		36	F
09153		AF7918	Air Force JROTC III		36	F
09154		AF7919	Air Force JROTC IV		36	F
09051		AR7913	Army JROTC I		36	F
09052		AR7916	Army JROTC II		36	F
09053		AR7918	Army JROTC III		36	F
09054		AR7919	Army JROTC IV		36	F
09201		MC7913	Marine Corps JROTC I		36	F
09202		MC7916	Marine Corps JROTC II		36	F
09203		MC7918	Marine Corps JROTC III		36	F
09204		MC7919	Marine Corps JROTC IV		36	F
09101		NA7913	Navy JROTC I		36	F
09102		NA7916	Navy JROTC II		36	F
09103		NA7918	Navy JROTC III		36	F
09104		NA7919	Navy JROTC IV		36	F

APPENDIX H: TECHNOLOGY EDUCATION COURSE INFORMATION

SCED Code	VA Extended Description	Course Code/VA Assignment Code	Course Description	Max Enroll	Length (Weeks)	Non-Trad Gender
21149		8438	Advanced Drawing & Design		36	F
13002	II	8427	Advanced Manufacturing Systems II	20	36	F
21019		8428	Aerospace Engineering PLTW		36	F
21055	I	8487	Aerospace Technology I		36	F
21055	II	8488	Aerospace Technology II		36	F
21015	AC	AC8479	App Creators (PLTW)		9	F
21103	36	8437	Architectural Drawing/Design		36	F
21103	18	8492	Architectural Drawing/Design (18 Weeks)		18	F
21015	AR	AR8476	Automation and Robotics (PLTW)		9	F
21049		8467	Bioengineering		36	
21999		8468	Biotechnology Foundations in Technology Education		36	
21021		8430	Civil Engineering & Architecture PLTW		36	F
11002	36	8415	Communication Systems		36	
11002	18	8418	Communication Systems (18 Weeks)		18	
21022		8442	Computer Integrated Manufacturing PLTW		36	F
21015	CS	CS8479	Computer Science for Innovators and Makers (PLTW)		9	F
17002	36	8431	Construction Technology	20	36	F
17002	18	8432	Construction Technology (18 Weeks)	20	18	F
13002	III	8499	Cybersecurity in Manufacturing		36	F
21015	DM	DM8476	Design and Modeling (PLTW)		9	F
21023		8440	Digital Electronics PLTW		36	F
11153		8459	Digital Visualization		36	
17106	36	8416	Electronics Systems I		36	F
17106	18	8417	Electronics Systems I (18 Weeks)		18	F
17106	II	8412	Electronics Systems II		36	F
17106	III	8413	Electronics Systems III		36	F
20101	36	8448	Energy and Power	20	36	
20101	18	8495	Energy and Power (18 Weeks)	20	18	
21015	EE	EE8479	Energy and the Environment (PLTW)		9	F
21016		8451	Engineering Analysis & Applications II		36	F
21005	II	8452	Engineering Concepts & Processes III		36	F
21007		8443	Engineering Design & Development PLTW		36	F
21106	36	8436	Engineering Drawing/Design		36	F
21106	18	8493	Engineering Drawing/Design (18 Weeks)		18	F
21005	I	8450	Engineering Explorations I		36	F
21047		8453	Engineering Practicum IV		36	F
21002		8491	Engineering Studies	20	36	F
05056	III	8489	Entertainment Design and Technology	20	36	

APPENDIX H: TECHNOLOGY EDUCATION COURSE INFORMATION (PAGE 2)

SCED Code	VA Extended Description	Course Code/VA Assignment Code	Course Description	Max Enroll	Length (Weeks)	Non-Trad Gender
21015	FS	FS8479	Flight and Space (PLTW)		9	F
15055		8409	Forensic Technology		36	
10205	I	8400	Game Design and Development		36	
10205	II	8401	Game Design and Development, Advanced		36	
21058	I	8423	Geospatial Technology I		36	F
21058	II	8424	Geospatial Technology II		36	F
20151	I	8419	Global Logistics and Enterprise Systems I (36 Weeks)		36	F
20151	II	8422	Global Logistics and Enterprise Systems II (36 Weeks)		36	F
11155	18	8494	Graphic Communications (18 Weeks)		18	
11155	36	8458	Graphics Communication		36	
21015	GA	GA8479	Green Architecture (PLTW)		9	F
03206	I	IB4585	IB Design Technology I		36	F
03206	II	IB4586	IB Design Technology II		36	F
11054	36	8455	Imaging Technology		36	
11054	18	8474	Imaging Technology (18 Weeks)		18	
21017		8439	Introduction to Engineering Design PLTW		36	F
21051	36	8483	Introduction to Technology		36	
21051	6	8480	Introduction to Technology (6 Weeks)		6	
21051	9	8481	Introduction to Technology (9 Weeks)		9	
21051	12	8484	Introduction to Technology (12 Weeks)		12	
21051	18	8482	Introduction to Technology (18 Weeks)		18	
21099	36	8461	Inventions & Innovations		36	
21099	6	8456	Inventions & Innovations (6 Weeks)		6	
21099	9	8454	Inventions & Innovations (9 Weeks)		9	
21099	12	8485	Inventions & Innovations (12 Weeks)		12	
21099	18	8464	Inventions & Innovations (18 Weeks)		18	
21015	ME	ME8479	Magic of Electrons (PLTW)		9	F
13002	36	8425	Manufacturing Systems I	20	36	F
13002	18	8426	Manufacturing Systems I (18 Weeks)	20	18	F
13052	36	8433	Materials & Processes Technology	20	36	F
13052	18	8478	Materials & Processes Technology (18 Weeks)	20	18	F
21015	MD	MD8479	Medical Detectives (PLTW)		9	F
21015		8460	Modeling & Simulation Technology		36	F
20102	36	8445	Power & Transportation	20	36	F
20102	18	8444	Power & Transportation (18 Weeks)	20	18	F
21018		8441	Principles of Engineering PLTW		36	F

APPENDIX H: TECHNOLOGY EDUCATION COURSE INFORMATION (PAGE 3)

SCED Code	VA Extended Description	Course Code/VA Assignment Code	Course Description	Max Enroll	Length (Weeks)	Non-Trad Gender
03153	I	9811	Principles Of Technology I (36 Weeks)		36	
03153	II	9812	Principles Of Technology II (36 Weeks)		36	
13101	36	8447	Production Systems	20	36	F
13101	18	8446	Production Systems (18 Weeks)	20	18	F
17105		8408	Renewable Energy		36	F
21015	ST	ST8479	Science & Technology (PLTW)		9	F
10015	II	8470	Software Engineering PLTW		36	F
10015	I	8473	Software Engineering Essentials PLTW		36	F
21053		8414	Sustainable and Renewable Technology		36	
21101	36	8435	Technical Drawing/Design		36	F
21101	18	8434	Technical Drawing/Design (18 Weeks)		18	F
21001	36	8462	Technological Systems		36	F
21001	6	8477	Technological Systems (6 Weeks)		6	F
21001	9	8457	Technological Systems (9 Weeks)		9	F
21001	12	8486	Technological Systems (12 Weeks)		12	F
21001	18	8463	Technological Systems (18 Weeks)		18	F
21054	36	8407	Technology Assessment		36	F
21054	18	8406	Technology Assessment (18 Weeks)		18	F
21901	36	8410	Technology Awareness		36	
13099	I	8471	Technology Education - Development	10	36	
13099	II	8469	Technology Education - Preparation	15	36	
21003	36	8403	Technology Foundations		36	
21003	18	8402	Technology Foundations (18 Weeks)		18	
21009	18	8420	Technology of Robotic Design (18 Weeks)		18	F
21009	36	8421	Technology of Robotic Design (36 Weeks)		36	F
21052	36	8405	Technology Transfer		36	F
21052	18	8404	Technology Transfer (18 Weeks)		18	F
11055		8497	Video & Media Technology		36	F

APPENDIX I: TRADE AND INDUSTRIAL EDUCATION COURSE INFORMATION

SCED Code	VA Extended Description	Course Code/VA Assignment Code	Course Description	Max Enroll	Length (Weeks)	Non-Trad Gender
05163	I	8570	Advertising Design I		36	
05163	II	8571	Advertising Design II		36	
20999		8734	Air Traffic Controller	20	36	F
20053	I	8731	Aircraft Pilot Training I	20	36	F
20053	II	8732	Aircraft Pilot Training II	20	36	F
20117	I	8676	Auto Body Technology I	20	36	F
20117	II	8677	Auto Body Technology II	20	36	F
20117	III	8678	Auto Body Technology III	20	36	F
20104	I	8506	Automotive Technology I	20	36	F
20104	IA	8502	Automotive Technology I (MLR 3-Year Program)	20	36	F
20104	II	8507	Automotive Technology II	20	36	F
20104	III	8508	Automotive Technology III	20	36	F
20114	I	8728	Aviation Maintenance Technology I	20	36	F
20114	II	8729	Aviation Maintenance Technology II	20	36	F
20998		8730	Aviation Management Operations		36	F
19102	I	8740	Barbering I	20	36	F
19102	II	8741	Barbering II	20	36	F
19102	III	8742	Barbering III	20	36	F
19102	2YI	8743	Barbering I (Two Year Program)	20	36	F
19102	2YII	8744	Barbering II (Two Year Program)	20	36	F
20109		8724	Basic Small Engine Repair	20	36	F
19107		8546	Beauty Salon Assistant		36	M
16103	I	8590	Building Management I	20	36	F
16103	II	8591	Building Management II	20	36	F
16103	III	8592	Building Management III	20	36	F
17009	I	8515	Building Trades I	20	36	F
17009	II	8516	Building Trades II	20	36	F
17007	I	8604	Cabinetmaking I	20	36	F
17007	II	8605	Cabinetmaking II	20	36	F
17003	I	8601	Carpentry I	20	36	F
17003	II	8602	Carpentry II	20	36	F
17003	III	8603	Carpentry III	20	36	F
11052	I	8607	Commercial Photography I		36	
11052	II	8608	Commercial Photography II		36	
10101	I	8542	Computer Network Hardware Operations I (18 Weeks)		18	F
10101	II	8543	Computer Network Hardware Operations II (18 Weeks)		18	F

APPENDIX I: TRADE AND INDUSTRIAL EDUCATION COURSE INFORMATION (PAGE 2)

SCED Code	VA Extended Description	Course Code/VA Assignment Code	Course Description	Max Enroll	Length (Weeks)	Non-Trad Gender
10101	III	8544	Computer Network Hardware Operations III (18 Weeks)		18	F
10101	IV	8545	Computer Network Hardware Operations IV (18 Weeks)		18	F
10002	I	8622	Computer Systems Technology I		36	F
10002	II	8623	Computer Systems Technology II		36	F
19101	I	8527	Cosmetology I	20	36	M
19101	II	8528	Cosmetology II	20	36	M
19101	2YI	8745	Cosmetology I (Two Year Program)	20	36	M
19101	2YII	8746	Cosmetology II (Two Year Program)	20	36	M
19101	III	8529	Cosmetology III	20	36	M
15051	I	8702	Criminal Justice I		36	F
15051	II	8703	Criminal Justice II		36	F
10108		8630	Cybersecurity Network Systems		36	F
10109	III	8628	Cybersecurity Systems Technology		36	F
10109	IV	8629	Cybersecurity Systems Technology, Advanced		36	F
20107	I	8613	Diesel Equipment Technology I	20	36	F
20107	II	8614	Diesel Equipment Technology II	20	36	F
20107	III	8615	Diesel Equipment Technology III	20	36	F
21102	I	8530	Drafting I		36	F
21102	II	8531	Drafting II		36	F
21102	III	8532	Drafting III		36	F
17102	I	8533	Electricity I	20	36	F
17102	II	8534	Electricity II	20	36	F
17102	III	8535	Electricity III	20	36	F
17101	II	8537	Electronics Technology		36	F
17101	I	8547	Electronics/Industrial Robotics Technology		36	F
15152	I	8705	Firefighting I	20	36	F
15152	II	8706	Firefighting II	20	36	F
11154	I	8660	Graphic Imaging Technology I	20	36	M
11154	II	8661	Graphic Imaging Technology II	20	36	M
17056	I	8503	HVACR I	20	36	F
17056	II	8504	HVACR II	20	36	F
13203	I	8575	Industrial Maintenance Technology I	20	36	F
13203	II	8576	Industrial Maintenance Technology II	20	36	F
21009		8558	Industrial Robotics Technology		36	F
20111	I	8750	Marine Service Technology I	20	36	F
20111	II	8751	Marine Service Technology II	20	36	F

APPENDIX I: TRADE AND INDUSTRIAL EDUCATION COURSE INFORMATION (PAGE 3)

SCED Code	VA Extended Description	Course Code/VA Assignment Code	Course Description	Max Enroll	Length (Weeks)	Non-Trad Gender
17008	I	8512	Masonry I	20	36	F
17008	II	8513	Masonry II	20	36	F
17008	III	8514	Masonry III	20	36	F
13901	I	8554	Mechatronics I		36	F
13901	II	8555	Mechatronics II		36	F
13901	III	8556	Mechatronics III		36	F
20105	I	8509	Motorsports Technology I	20	36	F
20105	II	8510	Motorsports Technology II	20	36	F
20105	III	8511	Motorsports Technology III	20	36	F
19105	I	8692	Nail Technician I		36	M
19105	II	8693	Nail Technician II		36	M
17058	I	8551	Plumbing I	20	36	F
17058	II	8552	Plumbing II	20	36	F
13204	I	8539	Precision Machining Technology I	20	36	F
13204	II	8540	Precision Machining Technology II	20	36	F
15101	I	8700	Public Safety I		36	F
15101	II	8701	Public Safety II		36	F
11051	I	8640	Radio Communications I		36	
11051	II	8641	Radio Communications II		36	
13205	I	8663	Sheet Metal I	20	36	F
13205	II	8664	Sheet Metal II	20	36	F
20110	I	8725	Small Engine Technology I	20	36	F
20110	II	8726	Small Engine Technology II	20	36	F
10006	I	8650	Telecommunications I	20	36	F
10006	II	8651	Telecommunications II	20	36	F
11103	I	8688	Television and Media Production I		36	F
11103	II	8689	Television and Media Production II		36	F
11103	III	8690	Television and Media Production III		36	F
20052	I	8616	Utility/Heavy Construction Technology I	20	36	F
20052	II	8617	Utility/Heavy Construction Technology II	20	36	F
13207	I	8672	Welding I	20	36	F
13207	II	8673	Welding II	20	36	F
13207	III	8674	Welding III	20	36	F

APPENDIX J: CTE FINISHER CODES

Code	Description
1	Student has finished CTE course requirements for program completion.
3	Student took at least one state-approved CTE course for high school credit since 7th grade but has not finished CTE course requirements for completion.
4	Student has not taken any state-approved CTE courses for high school credit since 7th grade.
5	Student finished CTE requirements for completion and completion of a CTE dual enrollment course(s).

APPENDIX K: CAREER PATHWAY CODES AND DESCRIPTIONS

Code	Agriculture, Food and Natural Resources
0101	Food Products and Processing Systems
0102	Plant Systems
0103	Animal Systems
0104	Power, Structural and Technical Systems
0105	Natural Resources Systems
0106	Environmental Service Systems
0107	Agribusiness Systems

Code	Architecture and Construction
0201	Design/Pre-Construction
0202	Construction
0203	Maintenance/Operations

Code	Arts, Audio/Video Technology and Communications
0301	Audio and Video Technology and Film
0302	Printing Technology
0303	Visual Arts
0304	Performing Arts
0305	Journalism and Broadcasting
0306	Telecommunications

Code	Business Management and Administration
0401	General Management
0402	Business Information Management
0403	Human Resources Management
0404	Operations Management
0405	Administrative Support

Code	Education and Training
0501	Administration and Administrative Support
0502	Professional Support Services
0503	Teaching/Training

Code	Finance
0601	Securities and Investments
0602	Business Finance
0603	Accounting
0604	Insurance
0605	Banking Services

Code	Government and Public Administration
0701	Governance
0702	National Security
0703	Foreign Service
0704	Planning
0705	Revenue and Taxation
0706	Regulation
0707	Public Management and Administration

APPENDIX K: CAREER PATHWAY CODES AND DESCRIPTIONS (PAGE 2)

Code	Health Science
0801	Therapeutic Services
0802	Diagnostic Services
0803	Health Informatics
0804	Support Services
0805	Biotechnology Research and Development

Code	Hospitality and Tourism
0901	Restaurants and Food/Beverage Services
0902	Lodging
0903	Travel/Tourism
0904	Recreation, Amusements and Attractions

Code	Human Services
1001	Early Childhood Development and Services
1002	Counseling and Mental Health Services
1003	Family and Community Services
1004	Personal Care Services
1005	Consumer Services

Code	Information Technology
1101	Network Systems
1102	Information Support and Services
1103	Web and Digital Communications
1104	Programming and Software Development

Code	Law, Public Safety, Corrections and Security
1201	Correction Services
1202	Emergency and Fire Management Services
1203	Security and Protective Services
1204	Law Enforcement Services
1205	Legal Services

Code	Manufacturing
1301	Production
1302	Manufacturing Production Process Development
1303	Maintenance, Installation and Repair
1304	Quality Assurance
1305	Logistics and Inventory Control
1306	Health, Safety and Environmental Assurance

Code	Marketing
1401	Marketing Management
1402	Professional Sales
1403	Merchandising
1404	Marketing Communications
1405	Marketing Research

APPENDIX K: CAREER PATHWAY CODES AND DESCRIPTIONS (PAGE 3)

Code	Science, Technology, Engineering and Mathematics
1501	Engineering and Technology
1502	Science and Mathematics

Code	Transportation, Distribution and Logistics
1601	Transportation Operations
1602	Logistics Planning and Management Services
1603	Warehousing and Distribution Center Operations
1604	Facility and Mobile Equipment Maintenance
1605	Transportation Systems/Infrastructure Planning, Management and Regulation
1606	Health, Safety and Environmental Management
1607	Sales and Service

APPENDIX L: CTE CAREER CLUSTER CODES

CTE Career Cluster	Code
Agriculture, Food and Natural Resources	1
Architecture and Construction	2
Arts, Audio/Video Technology and Communications	3
Business Management and Administration	4
Education and Training	5
Finance	6
Government and Public Administration	7
Health Science	8
Hospitality and Tourism	9
Human Services	10
Information Technology	11
Law, Public Safety, Corrections and Security	12
Manufacturing	13
Marketing	14
Science, Technology, Engineering and Mathematics (STEM)	15
Transportation, Distribution and Logistics	16

APPENDIX M: GRADUATE/OTHER COMPLETER CODES

(Used with Completer Demographics Report)

Graduate/ Other Completer Code	Graduate/Other Completer Code Description	Definition
1	Standard Diploma	Diploma awarded to a student who has earned the standard diploma units of credit prescribed by the Board of Education, passed the Standards of Learning (SOL) tests, and who meets such other requirements as may be prescribed by the local school board and approved by the Board of Education.
2	Advanced Studies Diploma	Diploma awarded to a student who has earned the advanced diploma units of credit prescribed by the Board of Education, passed the Standards of Learning (SOL) tests, and who meets such other requirements as may be prescribed by the local school board and approved by the Board of Education.
3	Applied Studies Diploma (previously Special Diploma)	Diploma awarded to students with disabilities who complete the requirements of their individualized education programs and do not meet the requirements for other diplomas.
4	Certificate of Program Completion	Certificate awarded to students who do not qualify for a diploma but who complete a prescribed course of study as defined by the local school board.
5	High School Equivalency (HSE) Program, formerly General Educational Development (GED®) Certificate as a part of an alternative education program	Document awarded to high school students in attendance and enrolled in a HSE program, formerly GED® program, who have earned a GED® Certificate.
6	International Baccalaureate (IB) Diploma	Diploma awarded to a student who has completed the requirements for the Advanced Studies Diploma and has also completed the International Baccalaureate Diploma Program given by the International Baccalaureate Organization of Switzerland.
7	Modified Standard Diploma	Diploma awarded to a student with disabilities who completes the requirements of his or her individualized education program (IEP).
8	General Educational Development (GED®) Certificate as a part of an Individual Student Alternative Education Plan (ISAEP)	Document awarded to a student who has successfully completed all of the requirements of his or her ISAEP, which includes passing the GED® exam.
10	No award in this school year — school-age student whose IEP allows for multiple years in grade 12	No award in this school year. Use this code for seniors whose IEP allow for multiple years in grade 12. This code should also be used for school-age students with an IEP who return to school after graduating.

APPENDIX M: GRADUATE/OTHER COMPLETER CODES (PAGE 2)
 (Used with Completer Demographics Report)

Graduate/ Other Completer Code	Graduate/Other Completer Code Description	Definition
11	No award in this school year—foreign exchange student	No award in this school year—foreign exchange, part-time private, or part-time home-school student.
12	No award in this school year—student whose age and Limited English Proficiency (LEP) status allows for multiple years in grade 12	No award in this school year. Use this code for seniors whose age and LEP status allow for multiple years in grade 12.
13	No award in this school year—previously earned a Graduate/Other Completer Code 3-5 or 7-9 in a prior school year or diploma from another state.	No award in this school year—previously earned a Graduate/Other Completer Code 3-5 or 7-9 in a prior school year. This code also includes students who received a diploma from another state. Continue to use Graduate/Other Completer Code 10 and 12 respectively for IEP and English Learner (EL) students that have never earned a state board approved diploma.

APPENDIX N: DIVISION CODES COUNTY/CITY

Accomack County	001	Frederick County	034	Page County	069
Albemarle County	002	Fredericksburg	110	Patrick County	070
Alexandria	101	Galax	111	Petersburg	120
Alleghany County	003	Giles County	035	Pittsylvania County	071
Amelia County	004	Gloucester County	036	Poquoson	142
Amherst County	005	Goochland County	037	Portsmouth	121
Appomattox County	006	Grayson County	038	Powhatan County	072
Arlington County	007	Greene County	039	Prince Edward County	073
Augusta County	008	Greensville County	040	Prince George County	074
Bath County	009	Halifax County	041	Prince William County	075
Bedford County	010	Hampton	112	Pulaski County	077
Bland County	011	Hanover County	042	Radford	122
Botetourt County	012	Harrisonburg	113	Rappahannock County	078
Bristol	102	Henrico County	043	Richmond	123
Brunswick County	013	Henry County	044	Richmond County	079
Buchanan County	014	Highland County	045	Roanoke	124
Buckingham County	015	Hopewell	114	Roanoke County	080
Buena Vista	103	Isle of Wight County	046	Rockbridge County	081
Campbell County	016	King George County	048	Rockingham County	082
Caroline County	017	King and Queen County	049	Russell County	083
Carroll County	018	King William County	050	Salem	139
Charles City County	019	Lancaster County	051	Scott County	084
Charlotte County	020	Lee County	052	Shenandoah County	085
Charlottesville	104	Loudoun County	053	Smyth County	086
Chesapeake	136	Louisa County	054	Southampton County	087
Chesterfield County	021	Lunenburg County	055	Spotsylvania County	088
Clarke County	022	Lynchburg	115	Stafford County	089
Colonial Beach	202	Madison County	056	Staunton	126
Colonial Heights	106	Manassas	143	Suffolk	127
Covington	107	Manassas Park	144	Surry County	090
Craig County	023	Martinsville	116	Sussex County	091
Culpeper County	024	Mathews County	057	Tazewell County	092
Cumberland County	025	Mecklenburg County	058	Virginia Beach	128
Danville	108	Middlesex County	059	Warren County	093
Dickenson County	026	Montgomery County	060	Washington County	094
Dinwiddie County	027	Nelson County	062	Waynesboro	130
Essex County	028	New Kent County	063	West Point	207
Fairfax County	029	Newport News	117	Westmoreland County	095
Falls Church	109	Norfolk	118	Williamsburg-James City County	131
Fauquier County	030	Northampton County	065	Winchester	132
Floyd County	031	Northumberland County	066	Wise County	096
Fluvanna County	032	Norton	119	Wythe County	097
Franklin	135	Nottoway County	067	York County	098
Franklin County	033	Orange County	068		

SPECIAL SCHOOLS/DIVISION CODE/SCHOOL CODE

VSDB-Staunton	218	4013	Enterprise Academy	402	0402
			(Newport News-Hampton)		

APPENDIX N: (PAGE 2)

REGIONAL CAREER AND TECHNICAL EDUCATION CENTERS/CODE

Amelia-Nottoway Technical Center	311	New Horizons Regional Education Center	307
Bridging Communities Regional CTE Center	313	Northern Neck Technical Center	310
Charlottesville-Albemarle Technology Center	301	Rowanty Technical Center	309
Jackson River Technical Center	302	Valley Vocational-Technical Center	306
Massanutten Technical Center	304		

GOVERNOR'S STEM ACADEMIES/DIVISION CODE/SCHOOL CODE

Architecture and Applied Arts Governor's STEM Academy	112	1200
Blue Ridge Crossroads Governor's Academy for Technical Education (BRCGATE)	018	7313
FIRST: Fostering Innovation and Relevance through STEM and Trades	127	0396
Governor's Career and Technical Academy for Engineering Studies	021	0980
Governor's Career and Technical Academy in Arlington (GCTAA)	007	0623
Governor's STEM Academy at Chantilly High School	029	2446
Governor's STEM Academy at Christiansburg High School	060	0810
Governor's STEM Academy at George C. Marshall High School	029	2454
Governor's STEM Academy at Harrisonburg High School	113	0211
Governor's STEM Academy at the Burton Center for Arts and Technology	080	0591
Governor's STEM Academy at Osbourn High School	143	0380
Governor's STEM Academy for Engineering, Marketing, and Information Technology Studies	128	1031
Heritage High School Governor's STEM Academy	117	1455
Loudoun Governor's Career and Technical Academy	053	0990
Lynchburg Regional Governor's STEM Academy	115	0380
Northern Neck Technical Center Governor's STEM Academy for Agriculture and Maritime Studies	310	0020
Pulaski County Public Schools Governor's STEM Academy	077	0610
Stafford Academy for Technology (STAT)	089	0900
STEM for LIFE Governor's Academy	083	0903
The Bridging Communities Governor's STEM Academy	313	0020
The Governor's Career and Technical Education Academy for STEM in Richmond	123	3120
The Grassfield High School Governor's STEM Academy	136	0965

GOVERNOR'S HEALTH SCIENCES ACADEMIES/DIVISION CODE/SCHOOL CODE

Monticello Governor's Health Science Academy – Albemarle County	002	0350
Bedford County Public Schools Governor's Health Sciences Academy	010	0600
Chesterfield County Public Schools Governor's Health Sciences Academy	021	0990
Clifford S. Hardison Governor's Health Sciences Academy – Fairfax County	029	2456
Falls Church Governor's Health Sciences Academy – Fairfax County	029	2452
Gloucester County and Mathews County Public Schools Governor's Health Sciences Academy	036	0290
Governor's Health Sciences Academy at T. C. Williams High School – Alexandria City	101	0370
Hampton City Public Schools Governor's Health Sciences Academy	112	1100
Newport News and York County Public Schools Governor's Health Sciences Academy	117	1445