

Careertech Information Management System (CTIMS)

Tech Center Course Only Enrollment Guidebook



January 13, 2020

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Due Dates and Guidelines

	Quarter Dates	Submission Due Date
1 st Quarter	July 1 – September 30	October 15
2 nd Quarter	October 1 – December 31	January 15
3 rd Quarter	January 1 – March 31	April 15
4 th Quarter	April 1 – June 30	July 15
All Corrections Made		August 15

Full-Time Enrollment Guidelines

All enrollments will be submitted to the ODCTE. The enrollment file should be a **quarterly** file for each submission to include all students who were enrolled regardless of number of hours enrolled during each quarter. For the purposes of reporting clock hours, use the ‘enroll date’ and ‘end date/drop date’ as the basis for calculating hours. Do not subtract hours due to ‘attendance’. Students that enroll late during the quarter or exit early should have clock hours adjusted accordingly.

Enrollments will be submitted 4 times per year as indicated by the due dates above. Submit one record for each course for actively enrolled students during the quarter that the data is being submitted:

- Clock hours will represent hours for the quarter that the student is eligible to attend.
- Records will only represent students actively enrolled during that quarter.
- PID listed will be the primary teacher of record for the program.
- Instructor’s teaching number can be left blank if they are only teaching adult students.

Clock hours will need to be divided out if a student is concurrently enrolled in 2 or more programs.

NOTE: A secondary student missing 10 consecutive class periods within a semester should be dropped from the class for reporting purposes. The student’s clock hours need to be adjusted if the student does return to class.

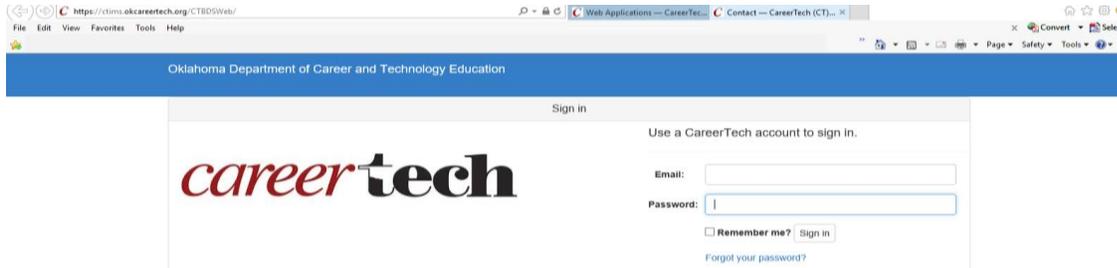
All technology centers should have an attendance policy in place for post-secondary students.

Technology Center Enrollment Student Data Documentation

The original source document must be maintained such as intake forms, an enrollment form that is completed by the student or a combination of data sources. A computer-generated report will not suffice for documentation purposes unless the student enrolled on-line. Clock hours reported will be based on the enroll date and end/drop date of the student. Transcripts must be maintained on a permanent basis.

Logging into CTIMS

Sign in using your school email and CTIMS password at <https://ctims.okcareertech.org/CTBDSWeb>



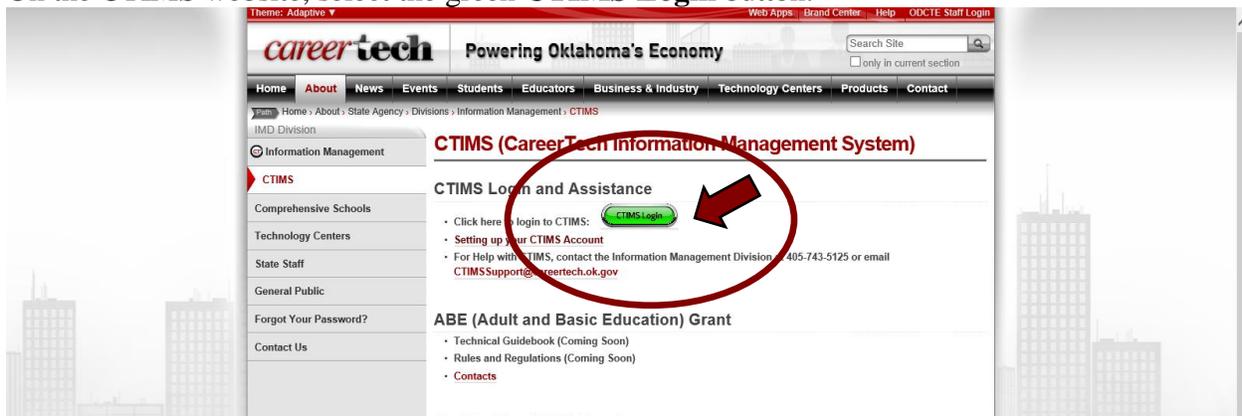
Or,

Go to <http://www.okcareertech.org/> and select **CTIMS** in the red bar at the top of the page. **Do not select the ODCTE Staff Login selection in the red bar. This is not the CTIMS login.**



NOTE: Please log in using Microsoft Internet Explorer version 11 or higher. CTIMS is currently not compatible with other browsers.

On the CTIMS website, select the green **CTIMS Login** button.



Help and Troubleshooting

If you do not have an account in CTIMS, or you are having trouble with the navigation or software, send an e-mail to CTIMSSupport@careertech.ok.gov describing your problem. Be sure to include your name, school name and a telephone number in the event we need to call you.

If you have forgotten your password, click the **Forgot your password?** link at the login screen to reset your password. You will be asked to enter in your email address. You will receive an email to start the password reset process.

You have 5 attempts to enter a password. After the last attempt, you will be locked out of CTIMS and will have to contact CTIMSSupport@careertech.ok.gov to reset your account.

CTIMS Support

Andra Beyer

Phone: 405-743-5134

CTIMSSupport@careertech.ok.gov

Submitting Course Only Enrollment Student Data

Step 1: Log in using your email and password at <https://ctims.okcareertech.org/CTBDSWeb>.

Step 2: Verify that you are using the role of a **Tech Center FT Submitter**. If not, use the drop down arrow to select the appropriate role.



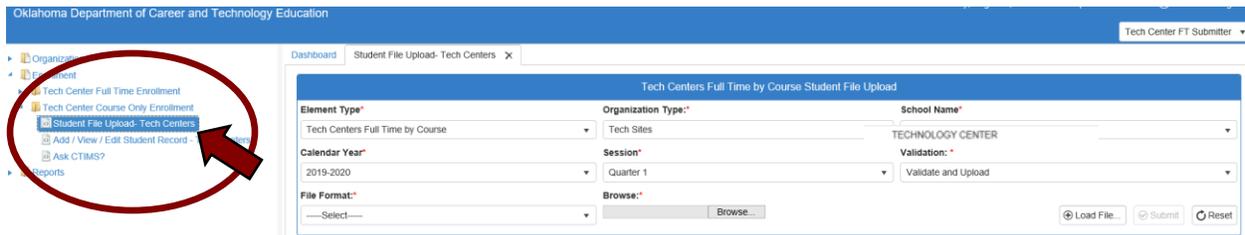
Step 3: Click the arrow | ▶ next to **Enrollment** on left navigation.



Step 4: Click the arrow | ▶ next to **Tech Center Course Only Enrollment**.



Step 5: Select Student File Upload-Tech Centers.



The screenshot shows the Oklahoma Department of Career and Technology Education interface. On the left sidebar, the menu item 'Student File Upload- Tech Centers' is highlighted with a red circle and a red arrow. The main content area shows the 'Tech Centers Full Time by Course Student File Upload' form with various fields for selection.

Step 6: Complete the Tech Centers Full Time by Course Student File Upload screen.

- Select **School Name**, if needed, using the drop down menu.
- Select **Calendar Year**.
- Select **Session (Quarter)**.
- Select **Validation** drop down menu.

Option 1: To check your data for errors without loading into CTIMS select Validate Only.

Or

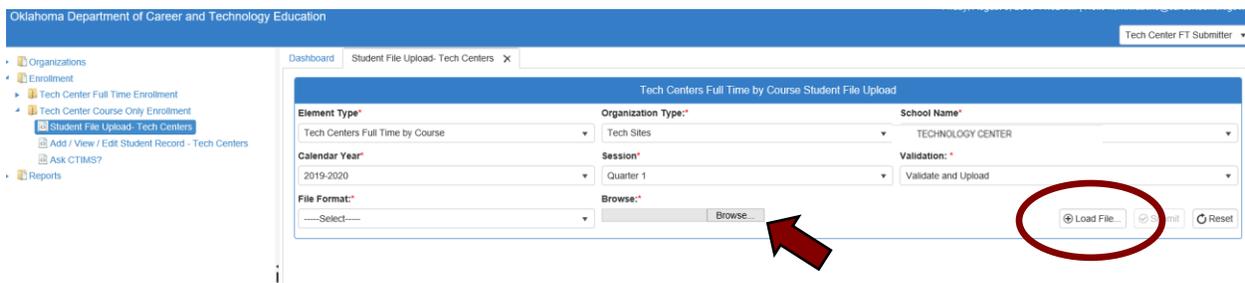
Option 2: To check your data for errors and load into CTIMS select Validate and Upload.

- Select **File Format**. The choices for the files are: TXT (Fixed Format), XLS, XLSX or CSV.

Make sure the file you upload has one of these extensions on the file and that you are using the record layout in Appendix A.

NOTE: If you select Fixed Format, your file must have a “.TXT” extension on the file name. If it doesn’t, you will need to rename your file.

- Click the **Browse** button which allows you to select your state report from your computer.
- Click **Load File** button. Your student data populates in this screen.
- Click **Submit** button and your data will **Validate Only** or **Validate and Upload** depending on your Validation selection.

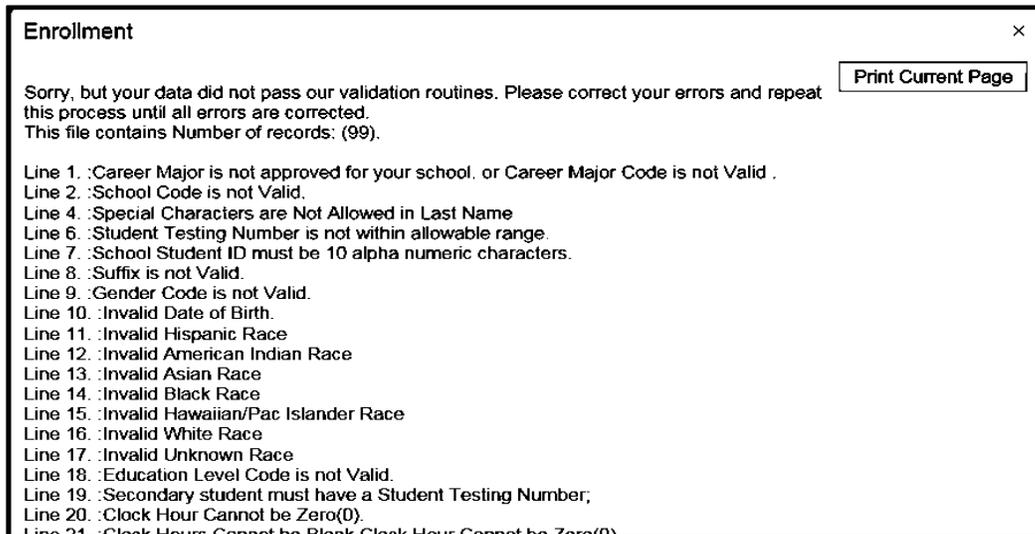


The screenshot shows the same form as in Step 5, but now the 'Load File...' button is circled in red with a red arrow pointing to it. The 'Browse...' button is also highlighted with a red arrow. The form fields are populated with 'Tech Centers Full Time by Course', 'Tech Sites', 'TECHNOLOGY CENTER', '2019-2020', 'Quarter 1', and 'Validate and Upload'.

At this point, your file is being checked for errors. This step may take several minutes.

If Your File Has Errors:

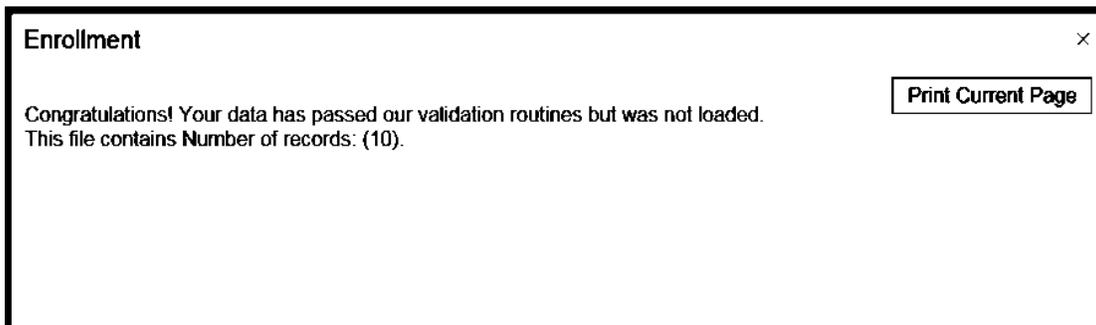
If errors are detected, a popup screen appears identifying the records by line number with error descriptions. Correct the errors in your system and recreate the file to upload again following the Steps 1-8 above.



Click on the **Print Current Page** button to print your error message list if needed.

If Your File Does NOT have Errors:

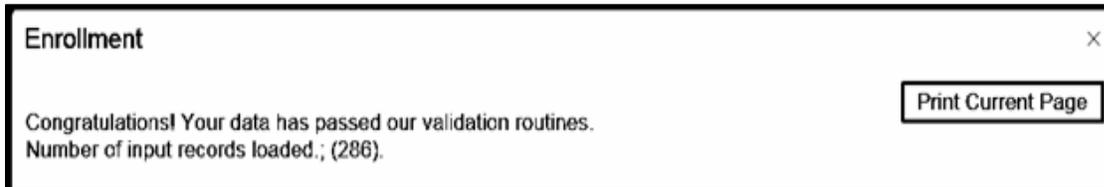
If your file does not have errors and you selected **Validate Only**, you will see the following popup screen. **VERIFY THAT THE NUMBER OF RECORDS IN THIS MESSAGE IS THE SAME AS THE NUMBER OF RECORDS IN THE FILE YOU SUBMITTED.**



You will need to go back to the **Student File Upload** tab and go through steps 1-8 above and select **Validate and Upload** under **Validation** before your records will be loaded into CTIMS.

If your file does not have errors and you selected **Validate and Load**, you will see the following screen.

VERIFY THAT THE NUMBER OF RECORDS IN THIS MESSAGE IS THE SAME AS THE NUMBER OF RECORDS IN THE FILE YOU SUBMITTED.



Click on the **Print Current Page** button to print your successful validation and upload, if needed, for your records.

Editing Records

If the discrepancy report shows a record that is correct, you will not have to do anything to the student record. If the discrepancy report (found under the Reports section on the left navigation) shows a record that is not correct, you will need to correct it.

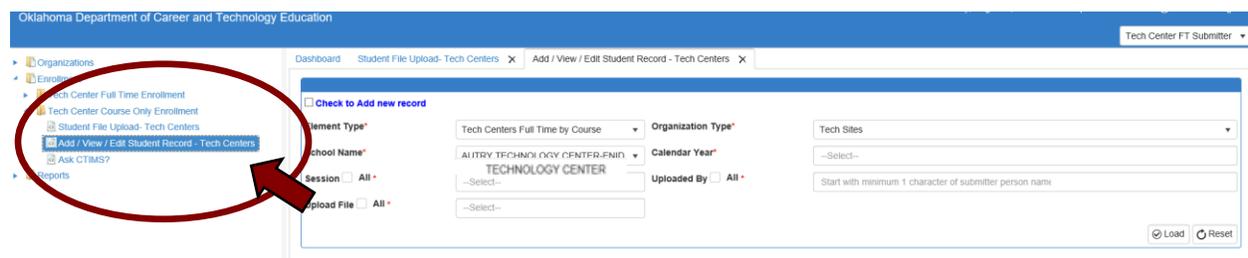
Step 1: Click the arrow | ▶ next to **Enrollment** on left navigation.



Step 2: Click the arrow | ▶ next to **Tech Center Course Only Enrollment**.

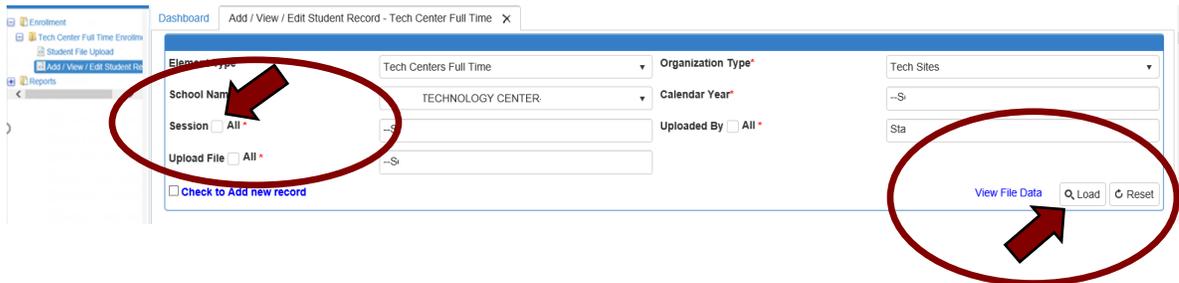


Step 3: Select **Add/View/Edit Student Record – Tech Centers**

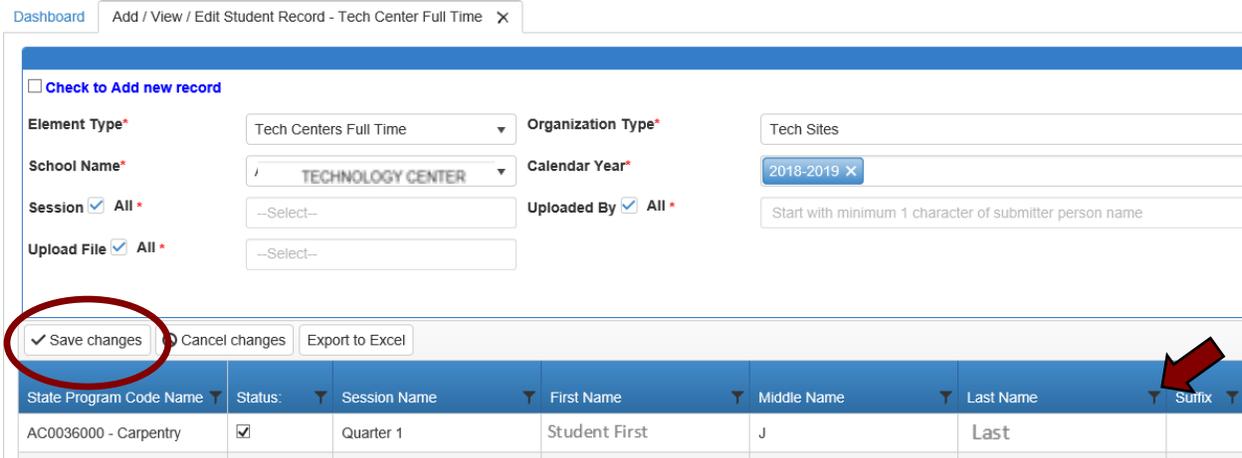


Step 4: Complete the **Add/View Edit** screen.

- Select **School Name**, if needed, using the drop down menu.
- Select **Calendar Year** using the drop down menu.
- Select **Session (Quarter)**. You can select more than one quarter at a time if you are not sure what quarter the student or students were uploaded, or you can click the **All** box to select all sessions.
- **Uploaded by:** Type in the first letter of the person's name who uploaded the file and select the correct upload date. You can select more than one if you are not sure of the date, or you can click the **All** box to select all upload dates.
- Click in the box to bring up the dropdown of file name. Select one or more of the file names, or you can click the **All** box to select all the uploaded files.



- Click **Load**. This will bring up a listing of all the student records. You can filter any column to find the record you need to change by clicking the filter symbol  in the column heading. To correct a record, click in the field that needs to be changed. After making changes, click **Save Changes**.



NOTE: Do not use the **Check to Add New Record** box for Student Records. Add new student records using the upload method, or email CTIMSSupport@careertech.ok.gov for assistance.

Ask CTIMS?

If you have an issue uploading your file and need assistance, you can use the **Ask CTIMS?** feature to send your file securely.

Step 1: Click the arrow  next to **Enrollment** on left navigation.



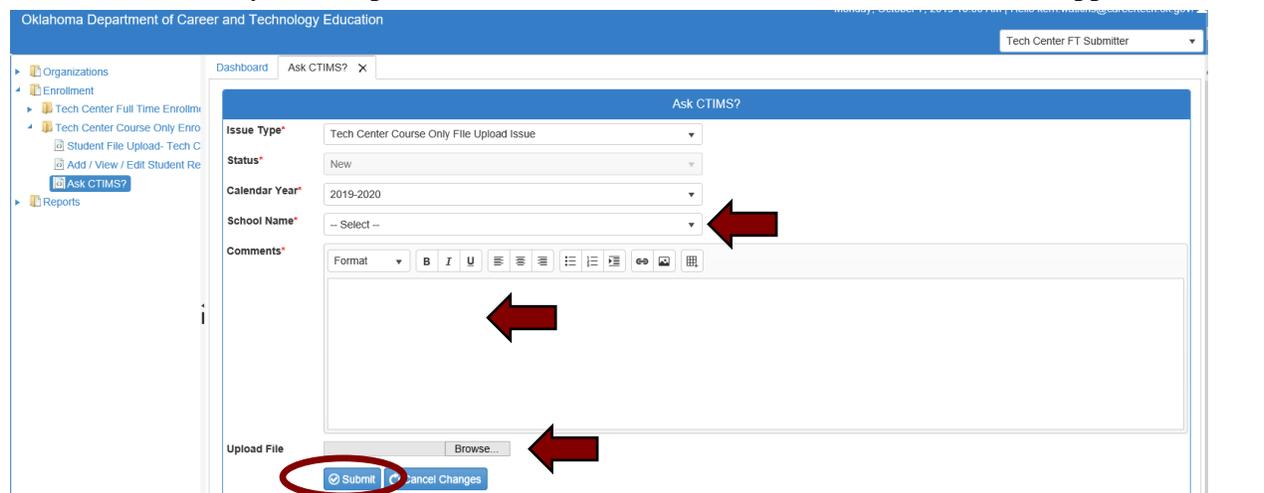
Step 2: Click the arrow  next to **Tech Center Course Only Enrollment**.



Step 3: Select **Ask CTIMS?**.



Step 4: On the Ask CTIMS? Screen, the **Issue Type**, **Status**, and **Calendar Year** will populate for you. Choose your **School Name** from the drop-down. Then, add a comment to the **Comments** box to describe your issue. Finally, click on **Browse** to find the file you need assistance with on your computer. Click **Submit** to send the issue to the CTIMS support team.



Appendix A - Record Layout for Course Only Student Enrollment

The following record layout should be used for enrollments in Full Time Programs at technology centers.

FIELD	TYPE	LENGTH	EXCEL COLUMNS	FORMAT
Course Code	Alpha/Num	7	A	AANNNNN
Pathway Code	Alpha/Num	5	B	AANNN
School Code	Alpha/Num	9	C	NNANNNNNN
First Name	Alpha/Num	20	D	
Middle Initial	Alpha	1	E	
Last Name	Alpha/Num	20	F	
Suffix	Alpha/Num	3	G	
Social Security Number	Num	9	H	
*Student Testing Number	Num	10	I	
School ID	Alpha/Num	10	J	
Gender	Alpha	1	K	
Date of Birth	Num	8	L	yyyymmdd
Race – Hispanic	Num	1	M	
Race – American Indian	Num	1	N	
Race – Asian	Num	1	O	
Race – Black	Num	1	P	
Race – Hawaiian/Pac Islander	Num	1	Q	
Race – White	Num	1	R	
Race – Unknown	Num	1	S	
Education Level	Num	2	T	
Clock Hours	Num	7	U	xxxx.xx
Business Code	Num	5	V	
Disability	Num	1	W	
Out of Workforce Individuals	Num	1	X	
Single Parent	Num	1	Y	
English Learners	Num	1	Z	
Academically Disadvantaged	Num	1	AA	
Economically Disadvantaged	Num	1	AB	
Migrant	Num	1	AC	
Feeder School Code	Alpha/Num	9	AD	
PID	Num	5	AE	
Teacher # (for PID listed)	Num	6	AF	
Homeless Individuals	Num	1	AG	
Individuals in Foster Care	Num	1	AH	
Student’s parents-military ac duty	Num	1	AI	

*All secondary students must be submitted with a 10-digit numeric Student Testing Number. The only exception is students attending a private school, home school or from out of state. Adult students may be submitted without a Student Testing Number. All students must be submitted with a unique alpha/numeric school assigned number. The PID number is now a mandatory field. The PID should reflect the instructor who is primarily responsible for the student in the Program being submitted

Appendix B - Student Course Only Course Record Layout

Field: 1
Name: Course Code
Column(s): 1-7 for text file; Column A for excel file
Length: 7
Type: Alpha/Numeric
Mandatory: Yes
Description: Code that identifies the course that the student is enrolled in for the reporting school year. See Appendix C for course codes.

Field: 2
Name: Pathway Code
Column(s): 8-12 for text file; Column B for excel file
Length: 5
Type: Alpha/Numeric
Mandatory: Yes
Description: Code to identify the pathway that best aligns with the course. See Appendix C for pathway codes.

Field: 3
Name: School Code
Column(s): 13-21 for text file; Column C for excel file
Length: 9
Type: Alpha/Numeric
Mandatory: Yes
Description: 9-digit school code to identify the technology school site, for which enrollment is being submitted. A complete list can be obtained from the IMD Web Site.

Field: 4
Name: First Name
Column(s): 22-41 for text file; Column D for excel file
Length: 20
Type: Alpha/Numeric
Mandatory: Yes
Description: Student's first name. Do not include hyphens, apostrophes, commas or special characters.

Field: 5
Name: Middle Initial
Column(s): 42 for text file; Column E for excel file
Length: 1
Type: Alpha
Mandatory: Yes
Description: Student's Middle Initial. Do not include hyphens, apostrophes, commas or special characters.

Field: 6
Name: Last Name
Column(s): 43-62 for text file; Column F for excel file
Length: 20
Type: Alpha/Numeric
Mandatory: Yes
Description: Student's last name. Do not include hyphens, apostrophes, commas or special characters.

Field: 7
Name: Suffix
Column(s): 63-65 for text file; Column G for excel file
Length: 3
Type: Alpha/Numeric
Mandatory: No
Description: Student's name suffix, if applicable. (e.g., Jr, Sr, III). Do not include periods.

Field: 8
Name: Social Security Number
Column(s): 66-74 for text file; Column H for excel file
Length: 9
Type: Numeric
Mandatory: No
Description: Enter the student's entire 9-digit social security number. If not available, leave blank.

Field: 9
Name: Student Testing Number (STN)
Column(s): 75-84 for text file; Column I for excel file
Length: 10
Type: Numeric
Mandatory: Yes
Description: For secondary students, provide the 10-digit numeric Student Testing Number (STN). The STN has been assigned to all secondary students in Oklahoma by the State Department of Education and is available from the student's home school. All secondary students will be required to have this number with the exception of those attending private schools, home schooled or those from out-of-state.

Adult students can be submitted with a STN if they were assigned a STN while attending as a secondary student. Otherwise, leave this field blank.

Field: 10
Name: School ID
Column(s): 85-94 for text file; Column J for excel file
Length: 10
Type: Alpha/Numeric
Mandatory: Yes
Description: Provide the unique alpha/numeric ID assigned to each student by your school.

Field: 11
Name: Gender
Column(s): 95 for text file; Column K for excel file
Length: 1
Type: Alpha
Mandatory: Yes
Description: M=Male, F=Female, U=Unknown

Field: 12
Name: Date of Birth
Column(s): 96-103 for text file; Column L for excel file
Length: 8
Type: Numeric
Mandatory: No
Description: If not available, leave blank. Format must be YYYYMMDD (e.g. 20081022)

Field: 13
Name: Race - Hispanic
Column(s): 104 for text file; Column M for excel file
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 = Not Hispanic; 1 = Hispanic

Field: 14
Name: Race – American Indian
Column(s): 105 for text file; Column N for excel file
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 = Not American Indian; 1 = American Indian

Field: 15
Name: Race – Asian
Column(s): 106 for text file; Column O for excel file
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 = Not Asian; 1 = Asian

Field: 16
Name: Race – Black
Column(s): 107 for text file; Column P for excel file
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 = Not Black; 1 = Black

Field: 17
Name: Race – Hawaiian/Pacific Islander
Column(s): 108 for text file; Column Q for excel file
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 = Not Hawaiian/Pacific Islander; 1 = Hawaiian/Pacific Islander

Field: 18
Name: Race – White
Column(s): 109 for text file; Column R for excel file
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 = Not White; 1 = White

Field: 19
Name: Race – Unknown
Column(s): 110 for text file; Column S for excel file
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 = Not Unknown; 1 = Unknown

Field: 20
Name: Education Level
Column(s): 111-112 for text file; Column T for excel file
Length: 2
Type: Numeric
Mandatory: Yes
Description: Provide the education level of the student. For secondary students (those currently enrolled in a comprehensive school) use the following:
07 – Seventh Grade 08 – Eighth Grade
09 – Ninth Grade 10 – Tenth Grade
11 – Eleventh Grade 12 – Twelfth Grade

For adult students, or secondary students no longer enrolled in a comprehensive school, use the following:

30 – Less than a High School Degree 31 – High School Graduate
32 – Some College, No Degree 33 – Technical Diploma
34 – Associate Degree 35 – Bachelor Degree
36 – Master’s Degree 37 – Doctorate Degree
38 – GED 99 – Unknown

Field: 21
Name: Clock Hours
Column(s): 113-119 for text file; Column U for excel file
Length: 7
Type: Numeric
Mandatory: Yes
Description: Provide the number of hours the student is enrolled in the program for the reporting year based on their beginning and ending dates. The clock hours should be adjusted to accurately reflect the clock hours when reporting fourth-quarter data. Pad with leading zeros.
Format: XXXX.XX

Field: 22
Name: Business Code
Column(s): 120-124 for text file; Column V for excel file
Length: 5
Type: Numeric
Mandatory: Yes
Description: Provide the business code if the student is ‘sponsored’ by their business/industry or place of employment to attend the class. Sponsored is defined as paying or reimbursing tuition or allowing time off from work to attend work-related instruction. This does not include individuals who, on their own, are upgrading their skills for work-related reasons. This does not include other entities paying for tuition such as Veterans Administration. Students must be employed by the business listed on their record. Use business code “99999” if the training is not industry sponsored.

Field: 23
Name: Disability
Column(s): 125 for text file; Column W for excel file
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 – Not Disabled, 1 – Yes, Student has a Disability

Field: 24
Name: Out of Workforce Individuals
Column(s): 126 for text file; Column X for excel file
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 – Not an Out of Workforce Individual; 1–Yes, Student is an Out of Workforce Individual

Field: 25
Name: Single Parent
Column(s): 127 for text file; Column Y for excel file
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 – Not a Single Parent; 1 – Yes, Student is a Single Parent

Field: 26
Name: English Learners
Column(s): 128 for text file; Column Z for excel file
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 – Not an English Learner; 1 – Yes, Student is an English Learner

Field: 27
Name: Academically Disadvantaged
Column(s): 129 for text file; Column AA for excel file
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 – Not Academically Disadvantaged; 1 – Yes, Student is Academically Disadvantaged

Field: 28
Name: Economically Disadvantaged
Column(s): 130 for text file; Column AB for excel file
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 – Not Economically Disadvantaged; 1 – Yes, Student is Economically Disadvantaged

Field: 29
Name: Migrant
Column(s): 131 for text file; Column AC for excel file
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 – Not a Migrant; 1 – Yes, Student is a Migrant

Field: 30
Name: Feeder School Code
Column(s): 132-140 for text file; Column AD for excel file
Length: 9
Type: Alpha/Numeric
Mandatory: Yes
Description: For secondary students, use the State Department of Education’s school site code that represents the feeder school in which the student is enrolled.
The following codes should be used for students not attending a comprehensive school:
00X999999 Adult Student
00P000002 Home Schooled Student
99I999999 Out of State Student
80P000000 Private School Student
00I000888 Charter School Student

Field: 31
Name: PID
Column(s): 140-144 for text file; Column AE for excel file
Length: 5
Type: Numeric
Mandatory: Yes
Description: A PID for each enrollment record must be submitted to identify the instructor responsible for the enrollment in this State Program.

Field: 32
Name: Teacher #
Column(s): 145-150 for text file; Column AF for excel file
Length: 6
Type: Numeric
Mandatory: Yes (if submitting for secondary enrollment)
Description: The teacher number that is on the teaching certificate for the PID being submitted.

Field: 33
Name: Homeless Individuals
Column(s): 151 for text file; Column AG for excel file
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 – Not Homeless; 1 – Yes, Student is Homeless

Field: 34
Name: Individuals in Foster Care
Column(s): 152 for text file; Column AH for excel file
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 – Not in Foster Care or aged out; 1 – Yes, Student is in foster care or has aged out

Field: 35
Name: Student's parents on military active duty
Column(s): 153 for text file; Column AI for excel file
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 – Student's parents not on military active duty; 1 – Yes, Student's parents on military active duty

Appendix C - Definitions and Coding to Report Student Data in Technology Centers Courses

The following information provides specific definitions and coding to be used when providing student enrollment data. **Read this section carefully for definitions and coding.**

Data provided for Disability, Homeless Individuals, Individuals in or aged out of foster care, Students with parents on military active duty, Out of Workforce Individuals, Single Parent, English Learners, and Disadvantaged should be documented with the assistance of a counselor or administrator to ensure accurate data.

The following definitions and coding are presented in alphabetical order and will not follow the same sequence of the data collection form or input screens. See Appendix A and B for Student record layout.

Business Code – Provide the business code of the industry if the student is ‘sponsored’ by their industry or place of employment to attend the class. Sponsored is defined as paying or reimbursing tuition or allowing time off from work to attend work-related instruction. This does not include individuals who, on their own, are upgrading their skills for work-related reasons. This does not include other entities paying for tuition such as Veterans Administration. **Students must be employed by the business listed on their record.** Use business code “99999” if the training is not industry sponsored.

State Program Code – List the 9-digit State Program code to indicate the program for which the student is enrolled.

Clock Hours – Clock hours should reflect the number of hours enrolled in the program for each quarter reported. It should not reflect the entire semester or year. Enter the number of clock hours the student was enrolled in the program based on the begin date and end date of the quarter. Students that enroll late or exit early should have clock hours adjusted for the quarter. See examples of reporting clock hours in Section 1 entitled “Due Dates and Reporting Guidelines.”

Date of Birth - Enter the student’s date of birth. Leave blank if not available.

Disability - A disabled individual is anyone with any disability (as defined in section 3(2) of the Americans with Disabilities Act of 1990), which includes any individual who:

- ✓ has a physical or mental impairment that substantially limits one or more of the major life activities of that individual,
- ✓ has a record of impairment as described in paragraph (1) of this definition, or
- ✓ is regarded as having an impairment described in paragraph (1) of this definition.

This definition includes any individual who has been evaluated under Part B of the IDEA and determined to be an individual with a disability who is in need of special education and related services and any individual who is considered disabled under Section 504 of the

Rehabilitation Act of 1973.

"Disability," when applied to individuals, means "individuals who are intellectual disability, hard of hearing/deaf, speech or language impaired, visually impaired/blind, seriously emotionally disturbed, orthopedically impaired, autistic, head injuries or persons with specific learning disabilities who, by reason thereof, require special education or related services and who, **because of their disabling condition, cannot succeed in the regular Careertech education activity without special education assistance.**"

Disability codes are as follows:

- 0** - No, this student is **not** disabled
- 1** - Yes, this student **is** disabled

NOTE: All students identified as being disabled must have the proper documentation on file in the event of an audit.

Disadvantaged - Individuals who have economic or academic disadvantages and who **require special services and assistance** in order to enable them to succeed in career and technology education activities. This term includes individuals who are members of economically disadvantaged families, migrants, individuals of limited English proficiency, and individuals who are dropouts or are identified as potential dropouts from secondary schools.

NOTE: All students identified as being disadvantaged must have the proper documentation on file in the event of an audit.

"Academically Disadvantaged" refers to persons:

- ✓ who score at or below the 25th percentile on a standardized achievement or aptitude test,
- ✓ whose secondary school grades are below 2.0 on a 4.0 scale (where the grade "A" equals 4.0), or
- ✓ who fail to attain minimum academic competencies.

Academically Disadvantaged codes are as follows:

- 0** - No, this student is **not** Academically Disadvantaged
- 1** - Yes, this student **is** Academically Disadvantaged

"Economically Disadvantaged, including low-income youth and adults" refers to persons who are eligible for or are receiving any of the following:

- ✓ The Program for Aid to Dependent Children under Part A of Title IV of the Social Security Act (42 U.S.C. 601)
- ✓ Benefits under the Food Stamp Act of 1977 (7 U.S.C. 2011)
- ✓ To be counted for purposes of Section 1005 of Chapter 1 of Title I of the Elementary and Secondary Education Act of 1965, as amended (Chapter 1) (20 U.S.C. 2701)

- ✓ Free and reduced-price meals program under the National School Lunch Act (42 U.S.C. 1751)
- ✓ Participation in programs assisted under Title II of the JTPA
- ✓ Pell grant or assistance under a comparable state program of need-based financial assistance
- ✓ Determined to be low-income according to the latest available data from the Department of Commerce or the Department of Health and Human Services Poverty Guidelines

Economically Disadvantaged codes are as follows:

0 - No, this student is **not** Economically Disadvantaged

1 - Yes, this student **is** Economically Disadvantaged

Homeless individuals – (defined in Section 725 of McKinney-Vento Homeless Assistance Act) individuals who lack a fixed, regular, and adequate nighttime residence and includes

- ✓ sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
- ✓ have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- ✓ living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- ✓ migratory children living in circumstances as described above

Homeless individual codes are as follows:

0 - No, this student is **not** Homeless

1 - Yes, this student **is** Homeless

Individuals in foster care or aged out of foster care – includes individuals in foster care or those that were still in foster care when they turned 18 years of age.

Individuals in foster care codes are as follows:

0 - No, this student is **not** in foster care or aged out

1 - Yes, this student **is** in foster care or aged out

Educational Level –

Secondary: For students who are enrolled in a comprehensive school, use the appropriate educational (grade) level in which the student is currently enrolled (05, 06, 07, 08, 09, 10, 11 or 12).

Adult: Use the appropriate educational level as follows (only for students not presently enrolled in a comprehensive school):

- 30 – Less than a High School Diploma
- 31 – High School Graduate
- 32 – Some College, No Degree
- 33 – Technical Diploma
- 34 – Associate Degree
- 35 – Bachelor Degree
- 36 – Master’s Degree
- 37 – Doctorate Degree
- 38 – GED
- 99 – Unknown

English Learner (previously Limited English Proficiency (LEP)) – The term ‘English Learner’ means:

- ✓ 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
- ✓ Whose native language is a language other than English; or
- ✓ Who lives in a family or community environment in which a language other than English is the dominant language.

Coding for English Learner is as follows:

- 0** - No, this student is **not** an English learner
- 1** - Yes, this student **is** an English learner

Feeder School Code – For secondary students, enter the 9-digit State Department of Education’s school code that identifies the K-12 school site the student is attending. If the student’s school is not listed, contact the Information Management Division. Do not arbitrarily assign a new code. The following feeder school codes should be used for students not attending a comprehensive school district:

- ✓ 00X999999 for Adult students
- ✓ 00P000002 for Home Schooled students
- ✓ 99I999999 for Out Of State students
- ✓ 80P000000 for Private School students
- ✓ 00I000888 for Charter School students

First Name - List the student's first name. Do not include hyphens, apostrophes, commas or special characters.

Gender – Coding for Gender is as follows:

- M** – Male
- F** – Female
- U** – Unknown

Last Name - List the student's last name. Do not include hyphens, apostrophes, commas or special characters. Do not include their Suffix in this field (e.g. Jr., Sr., and III)

Limited English Proficiency (LEP) - Refers to:

Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English.

Coding for Limited English Proficiency is as follows:

0 - No, this student is **not** Limited English Proficient

1 - Yes, this student **is** Limited English Proficient

Migrant – The term “migrant” means migratory agricultural workers, including migratory dairy workers, or migratory fishers, and who, in the preceding 36 months, in order to obtain or to accompany such parents or spouses to obtain temporary or seasonal employment in agricultural or fishing work have done at least one of the following:

- ✓ moved from one local education agency (LEA) to another,
- ✓ moved from one administrative area to another in a state that is comprised of a single LEA,
- ✓ resided in an LEA with an area larger than 15,000 square miles and migrated a distance of 20 miles or more to a temporary residence to engage in a fishing activity.

Coding for Migrant is as follows:

0 – No, this student is **not** a migrant

1 – Yes, this student **is** a migrant

Middle Initial – Provide the middle initial of the student.

Out of Workforce Individuals – An adult individual who:

- ✓ 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 the 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 2 years after the date on which the parent applies for assistance under such title; and
- ✓ is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
- ✓ is the dependent spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code) and whose family income is significantly reduced because of a deployment (as defined in section 991(b) of title 10, United States Code, or pursuant to paragraph (4) of such section), a call or order to active

duty pursuant to a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code, a permanent change of station, or the service-connected (as defined in section 101(16) of title 38, United States Code) death or disability of the member

Coding for Out of Workforce Individuals is as follows:

0 - No, this student is **not** an Out of Workforce Individual

1 - Yes, this student **is** an Out of Workforce Individual

PID Number – Provide the 5-digit numeric PID number for the instructor that is responsible for the student submitted for the program in which enrolled.

Race/Ethnicity Data – All students should be asked to respond to two questions regarding Race/Ethnicity. The first question is whether or not they are Hispanic/Latino. The next question should ask them to select one or more of the remaining races. For reporting purposes to the ODCTE, each racial category should be indicated with a “**0**” **indicating they are not that race** or a “**1**” **indicating they are that race**. Definition of each race is as follow:

Hispanic/Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South American (including central America) who maintains cultural identification through tribal affiliation or community attachment.

Asian: A person having origins in any of the original peoples of the Far East, southeast Asia, or the Indian Subcontinent, including for example; Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American: A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander: A person having any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

School Code – List the 9-digit alpha/numeric school code that identifies the technology center submitting enrollment data

School ID – Provide the School ID assigned to each student.

Single Parent - An individual who:

- ✓ is unmarried or legally separated from a spouse; and
- ✓ has a minor child or children for whom the parent has either custody or joint custody.

Coding for Single Parent is as follows:

0 - No, this student is **not** a Single Parent

1 - Yes, this student **is** a Single Parent

Social Security Number - Should be included, when available, for all students enrolled. If a social security number is not available, leave this field blank. Do not use the student's driver's license number, school ID, or partial social security number in this field.

Students with parents on military active duty - (defined Sec. 101(a)(4) of US Code and Sec. 101(d)(1)

- ✓ The term "armed forces" means the Army, Navy, Air Force, Marine Corps, and Coast Guard.
- ✓ The term "active duty" means full-time duty in the active military service of the United States. Such term includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. Such term does not include full-time National Guard duty.

Student Testing Number (STN) – For secondary students, provide the 10-digit numeric Student Testing Number (STN). The STN has been assigned for all secondary students in Oklahoma by the State Department of Education and is available from the student's home school. All secondary students will be required to have this number with the exception of those attending private schools, home schooled or students from out-of-state.

A STN can be provided for adult students if they were assigned a STN while attending as a secondary student. Otherwise, leave this field blank.

Suffix – List the student's name suffix, if applicable (e.g. Jr, Sr, and III).

Teacher Number – Provide the 6 digit teacher number as displayed on their teaching certificate. This field can be left blank if the teacher has only adult students.