CESI WORKSHEET FOR INSTRUCTORS TO GATHER INFORMATION TO MANUALLY ENTER DATA INTO CTIMS

Rev. 8/29/18

This worksheet is provided for instructors who prefer to capture student information and manually enter the data into CTIMS using the Add/Edit/View Student Records option. Do not return this worksheet to the ODCTE. Please feel free to make additional copies of this form if needed. **Do not use this form to upload into CTIMS.**

Teacher: _____

Course Name: _____

Teacher PID_____

Pathway Name: _____

	Student's Name															Race(s)						
Student Testing Number (STN)	First Name	MI	Last Name	Suffix	Education Level (Grade)	Social Security Number (if available)	Gender	Date of Birth mm/dd/yyyy	Disability	Limted English	Academically Disadvantaged	Economically Disadvantaged	Migrant	Single Parent	American Indian	Asian	Black	Hawaiian/Pac Islander	Hispanic	Unknown	White