Introduction

This guidebook has been designed to assist you in providing enrollment and BIS class data required by the Oklahoma Department of Career and Technology Education (ODCTE).   This information is used in a number of ways, such as:

> **Funding** – Allotment dollars, state, and federal appropriations and student financial aid eligibility.

> **Historical Trends** – Data is maintained from 2001 to present and is readily available for historical trend analysis.

> **Economic Development** – Businesses and industries use the data to create a profile of the work force capability of Oklahoma.

> **Decision Making** – State and federal agencies, private industries, technology centers, the Oklahoma Legislature, the Governor's office, the ODCTE staff, and many others request customized data analysis.

> **Evaluation Standards** – Enrollment and follow-up data is used as a component of the total evaluation standards process.

> **Office of Civil Rights Audits** – The Office of Civil Rights reviews the minority, gender, disadvantaged, and disabled ratios to determine potential discrimination.

> **Student Follow-Up Results** – Placement information is necessary to provide an overview of the success of technology education activities.

The data collected affects other areas, as well as the above mentioned. For instance, the **Carl D. Perkins Career and Technical Education Improvement Act of 2006** (Perkins IV) has many requirements and funding restrictions that are driven primarily by the data you supply us. As you can see, the data we collect is extremely important. Therefore, it is crucial that the information we receive is both **timely and accurate**.

We would like to thank you for the time and effort it takes to provide this information accurately. If we may be of any assistance, please contact us at:

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