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TO: District Superintendents  
Superintendents of Public Schools  
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Charter School Leaders  
Regional Information Center Directors  
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SUBJECT: Upcoming Changes Regarding the Collection of Career and Technical Education (CTE) Data

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Beginning in the 2019-20 school year, the New York State Education Department (NYSED) will be implementing some changes to the way Secondary CTE data is reported from school districts, BOCES and charter schools (Local Education Agencies or LEAs). These changes are needed to meet the requirements set forth under Perkins V and to streamline and simplify the method of reporting CTE-related data to the NYSED via the Student Information and Repository System (SIRS) or data warehouse.

A “CTE program” or “CTE program of study” will refer only to those [programs that have current state-approval](#) under the [Regents Policy on CTE Program Approval](#).

#### **Background: Why must districts report CTE data?**

New York State receives approximately \$24 million in Perkins funding for secondary students. Each district is allocated a share of these funds based on a formula that uses census data reports of school-aged children, with added weight given to economic need.

Districts having allocations over \$15,000 can access their funds directly if they meet New York State requirements. Beginning with the 2019-20 school year, Perkins funds can be used only for NYSED-approved programs.

Schools whose allocations are below \$15,000 cannot access funds directly, but can join a locally formed consortium, which uses funds to benefit all participating members. Some consortia are made up of several school districts, but the majority of consortia are made up of a BOCES and its component districts. Any district assigning its allocation to a BOCES is a participating member of a Perkins consortium.

## Reporting CTE Data to the NYSED

### 1. Data Reported by Program Provider

Beginning in 2019-20, only CTE data for NYSED-approved CTE programs should be reported to the NYSED SIRS. CTE data should be reported by the program provider—the agency that operates the NYSED-approved CTE program.

For example, a NYSED-approved, BOCES-operated CTE program should report Program Fact, Student Class Grade Detail, relevant course data, and CTE Technical Skills Assessment data to SIRS. This change does not remove the need for the BOCES and districts to share CTE data for other purposes (e.g. the generation of transcripts and awarding of credits). For specific template reporting information, refer to the table below.

### CTE Reporting Entities and Templates

NYSED Approved, BOCES-Operated CTE Program			NYSED Approved, District-Operated CTE Program
<i>SIRS Template</i>	<i>BOCES Reports to SIRS</i>	<i>District (of Responsibility) Reports to SIRS</i>	<i>District Reports to SIRS</i>
CTE Program Fact Data	X		X
Course Instructor Assignment	X		X
Student Class Entry Exit	X		X
Student Class Grade Detail	X		X
Assessment Fact (Technical Skills Assessment)	X		X
Student Lite (Career Pathway Codes, Diploma/Credential information)		X	X

## 2. Program Service Data

### *Program Service Codes*

As mentioned above, starting with the 2019-20 school year, ***CTE Program service records, collected using the Program Fact template, will only be reported for students in NYSED-approved CTE programs.***

This change will significantly reduce the number of program fact records LEAs will need to report to the SIRS.

When programs are approved, a Classification of Instructional Programs (CIP) code is assigned. Often, this is the code proposed by the school district, but in some cases, NYSED may assign a code for greater clarity. Approved programs should be reported under the CIP code found on the NYSED-issued approval or reapproval letter. A list of LEAs with current NYSED-approved CTE programs is maintained on the NYSED CTE webpage <http://www.p12.nysed.gov/cte/ctepolicy/approved.html>.

All LEAs should use the list of Program Service codes for State-approved programs. This list is found in the NYSED SIRS Manual <http://www.p12.nysed.gov/irs/sirs/home.html>

The following CIP codes currently used to report non-approved program fact data to the SIRS will no longer be reported beginning in 2019-20.

CIP Code	Content Area
010599	Agriculture
529999	Business and Marketing
199999	Family and Consumer Sciences
519999	Health Sciences
151599	Technology Education
489999	Trade and Technical

### *Program Intensity*

The Program intensity is a measure of the student's progression through his or her CTE program and required to be reported as part of a student's Program Fact record.

The Program Intensity of "enrollee" has been discontinued. Program Intensity will only be reported for "Participants" and "Concentrators" beginning in 2019-20.

<b>Program Intensity</b>	<b>Local High School CTE Student</b>	<b>BOCES or Technical High School CTE Student</b>
Participant	...has completed at least one CTE course (equivalent to one full school-year course) in a state-approved program.	...has completed BOCES CTE course work in a state-approved program equivalent to one full year high school course.
Concentrator	...has completed at least two sequenced CTE courses (equivalent to two full school-year courses) out of a three-course cohesive concentration in a state-approved program.	...has completed BOCES CTE course work in a state-approved program equivalent to two full year high school courses.

### 3. CTE Course and Grades Data

School districts, charter schools and BOCES will continue to report course data to the SIRS using the course codes contained in the New York State Course Catalog <http://www.p12.nysed.gov/irs/courseCatalog/home.html> .

NYSED has identified approximately 500 courses considered “CTE” courses <http://www.p12.nysed.gov/irs/courseCatalog/home.html>. These course titles and codes should be used when reporting CTE data in Course Instructor Assignment, Student Class Entry Exit and Student Class Grade Detail.

**When applying for CTE program approval, LEAs will be identifying the NYSED approved School Codes for the Exchange of Data (SCED) course titles and codes that constitute the program’s sequence.** For more information about the approval process see [www.emsc.nysed.gov/cte/ctepolicy/](http://www.emsc.nysed.gov/cte/ctepolicy/) .

Two new course codes have been developed for the reporting of work-based learning and will be introduced over the summer (see table below).

<b>WORK-BASED LEARNING COURSES</b>		
<b>Course ID</b>	<b>Course Name</b>	<b>Course Description</b>
22201W	Approved CTE Program, Work-Based – Less than 54 Hours	Use for courses that consist of sustained interactions with industry or community professionals in real workplace settings or simulated environments at an educational agency. This code is also used for registered CTE WBL programs (WECEP, GEWEP, CEIP, paid or unpaid CO-OP).

22202W	Approved CTE Program Work-Based Learning 54 Hours Plus	Use for courses that consist of sustained interactions with industry or community professionals in real workplace settings or simulated environments at an educational agency. This code is also used for registered CTE WBL programs (WECEP, GEWEP, CEIP, paid or unpaid CO-OP).
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In addition to the Work-Based Learning course codes above, the following new courses will be available in 2019-20 for the reporting of “Middle Level” student course data in SIRS.

<b>CTE MIDDLE LEVEL COURSES</b>	
<b>Code</b>	<b>Description</b>
68004	CTE Middle Level Introduction to Agriculture 5-6
62002	CTE Middle Level Introduction to Business 5-6
71007	CTE Middle Level Introduction to Technology 5-6
64003	CTE Middle Level Introduction to Health Care 5-6
72204	CTE Middle Level Introduction to Family and Consumer Sciences 5-6
72200	CTE Middle Level Introduction to Trades 5-6
18006	CTE Middle Level Introduction to Agriculture 7-8
12000	CTE Middle Level Introduction to Business 7-8
21000	CTE Middle Level Introduction to Technology 7-8
14004	CTE Middle Level Introduction to Health Care 7-8
22212	CTE Middle Level Introduction to Family and Consumer Sciences 7-8
22200	CTE Middle Level Introduction to Trades 7-8
03012	Energy and the Environment

#### **4. Technical Skills Assessments**

All students in NYSED-approved CTE programs who have taken the technical skills assessment must be reported with Assessment Measure Code 00199 (Approved CTE Program Technical Assessment). The program provider should report this assessment to SIRS.

Assessment Measure Code OOC41, (CTE Technical Assessment – Other) will no longer be collected since CTE Program Fact data will be limited to NYSED-approved programs.

#### **5. Career Path Codes**

Career Path Codes must be reported with a diploma or credential. Districts and LEAs should report students with a Career Path Code of CTE on the Student Lite template if the student successfully completed a NYSED-approved CTE program and passed the culminating three-part

technical skills assessment in lieu of a second Social Studies Regents exam. The School District of Responsibility issuing the diploma should report the Career Pathway information to SIRS.