

CTEIS 4301 Report Frequently Asked Questions



Report Completion:

- Q1:** When is the 4301 due? **A1:** The 4301 Report was due on June 23 to your CEPD Administrator and is due on June 30 to the Office of Career and Technical Education.
- Q2:** Why am I not able to view or print the 4301 Final Report? **A2:** The 4301 Final Report and Follow Up 2010 listing will not be available until after all districts have submitted their data.
- Q3:** What data do I need to collect? **A3:** The current 4301 only requires the input of student letter grades for CTE courses reported on the 4483D. Grade level, completion status, exit status as well as other student information is no longer required as it will be obtained from MSDS or derived.
- Q4:** How can I input grade data. **A4:** You can input grade data student by student using the worksheets or you may use the file import system and use the worksheets to review your imports.
- Q3:** Where do I go to put in data for the 4301? **A3:** After logging into www.cteis.com with your MEIS username and password, use the **State Reports, 4301** menu item. 4301 will give two options, Worksheet and Completion. Worksheet is available for data input for the 4301. Completion is for completing the report.
- Q4:** Do I have to use the data collection reports provided in CTEIS? **A4:** No. These reports are available to collect the necessary data for the 4301 Report. If you have another VALID method of data collection, you are welcome to use that method.

Grades and Enrollment:

- Q5:** What grade do I give a student if they dropped a course? **A5:** There is a "W" grade option that shows a student withdrew, as well as an "R" grade option showing that the student left the course without completion or dropped. Either of these grades is appropriate for a student that dropped out of a class. Another option available is the "Z," meaning the student did not receive a grade.
- Q6:** Why can't I change enrollment dates? They no longer reflect when the student was enrolled! **A6:** To maintain consistency with the data, all data must remain as it was reported on the 4483D. Therefore, you will not be able to change enrollment dates.
- Q7:** Why are there students on my class enrollment list in CTEIS that are not on my list from the instructor? **A7:** These students may have dropped the course after they were reported on the 4483D. Because they were enrolled as of count day, they remain on your course list and need to have information input for them.

General:

Q8: Where do I mark Completers and Leavers?

A8: CTEIS Reporters no longer need to input information on Program Completion status. The system will automatically calculate this information based on data input and student history.

Q9: I cannot change a student's exit status!

A9: This piece of information now comes from the Michigan Student Data System (MSDS). If you have a question relating to any information pulled from the SDS, please contact the CEPI Helpdesk at cepi@michigan.gov or (517)335-0505.

Q10: What can I import for the 4301?

A10: For the 4301 Report the only data necessary for input is the letter grade for each course section in which a student has an enrollment record. You can import the letter grade. Import file specifications are available on CTEIS and on the PTD CTEIS Website.

Q11: When I run my Report Validation I am getting a lot of error or warning messages. What do they mean and what do I do?

A11: Please review the 4301 Building Level Instructions for information regarding error/warning resolution.

Q12: What training opportunities are available if I want more information about the completion of my 4301 Report?

A12: There is an online video training posted at www.ptdtechnology.com. Please use the CTEIS menu found at the top of the page, and then choose "Online Training" and "4301 Presentation" from the resulting submenus.