

# Review and Submission of the 4301 Report CEPD Administrator Instructions

In the Web-based Career and Technical Education Information System (CTEIS), reports are submitted by an Authorized Official of the Fiscal Agency. When a report is submitted by the Fiscal Agency Authorized Official, the CEPD Administrator will automatically be notified by email.

The CEPD Administrator must then review the reports and indicate that the CEPD Administrator review is complete for the report to be reviewed and accepted by the Office of Career and Technical Education.

Below are instructions for review of the reports by CEPD Administrators.

## CEPD Administrator Review

When the Authorized Official for each Fiscal Agency in your CEPD submits a report, CTEIS will automatically generate an email to you notifying you that the report for that building has been submitted and is ready for your review.

### To Complete the CEPD Administrator Review

Login to [www.CTEIS.com](http://www.CTEIS.com) using your MEIS username and password.



The image shows a screenshot of the CTEIS Version 3.5 login interface. At the top, there is a blue logo consisting of a stylized building silhouette under a semi-circular graphic with concentric blue lines. Below the logo, the text 'CTEIS' is displayed in large blue letters, with 'Version 3.5' underneath in a smaller font. The main part of the screen is a white login form with a blue border. It contains two text input fields: the first is labeled 'MEIS User Name' and the second is labeled 'MEIS Password'. Below these fields is a blue button with the text 'Log In' in white.

Figure 1

You will see the following screen:



Figure 2

To review the reports that have been submitted for your CEPD, click **CEPD Admin.** on the main top menu, and then choose **CEPD 4301 Report Submission**. This will take you to the CEPD Administrator Review page for the 4301 Report. The section titled “List of Buildings for Report” lists all buildings in your CEPD and the report status of each building. See example below:

List of Buildings for Report									
Enrollment Report	CEPD#	FA#	FA Name	OA#	Bldg. No.	Building	Bldg. Status	FA Stat.	CEPD Stat.
<a href="#">Enr Rpt</a>	31	33020	Lansing Public School District	33020	01044	Eastern High School	X	X	<a href="#">Submit</a>
<a href="#">Enr Rpt</a>	31	33020	Lansing Public School District	33020	01166	Everett High School			
<a href="#">Enr Rpt</a>	31	33020	Lansing Public School District	33020	01865	J.W. Sex'ton High School	X		

Figure 3

This list also shows the Fiscal Agency and Building name and number. An “X” under the **Bldg. Status** (Building Status) column indicates buildings with completed reports. An “X” must also appear under the **FA Stat.** (Fiscal Agency Status) column to indicate that the Fiscal Agency Authorized Official has submitted the report and that it is ready for review by the CEPD Administrator. After the CEPD Administrator review is complete, an “X” will appear under the column marked **CEPD Stat.**

Reports may be **reviewed** by building. To review by building, select the Operating Agency and Building for which you would like to review reports. To have all buildings available in your list of buildings for review, leave the drop-downs set to “All”.

Indicate Range of Authority

CEPD Number: 31

Fiscal Agency:

Operating Agency:

Operating Building:

Select Year:

[Instructions for CEPD Submission of 4301 Report](#)

**REPORT SUBMISSION**  
**CEPD Admin 4301**  
**2008-2009**

Set to review by building

List of Buildings for Report

Enrollment Report	CEPD#	FA#	FA Name	OA#	Bldg. No.	Building	Bldg. Status	FA Stat.	CEPD Stat.
<a href="#">Enr Rpt</a>	31	33020	Lansing Public School District	33020	01044	Eastern High School	X	X	

Figure 4

View report

You may review the Enrollment Report for a building at any time. This report will list all students reported as enrolled on the 4483D, grouped by program, and then broken down by grade, gender, and ethnicity. To generate this report click on the [Enr Rpt](#) link (see Figure 4) in the data grid and the report will open on a separate screen. Example of this report is below:

Michigan Department of Education Office of Career and Technical Education Enrollment counts															
CEPD: 31 For School Year: 2008-2009															
Fiscal Agency: Lansing Public School District															
Oper. Agency: Lansing Public School District															
Oper. Bldg. Eastern High School															
CIP Code: 19.0000 PSN: 11446 Program Name: Family & Consumer Sciences															
Grade	Total	Am. Ind.		Asian		Black		Hispanic		White		Pac. Isl.		Multi Rac.	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F
12	9	0	0	0	0	0	0	0	0	2	7	0	0	0	0
11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CIP Total		9	0	0	0	0	0	0	0	2	7	0	0	0	0

Figure 5

If you have questions about the report contact the Agency that completed and submitted the report for clarification. If the report requires revision, contact the Fiscal Agency and request that the report be revised as required. Questions about reports may also be directed to the Office of Career and Technical Education at 517-373-3373.

**NOTE:** The Final 4301 Report and Follow Up list will not be available until all districts have turned in their 4301 data.

When you are satisfied that the report is complete and accurate, indicate that your review is complete by clicking the [Submit](#) link to the right of the building name.

List of Buildings for Report									
Enrollment Report	CEPD#	FA#	FA Name	OA#	Bldg. No.	Building	Bldg. Status	FA Stat.	CEPD Stat.
<a href="#">Enr Rpt</a>	31	33000	Ingham ISD	33000	06142	Capital Area Career Center			
<a href="#">Enr Rpt</a>	31	33020	Lansing Public School District	33020	01044	Eastern High School	X	X	<a href="#">Submit</a>

Figure 6

Click to submit 4301 Report

When you do, you will note that the building list will now show an “X” under the **CEPD Stat.** (CEPD Status) column on the 4301 Reports Approval page, indicating that the CEPD Administrator has completed the review of the report for this building. The “X” under the **Bldg. Status** (Building Status) column only indicates buildings that have completed their reports, but the reports have not been submitted by the Fiscal Agency Authorized Official. The “X” under the **FA Stat.** (Fiscal Agency Status) column indicates that the Fiscal Agency has submitted the report.

List of Buildings for Report									
Enrollment Report	CEPD#	FA#	FA Name	OA#	Bldg. No.	Building	Bldg. Status	FA Stat.	CEPD Stat.
<u>Enr Rpt</u>	31	33020	Lansing Public School District	33020	01044	Eastern High School	X	X	X
<u>Enr Rpt</u>	31	33020	Lansing Public School District	33020	01166	Everett High School			
<u>Enr Rpt</u>	31	33020	Lansing Public School District	33020	01865	J.W. Sex'ton High School	X		

**Figure 7**

Once a report has been completed for a building, submitted by the Fiscal Agency Authorized Official, and the CEPD Administrator review is complete, the report will be reviewed and accepted by the Office of Career and Technical Education.

If you have questions regarding the 4301 Report, please contact Cynthia McFall at [mcfallc1@michigan.gov](mailto:mcfallc1@michigan.gov) or 517-335-3149.

Requests for technical assistance with CTEIS may be directed to the CTEIS helpdesk at [cteis.help@ptdtechnology.com](mailto:cteis.help@ptdtechnology.com) or 1-800-203-0614 x27.

General questions regarding CTEIS and the report submission and review process may be directed to the Office of Career and Technical Education at 517-373-3373.