

## Review and Submission of the 4301 Reports Fiscal Agency Authorized Officials 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 and submission of the reports by Fiscal Agency Authorized Officials.

### Fiscal Agency Authorized Official Review

#### To review and submit your report:

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



Figure 1

You will see the following screen:



Figure 2

To review the reports that have been submitted for your Fiscal Agency, click **Fiscal Agent** on the main top menu, then choose **FA 4301 Report Submission** from the list. This will take you to the Fiscal Agency Review page. The section titled “List of Buildings for Report” lists all buildings in your Fiscal Agency 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
<a href="#">Enr Rpt</a>	31	33020	Lansing Public School District	33020	01044	Eastern High School	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	05148	Hill Center			
<a href="#">Enr Rpt</a>	31	33020	Lansing Public School District	33020	01865	J.W. Sex'ton High School	X	<a href="#">Submit</a>	

Figure 3

This list also shows the Fiscal Agency and Building name and number. The “X” under the **Bldg Status** (Building Status) column indicates buildings with completed reports. After the report has been submitted by the Fiscal Agency Authorized Official, an “X” will show under the **FA Stat.** (Fiscal Agency Status) column indicating that the Fiscal Agency has submitted the report. The column marked **CEPD** will show an “X” when the CEPD Administrator has completed the CEPD Administrator review.

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 dropdowns set to all.

Indicate Range of Authority

CEPD Number: 31

Select Year:

Fiscal Agency:

Operating Agency:

Operating Building:

[FA Submission of 4301 Report](#)

## REPORT SUBMISSION

### Fiscal Agent 4301

### 2008-2009

View report

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
<a href="#">Enr Rpt</a>	31	33020	Lansing Public School District	33020	01044	Eastern High School	X	<a href="#">Submit</a>	

Figure 4

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

When you are satisfied that the report(s) you have reviewed are complete and accurate you may submit them. Return to the 4301 Processing page (click the [Return to 4301](#) link at the top of the report page). Submit each report by clicking the [Submit](#) link in the **FA Stat** column. This will submit the report for the building shown at the left of the link. **Reports must be submitted separately for each building.**

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

Figure 6

Click to submit report.

A Fiscal Agency cannot submit a report if the report has not been completed (is marked with an “X”), by the building! After the Fiscal Agency Authorized Official submits the report, an “X” will appear under the Fiscal Agency Status column (marked **FA Stat.**) indicating that the Fiscal Agency has submitted the report. An email will be automatically sent to the CEPD Administrator indicating those buildings have been submitted. Buildings with completed reports that have not been submitted by the Fiscal Agency will have an “X” under the heading **Bldg Status** (for Building Status), but will not have an “X” under the **FA** column.

Indicate Range of Authority

CEPD Number	31	
Select Year	2008-2009	▼
Fiscal Agency	33020 - Lansing Public School District	▼
Operating Agency	33020 - Lansing Public School District	▼
Operating Building	All	▼

## REPORT SUBMISSION

### Fiscal Agent 4301

### 2008-2009

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

List of Buildings for Report

Enrollment Report	CEPD#	FA#	FA Name	OA#	Bldg. No.	Building	Bldg. Status	FA Stat.	CEPD
<a href="#">Enr Rpt</a>	31	33020	Lansing Public School District	33020	01044	Eastern High School	X	X	
<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	05148	Hill Center			
<a href="#">Enr Rpt</a>	31	33020	Lansing Public School District	33020	01865	J.W. Sex'ton High School	X	<a href="#">Submit</a>	

**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 help desk 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.