

CTEIS

REVIEW AND SUBMISSION Of the 4301 Report



PTD Technology

Fiscal Agency Authorized Officials

Instructions

4.0



REVIEW AND SUBMISSION OF THE 4301 REPORTS

FISCAL AGENCY AUTHORIZED OFFICIALS

INSTRUCTIONS

In the web-based Career and Technical Education Information System (CTEIS), the workflow process follows a four-step process to ensure data is complete and reports are submitted and reviewed by the appropriate entity at the appropriate time. CTEIS reporters representing Buildings hosting CTE programs compile, verify and enter the required information into the CTEIS System. They will then indicate that their report is complete. The appropriate Level 5 individual from the appropriate Fiscal Agency will be notified by email that the reports are complete. The Fiscal Agency representative will review the completed reports and submit them when satisfied. At this point, the CEPD Administrator will be notified by email. The CEPD Administrator is expected to review the report, and when satisfied, release the report to the Office of Career and Technical Education. OCTE will then acknowledge and compile this information. This whole process is conducted within the CTEIS system.

This document discusses the process for review and submission of the reports by Fiscal Agency Authorized Officials.

To review and submit your report:

Login to www.CTEIS.com using your MEIS username and password:

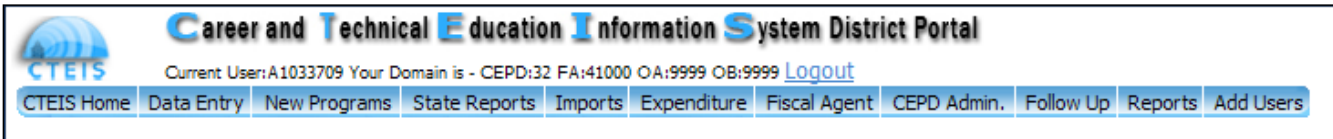


The logo for CTEIS Version 4.0 features a blue dome with a silhouette of a building inside, set against a background of concentric blue circles. Below the dome, the text 'CTEIS' is written in large, bold, blue letters, and 'Version 4.0' is written in smaller, bold, blue letters below it.

MEIS User Name	<input type="text"/>
MEIS Password	<input type="password"/>
	<input type="button" value="Log In"/>

Figure 1

You will see the following Menu Selection:



The menu for the Career and Technical Education Information System District Portal includes a logo on the left and a list of menu items on the right. The menu items are: CTEIS Home, Data Entry, New Programs, State Reports, Imports, Expenditure, Fiscal Agent, CEPD Admin., Follow Up, Reports, and Add Users. The current user information is displayed as: Current User: A1033709 Your Domain is - CEPD:32 FA:41000 OA:9999 OB:9999 Logout

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
Enr Rpt	31	33020	Lansing Public School District	33020	01044	Eastern High School	X	Submit	
Enr Rpt	31	33020	Lansing Public School District	33020	01166	Everett High School			
Enr Rpt	31	33020	Lansing Public School District	33020	05148	Hill Center			
Enr Rpt	31	33020	Lansing Public School District	33020	01865	J.W. Sex'ton High School	X	Submit	

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.

Enrollment 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 in Figure 5.

Michigan Department of Education Office of Career and Technical Education Enrollment counts															
CEPD: 31 For School Year: 2009-2010															
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	0	2	7	0	0	0	0

Figure 4

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.

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
Enr Rpt	31	33020	Lansing Public School District	33020	01044	Eastern High School	X	Submit	

Figure 5

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: 2009-2010
 Fiscal Agency: 33020 - Lansing Public School District
 Operating Agency: 33020 - Lansing Public School District
 Operating Building: All

REPORT SUBMISSION
 Fiscal Agent 4301
 2009-2010

[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
Enr Rpt	31	33020	Lansing Public School District	33020	01044	Eastern High School	X	X	
Enr Rpt	31	33020	Lansing Public School District	33020	01166	Everett High School			
Enr Rpt	31	33020	Lansing Public School District	33020	05148	Hill Center			
Enr Rpt	31	33020	Lansing Public School District	33020	01865	J.W. Sex'ton High School	X	Submit	

Figure 6

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.

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

**IF YOU HAVE QUESTIONS REGARDING THE 4301 REPORT, PLEASE
CONTACT CYNTHIA MCFALL AT 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 OR 1-800-203-0614 X128.**

**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.**