

Review and Submission of the 4483 Enrollment Report

CEPD Administrators

Instructions

In the web-based Career and Technical Education Information System (CTEIS), reports may only be submitted by an authorized official of the fiscal agency. When a report is submitted by the fiscal agency authorized official, the CEPD administrator will be automatically notified by email that the report has been submitted.

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 Administrators 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 using your MEIS login and password.

Career and Technical Education
Information System District Portal

MEIS User Name

MEIS Password

Log In

If your MEIS account has not been activated, please contact your Fiscal Agent representative to activate your account.

You will see the following screen:



To review the reports that have been submitted for your CEPD, click the **CEPD Admin.** button on the main top menu, and then choose **CEPD Admin. 4483 Review**. This will take you to the CEPD Administrator Review page for the current 4483 Report (A or D). The section titled “List of Buildings for Report” lists all buildings in your CEPD and the report status of each building. See example below:

Indicate Range of Authority

CEPD Number: 31

Fiscal Agency: All

Operating Agency:

Operating Building:

Year: 2007-2008 4483A

CEPD ADMIN REPORT SUBMISSION 4483D

List of Buildings for Report

View Warn.	View Report	Stud/Report	CEPD #	FA #	Fiscal Agency Name	OA#	Bldg. No.	Building	Bldg. Stat.	FA	CEPD Status
	Report	View Stud. Report	31	33000	Ingham ISD	33000	06142	Capital Area Career Center			
	Report	View Stud. Report	31	33020	Lansing Public School District	33020	01044	Eastern High School			
View Warn.	Report	View Stud. Report	31	33020	Lansing Public School District	33020	01166	Everett High School	X	X	Approve
	Report	View Stud. Report	31	33020	Lansing Public School District	33020	01865	J.W. Sexton High School			

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** (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**.

You may review reports by building only. To limit the list to specific Fiscal Agencies or Buildings, select the Fiscal Agency, Operating Agency, and building you would like to review. To review all reports for the CEPD, skip this step and continue with the instructions below.

Indicate Range of Authority

CEPD Number: 31

Fiscal Agency: 33020

Operating Agency: All

Operating Building: All

CEPD ADMIN REPORT SUBMISSION 4483D

You will only be able to review buildings that have been completed. This is indicated by a “X” in the **Bldg. Stat.** column. Those with an “X” will have a link in the **View Warn.** column. Click on that link to see any warning that may be present for that building.

View Warn.	View Report	Stud/Report	CEPD #	FA #	Fiscal Agency Name	OA#	Bldg. No.	Building	Bldg. Stat.	FA	CEPD Status
	Report	View Stud. Report	31	33000	Ingham ISD	33000	06142	Capital Area Career Center			
	Report	View Stud. Report	31	33020	Lansing Public School District	33020	01044	Eastern High School			
View Warn.	Report	View Stud. Report	31	33020	Lansing Public School District	33020	01166	Everett High School	X	X	Approve
	Report	View Stud. Report	31	33020	Lansing Public School District	33020	01865	J.W. Sexton High School			

If there are any warnings, you will find them toward the bottom of the page. Warnings indicate a possible problem, which could affect funding, but a warning will *not* prevent submission of the 4483 report. If you have questions about report warnings, contact the Office of Career and Technical Education at 517-373-3373 for more information.

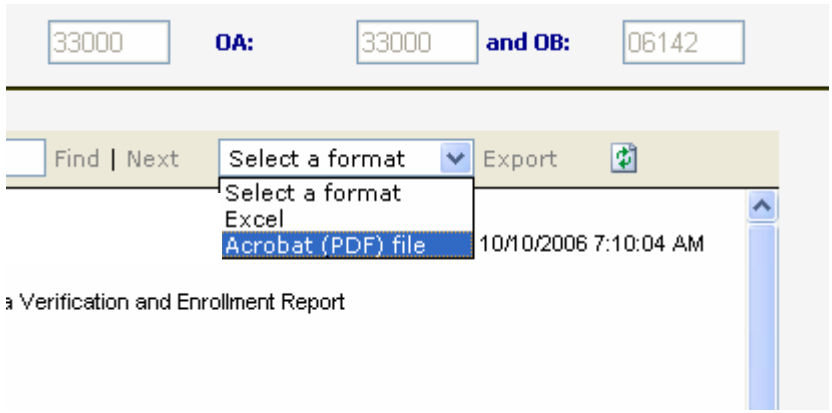
2 Warning found.

BldName	CSC	Warning
Everett High School	second sem	Greater Than 4 Staff:
Everett High School	spec1	Counted students less than total;

You may also view the report by clicking on the link in the **Report** column or the report with student information in the **View Stud. Report** column.

You can print out a copy for your records by exporting the report to PDF format or in MSExcel format.

To save the report as a PDF or to print, select an export format from the upper right corner of the report window. Then select the Export link to create the PDF file. You can either save this for your records or print it out.



When you are satisfied that the report(s) you have reviewed are complete and accurate, you may mark the report for approval. Approve the report(s) by clicking the link marked **Approve** in the building's row. This will approve the building report. Buildings with approved reports will have an "X" under each of the **Bldg Stat**, **FA**, and **CEPD** columns.

If you have questions regarding the 4483 report, please contact Joan Church, Department Analyst at ChurchJ@michigan.gov or 517-335-0360.

Requests for technical assistance with CTEIS may be directed to the CTEIS help desk at 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.