

Review and Submission of the 4483 Enrollment Reports  
Fiscal Agency Authorized Officials  
**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 – Level Five. 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 submission and review 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 login and password:

You will see the following screen:

To review the reports that have been submitted for your fiscal agency, click the **FA Report Submission** button on the main top menu, then choose **FA 4483 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:

Indicate Range of Authority

CEPD Number 31  
 Fiscal Agency 33020  
 Operating Agency All  
 Operating Building All  
 Year 2007-2008 4483A

### FISCAL AGENCY 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 Status | CEPD |
|----------------------------|------------------------|-----------------------------------|--------|-------|--------------------------------|-------|-----------|-------------------------|-------------|-----------|------|
|                            | Report                 | View Stud. Report                 | 31     | 33020 | Lansing Public School District | 33020 | 01044     | Eastern High School     |             |           |      |
|                            | Report                 | View Stud. Report                 | 31     | 33020 | Lansing Public School District | 33020 | 01166     | Everett High School     |             |           |      |
|                            | Report                 | View Stud. Report                 | 31     | 33020 | Lansing Public School District | 33020 | 01865     | J.W. Sexton High School |             |           |      |
| <a href="#">View Warn.</a> | <a href="#">Report</a> | <a href="#">View Stud. Report</a> | 31     | 33020 | Lansing Public School District | 33020 | 05148     | Hill Center             | X           | X         |      |

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** (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.

You will need to review reports by building. To narrow the list of buildings, select the Operating Agency and Operating building. As you can see, you will soon have the ability to select previous years to view previous years 4483 reports. To narrow the list,

Indicate Range of Authority

CEPD Number 31  
 Fiscal Agency 33020  
 Operating Agency All  
 Operating Building All  
 Year 2007-2008 4483A

### FISCAL AGENCY 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 Status | CEPD |
|----------------------------|------------------------|-----------------------------------|--------|-------|--------------------------------|-------|-----------|---------------------|-------------|-----------|------|
|                            | Report                 | View Stud. Report                 | 31     | 33020 | Lansing Public School District | 33020 | 01044     | Eastern High School |             |           |      |
| <a href="#">View Warn.</a> | <a href="#">Report</a> | <a href="#">View Stud. Report</a> | 31     | 33020 | Lansing Public School District | 33020 | 01166     | Everett High School | X           | Complete  |      |

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.

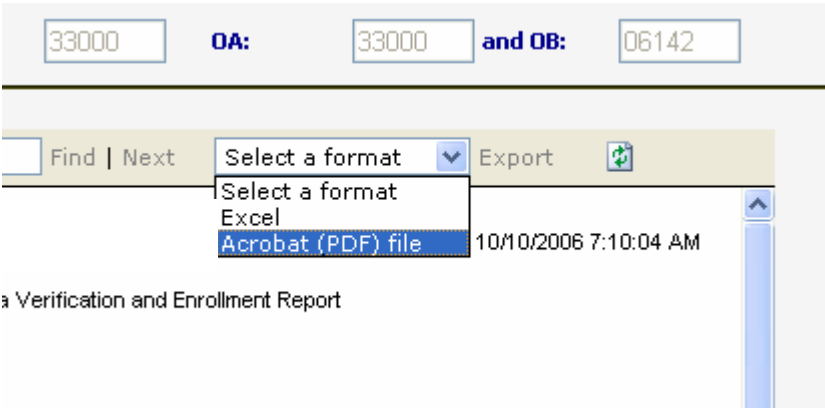
2 Warning found.

| 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 submission. Submit the report(s) by clicking the link marked **Complete** in the building’s row. This will submit the building report. After the Fiscal Agency Authorized Official submits the report, an “X” will appear under the Fiscal Agency Status column (marked **FA**) 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.

|                            |                        |                                   |    |       |                                |             |                     |   |   |
|----------------------------|------------------------|-----------------------------------|----|-------|--------------------------------|-------------|---------------------|---|---|
| <a href="#">View Warn.</a> | <a href="#">Report</a> | <a href="#">View Stud. Report</a> | 31 | 33020 | Lansing Public School District | 33020 01166 | Everett High School | X | X |
|----------------------------|------------------------|-----------------------------------|----|-------|--------------------------------|-------------|---------------------|---|---|

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 4483 report, please contact Joan Church, Department Analyst at [ChurchJ@michigan.gov](mailto: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](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.