



Office of Career and Technical Education

***CTEIS
Report Definitions:***

4483A & 4483D Reports

***Revision 2.1
July 25, 2007***

This document describes the following reports:

- Enrollment reports: 4483A (Fall Report) and 4483D (spring Report)

Part 1: Enrollment Reports – 4483A and 4483D

1-1 Enrollment Report: 4483A (Fall Report)

Description: The Fourth Wednesday Enrollment Report provides a duplicated count for students enrolled in approved CTE programs each fall. This report should show:

- The actual beginning count for all full year, 1st semester, and special semester classes,
- The beginning and ending count for summer sections (summer prior), and
- The projected estimate for classes which have not yet started.

Report layout: please see the appendix

Report rules: 4483A: Counting Students for Beginning and Ending Enrollment for State Aid Added Cost for Fall

The number of students counted for Added Cost funding is based on Beginning Enrollment Counts as well as Estimated Enrollment Counts for future classes.

When certain areas of information are missing or invalid, Fatal Errors will occur and the user will not be permitted to run the report. Fatal Errors will occur specifically when:

- Required Class Start and End Dates are missing
- Required Student Enrollment Enter Date is missing
- Required Components are invalid or inactive:
 - Semester Type
 - Operating Building
 - Operating Agency
 - CIP
 - PSN
 - PSN Course Number
- Required Minutes Per Week are missing
- Required Number of Weeks are missing
- Required Total Number of Weeks are missing
- Required Primary Teacher is missing
- **Required Course Start and End dates fall within the school year. (Course dates can not be later than 8/1 of the next school year)**
- **Required Enrollment dates fall within the course dates. (Enrollment dates can not overlap the course dates.)**
- **Required Student Enrollment is not duplicated nor do two enrollments for same student/same section have overlapping dates.**

Use the following procedure to verify Counts:

- 1) List all courses for a building that have a start date (tblClass.vcl_ClassBeginDate) after June 1st for that Reporting Cycle

- 2) Verify the following information is Valid
 - a. Semester Type
 - Semester Type is verified as one the following valid semester types:
 - a) First (Value 1)
 - b) Second (Value 2)
 - c) Full Year (Value 3)
 - d) Summer Session (Value 4)
 - e) Special Session (Value 5)
 - b. Operating Building
 - The Operating Building presence is verified in the V_CEPDFAOAOB table listing all the valid building combinations
 - c. Operating Agency
 - The Operating Agency presence is verified in the V_CEPDFAOAOB table listing all the valid building combinations
 - d. CIP – Classification of Instructional Program
 - The CIP presence is verified against the tblCIPCodes table, against columns:
 - a) CIPCode
 - b) CIP_StateApproved
 - e. PSN – Program Serial Number
 - The Program Serial Number is verified against the tblProgram table, against columns:
 - a) programserialnumber
 - b) CIP
 - c) ProgramActive
 - f. PSN Course Number for course and CIP Code
 - The PSN Course Number is verified against the tblCourses table, against columns:
 - a) CIP
 - b) PSN
 - c) CN
 - PSN Course Number is verified against valid CIP Courses in the tblCIPCourses table, against columns:
 - a) CIPCode
 - b) CIPCodeCourseNumber
- 3) Check Minutes Per Week
 - a. If the Minutes per Week meet the following criteria, a warning is issued.
 - MPW < 200 ('01','02','08','19','20','50','51','52') ('43.9999','46.9999','47.0199','48.0199','48.0299')
 - MPW < 400 for CIP 09,12,15,43,46,47,48,49
 - MPW >1400 for Cosmo (12.0403) for summer or year
 - MPW > 900 for summer or year
- 4) Check Number of Weeks
 - a. If the Number of Weeks meets the following criteria, a warning is issued.
 - NOW > 44 for all but Cosmo and coop (12.0403 and xx.0000)
 - NOW > 12 for summer
 - NOW > 22 for Second
- 5) Total Number of Minutes
 - a. If the Total Number of Minutes meets the following criteria, a warning is issued.
 - Total Min < 7200 for full year classes
- 6) Total number of Staff
 - a. If the Total Number of staff meets the following criteria, a warning is issued:
 - Greater than 4 Staff

7) Counts

- The rules for counting students as enrolled in classes are verified against the tblEnrollment table, against columns:
 - ven_begindate (Student Enter Date)
 - ven_exitdate (Student Exit Date)
 - Special Populations – are tallied for Beginning Enrollments
 - Verify the Student Enter Date field is populated. (Exit Date information is not required for First, Second or Full Year Semester types.)
 - If the Student Enter Date and Student Exit Date are not populated in the Summer Semester type, a Fatal Error will occur and the user will not be permitted to run the report.
- a. For Semester type “Special Session”(Value 5):
- Special Session will allow for estimated enrollment counts, which will need to be completed for the 4483D
 - A student is counted for Beginning Enrollment count when the student:
 - a) Enters the course section on or before the 2nd Wednesday after the begin date of the course section --**AND** –
 - b) Exits the course section on or after the 2nd Wednesday after the begin date of the course section
 - c) **NOTE:** A student who enters AND exits a course section on count day will be counted for Beginning Enrollment.
 - **NOTE:** If the course section ends on a Wednesday, the end date then becomes the Wednesday of the week before the end date.
- b. For Semester type “Summer Session” (Value 4):
- Summer session enrollment counts must be actual
 - A student is counted for Beginning Enrollment count when the student:
 - a) Enters the course section on or before the 2nd Wednesday after the begin date of the course section --**AND** –
 - b) Exits the course section on or after the 2nd Wednesday after the begin date of the course section
 - c) **NOTE:** A student who enters AND exits a course section on count day will be counted for Beginning Enrollment.
 - d) **NOTE:** If the course section ends on a Wednesday, the end date then becomes the Wednesday of the week before the end date.
- c. For Semester type “First Semester” (Value 1):
- No estimated enrollment counts
 - A student is counted for Beginning Enrollment count when the student:
 - a) Entering the course section on or before the First Semester Beginning Count Date (9/26 of the current school year) -- **AND** –
 - b) Exiting the course section on or after the First Semester Beginning Count Date (9/26 of the current school year)
- d. For Semester type “Second Semester” (Value 2):
- Actual or Estimated enrollment counts
 - A student is counted for Beginning Enrollment count when the student:
 - a) Enters the course section on or before the Second Semester Beginning Count Date (2/13 of the current school year) -- **AND** –
 - b) Exits the course section on or after Second Semester End Count Date (2/13 of the current school year)
- e. For Semester type “Full Year” (Value 3):
- Actual or Estimated enrollment counts

- A student is counted for Beginning Enrollment when the student:
 - a) Enters the course section on or before First Semester Beginning Count Date (Fourth Friday in September of the current school year) (official MDE count date)
- f. SPECIAL: FCS non-Parenthood – CIP 19.0000 CN<>2
 - Allow summary counts
 - Allow summary counts for Special Populations
 - **NOTE:** Summary enrollments allowed only for Family and Consumer Sciences, Non Parenthood classes

For all Courses reported on the 4483A, once a student has been counted, a marker will be placed on the student's enrollment record denoting that he/she has been counted.

If a class that was previously counted on that school year's 4483A and it is not counted on a revalidation of the 4483A, a warning using the deleted column will be noted.

Data definition:

Title	Data Fields- All.Table name in which this field can be found	Table Field Name	Definition
Operating Building Number	tblEnrollCount	OBNO	Assigned number for an Operating Building where enrollment for a course is counted.
Operating Building Name	tblEnrollCount	OBName	Name of the operating building where enrollment for a course is counted.
Program Serial Number	tblEnrollCount	PSN	Program Serial Number of the course
CIP Code	tblEnrollCount	CIPCode	Classification Instructional Program code for the course
Course Section Code	tblEnrollCount	CSC	Course section code for the course
Program Name	tblEnrollCount	ProgramName	Name of program course belongs to
Course Name	tblEnrollCount	CourseName	Local course name
Course Number	tblEnrollCount	CN	Course Number as defined by the CIP
Begin Month	tblEnrollCount	BM	Beginning month of course
Section Number	tblEnrollCount	SN	Section number of course
Career Education Planning District	tblEnrollCount	CEPD	Career education planning district for course
Minutes Per Week	tblEnrollCount	MPW	Minutes per week for the class
Number of Weeks	tblEnrollCount	NOW	Number of weeks
Additional Staff	tblEnrollCount	AddStaff	Additional Staff
Secondary Staff	tblEnrollCount	SecondaryStaff	Additional Non Full Time Teachers
Updateby	tblEnrollCount	updateby	MEIS account number of the person who last updated the Enrollment Count information.
Updatedate	tblEnrollCount	updatedate	Date the Enrollment Count information was last updated.
Enrollment Count Status	tblEnrollCount	Status	Lists any errors in the current enrollment report.
Enrollment Count Teacher Name	tblEnrollCount	TeacherName	Last name of the primary teacher for the course section where enrollment was

			reported.
Enrolled Females	tblEnrollCount	EnrFem	Number of females enrolled in a course.
CourseType	tblEnrollCount	CRSType	Regular – Course meets during regular hours of operation for school day. Extended Day – Course meets 2/3 of the time before or after the regular school day, with 80% of course related labs used during the regular school day. Extended Year – Course meets criteria for extended day and meets during the summer.
Enrolled Limited English Proficient	tblEnrollCount	EnrLEP	Number of students identified as being of limited English proficiency enrolled in a course.
Enrolled Disadvantaged	tblEnrollCount	EnrDSv	Number of disadvantaged students enrolled in a course.
Enrolled Disabled	tblEnrollCount	EnrDis	Number of disabled students enrolled in a course.
Ending Enrollment	tblEnrollCount	EndEnr	Enrollment for a course as of the End of Year report or the end of the course section.
Beginning Enrollment	tblEnrollCount	BegEnr	Enrollment for a course as of the first funding report.
Enrolled Ninth	tblEnrollCount	NinthGrdr	Number of Enrolled Ninth Graders in a course.
Beginning Date	Tblenrollcount	Begdate	The beginning date of the course.
Ending Date	Tblenrollcount	Enddate	The ending date of the course.
Deleted	Tblenrollcount	Deleted	A flag that determines if the course has not been selected for the 4483A/D (on a revalidation)
RoomNumber	tblEnrollCount	RoomNo	Room number where a course section is operating and the enrollment for the course is counted.
OAName	tblEnrollCount	OAName	Name of the operating agency where enrollment for a course is counted.
OANumber	tblEnrollCount	OANO	State assigned number for an Operating Agency where enrollment for a course is counted.
FAName	tblEnrollCount	FAName	Name of the Fiscal Agency where enrollment for a course is counted.
FANumber	tblEnrollCount	FANO	Five digit State assigned number for a Fiscal Agency where enrollment for a course is counted.
ClassPK	tblEnrollCount	ClassPK	Reference key to tblClass table
Enrollment Count Year	tblEnrollCount	Year	The year in which enrollment is being taken for a CTE course section.

Enrollment Count Report	tblEnrollCount	Report	Name (number) of the report for which enrollment is being counted.
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1-2 Enrollment Report: 4483D (Spring Report):

Description: the Second Wednesday enrollment Report provides a duplicated count for students enrolled in approved CTE programs each spring.

This report should contain:

- The updated information about the course section which began after the fall report was submitted (2nd semester and special semester sections)
- Enrollment information for any student who added a course section.

Report layout: please see the appendix

Report rules: 4483D: Counting Students for Beginning and Ending Enrollment for State Aid Added Cost for Spring

The Number of students counted for Added Cost funding is based on an average of the Beginning Enrollment count and the Ending Enrollment Count.

When certain areas of information are missing or invalid, Fatal Errors will occur and the user will not be permitted to run the report. Fatal Errors will occur specifically when:

- Required Class Start and End Dates are missing
- Required Student Enrollment Enter and Exit Dates are missing
- Required Components are invalid or inactive:
 - Semester Type
 - Operating Building
 - Operating Agency
 - CIP
 - PSN
 - PSN Course Number
- Required Minutes Per Week are missing
- Required Number of Weeks are missing
- Required Total Number of Weeks are missing
- Required Primary Teacher is missing
- **Required Course Start and End dates fall within the school year. (Course dates can not be later than 8/1/20xx of the next school year)**
- **Required Enrollment dates fall within the course dates. (Enrollment dates can not overlap the course dates.)**
- **Required Student Enrollment is not duplicated nor do two enrollments for same student/same section have overlapping dates.**

Use the following procedure to verify Counts:

- 1) List all courses for a building that have a start date (tblClass.vcl_ClassBeginDate) after June 1st for that Reporting Cycle
- 2) Verify the following information is Valid:
 - a. Semester Type
 - Semester Type is verified as one the following valid semester types:
 - a) First (Value 1)

- b) Second (Value 2)
 - c) Full Year (Value 3)
 - d) Summer Session (Value 4)
 - e) Special Session (Value 5)
 - b. Operating Building
 - The Operating Building presence is verified in the V_CEPDFAOAOB table listing all the valid building combinations
 - c. Operating Agency
 - The Operating Agency presence is verified in the V_CEPDFAOAOB table listing all the valid building combinations
 - d. CIP – Classification of Instructional Program
 - The CIP presence is verified against the tblCIPCodes table, against columns:
 - a) CIPCode
 - b) CIP_StateApproved
 - e. PSN – Program Serial Number
 - The Program Serial Number is verified against the tblProgram table, against columns:
 - a) programserialnumber
 - b) CIP
 - c) ProgramActive
 - f. PSN Course Number for course and CIP Code
 - The PSN Course Number is verified against the tblCourses table, against columns:
 - a) CIP
 - b) PSN
 - c) CN
 - PSN Course Number is verified against valid CIP Courses in the tblCIPCourses table, against columns:
 - a) CIPCode
 - b) CIPCodeCourseNumber
- 3) Check Minutes Per Week
- a. If the Minutes per Week meet the following criteria, a warning is issued.
 - MPW < 200 (01.0000, 03.0000, 11.1000, 12.9999, 13.0000, 19.0000, 43.0100, 51.0000, 52.0299, 52.0800, 52.1999)
 - MPW < 400 (10.0202, 10.0301, 120400, 14.1001, 14.3801, 15.0403, 15.0607, 15.0612, 15.1301, 19.0605, 19.0700, 46.0000, 46.0301, 46.0401, 47.0101, 47.0106, 47.0201, 47.0399, 47.0603, 47.0604, 47.0606, 47.0607, 47.0608, 47.0613, 47.0616, 48.0000, 48.0501, 48.0508, 48.0701, 49.0101, 50.0101, 50.0401)
 - MPW > 1400 for Cosmetology (12.0400) – school year
 - MPW > 3600 for Cosmetology (12.0400) – summer only
 - MPW > 900 for (summer or year) all CIP codes except Cosmetology (12.0400)
- 4) Check Number of Weeks
- a. If the Number of Weeks meets the following criteria, a warning is issued:
 - NOW > 44 for all CIP Codes
 - NOW > 12 for summer
 - NOW > 22 for First Semester (Value 1); Second Semester (Value 2); and Special Section (Value 5)
- 5) Total Number of Minutes
- a. If the Total Number of Minutes meets the following criteria, a warning is issued:
 - Total Min < 7200 for full year classes
- 6) Total number of Staff

a. If the Total Number of staff meets the following criteria, a warning is issued:

- Greater than 4 Staff

7) Counts

- The rules for counting students as enrolled in classes are verified against the tblEnrollment table, against columns:
 - ven_begindate (Student Enter Date)
 - ven_exitdate (Student Exit Date)
 - Special Populations are tallied for Beginning Enrollments
 - Verify the Student Enter Date and the Student Exit Date fields are populated.
 - If the Student Enter Date or Student Exit date is not populated, a Fatal Error will occur and the user will not be permitted to run the report.
- a. For Semester types “Summer Session” (Value 4) and “Special Session”(Value 5):
- A student is counted for Beginning Enrollment count when the student:
 - a) Enters the course section on or before the 2nd Wednesday after the begin date of the course section --AND –
 - b) Exits the course section on or after the 2nd Wednesday after the begin date of the course section
 - c) **NOTE:** A student who enters AND exits a course section on count day will be counted for Beginning Enrollment.
 - d) **NOTE:** If the course section ends on a Wednesday, the end date then becomes the Wednesday of the week before the end date.
 - A student is counted for Ending Enrollment count when the student:
 - a) Enters a course section on or before the date two Wednesdays before the end date of the course section -- AND --
 - b) Exits the course section on or after the date two Wednesdays before the end date of the course section
 - c) **NOTE:** A student who enters AND exits a course section on count day will be counted for Ending Enrollment.
- b. For Semester type “First Semester” (Value 1):
- A student is counted for Beginning Enrollment count when the student:
 - a) Entering the course section on or before the First Semester Beginning Count Date (Fourth Friday in September of the current school year) -- AND –
 - b) Exiting the course section on or after the First Semester Beginning Count Date (Fourth Friday in September of the current school year)
 - A student is counted for Ending Enrollment count when the student:
 - a) Enters the course section on or before the First Semester End Count Date (1/3 of the current school year) -- AND –
 - b) Exits the course section on or after First Semester End Count Date (1/3 of the current school year)
 - c) **NOTE:** There are quite a few course sections that end in December. These course sections will have ending enrollments of Zero. (Funding will be based on an average of the Beginning Enrollment Count and Zero.)
- c. For Semester type “Second Semester” (Value 2):
- A student is counted for Beginning Enrollment count when the student:
 - a) Enters the course section on or before the Second Semester Beginning Count Date (Second Wednesday in February of the current school year) -- AND –
 - b) Exits the course section on or after Second Semester End Count Date (Second Wednesday in February of the current school year)

- A student is counted for Ending Enrollment when the student:
 - a) Enters the course section on or before the Second Semester Beginning Count Date (Second Wednesday in February of the current school year) -- AND –
 - b) Exits the course section on or after Second Semester End Count Date (Second Wednesday in February of the current school year)
 - c) **NOTE: Beginning and Ending enrollments will always be the same in order for OCTE to turn over funding amounting to the State Aid office by the deadline.**
- d. For Semester type “Full Year” (Value 3):
 - A student is counted for Beginning Enrollment when the student:
 - a) Enters the course section on or before First Semester Beginning Count Date (Fourth Friday in September of the current school year) -- AND –
 - b) Exits the course section on or after Second Semester End Count Date (Second Wednesday in February of the current school year)
 - A student is counted for Ending Enrollment count when the student:
 - a) Enters the course section on or before the Second Semester Beginning Count Date (Second Wednesday in February of the current school year) -- AND –
 - b) Exits the course section on or after Second Semester End Count Date (Second Wednesday in February of the current school year)
- e. SPECIAL: FCS non-Parenthood – CIP 19.0000 CN<>2
 - Allow summary counts
 - Allow summary counts for Special Populations
 - **NOTE: Summary enrollments allowed only for Family and Consumer Sciences, Non Parenthood classes**

For all Courses reported on the 4483D: once a student has been counted, a marker will be placed on the student’s enrollment record denoting that he/she has been counted.

If a class that was previously counted on that school year’s 4483D, is somehow not counted on a revalidation of the 4483D, a warning using the deleted column will be noted.

Data definition:

Title	Data Fields- All.Table name in which this field can be found	Table Field Name	Definition
Operating Building Number	tblEnrollCount	OBNO	Assigned number for an Operating Building where enrollment for a course is counted.
Operating Building Name	tblEnrollCount	OBName	Name of the operating building where enrollment for a course is counted.
Program Serial Number	tblEnrollCount	PSN	Program Serial Number of the course
CIP Code	tblEnrollCount	CIPCode	Classification Instructional Program code for the course
Course Section Code	tblEnrollCount	CSC	Course section code for the course
Program Name	tblEnrollCount	ProgramName	Name of program course belongs to
Course Name	tblEnrollCount	CourseName	Local course name
Course Number	tblEnrollCount	CN	Course Number as defined by the CIP
Begin Month	tblEnrollCount	BM	Beginning month of course

Section Number	tblEnrollCount	SN	Section number of course
Career Education Planning District	tblEnrollCount	CEPD	Career education planning district for course
Minutes Per Week	tblEnrollCount	MPW	Minutes per week for the class
Number of Weeks	tblEnrollCount	NOW	Number of weeks
Additonal Staff	tblEnrollCount	AddStaff	Additional Staff
Secondary Staff	tblEnrollCount	SecondaryS taff	Additional Non Full Time Teachers
Updateby	tblEnrollCount	updateby	MEIS account number of the person who last updated the Enrollment Count information.
Updatedate	tblEnrollCount	updatedate	Date the Enrollment Count information was last updated.
Enrollment Count Status	tblEnrollCount	Status	Lists any errors in the current enrollment report.
Enrollment Count Teacher Name	tblEnrollCount	TeacherName	Last name of the primary teacher for the course section where enrollment was reported.
Enrolled Females	tblEnrollCount	EnrFem	Number of females enrolled in a course.
CourseType	tblEnrollCount	CRSType	Regular – Course meets during regular hours of operation for school day. Extended Day – Course meets 2/3 of the time before or after the regular school day, with 80% of course related labs used during the regular school day. Extended Year – Course meets criteria for extended day and meets during the summer.
Enrolled Limited English Proficient	tblEnrollCount	EnrLEP	Number of students identified as being of limited English proficiency enrolled in a course.
Enrolled Disadvantaged	tblEnrollCount	EnrDSv	Number of disadvantaged students enrolled in a course.
Enrolled Disabled	tblEnrollCount	EnrDis	Number of disabled students enrolled in a course.
Ending Enrollment	tblEnrollCount	EndEnr	Enrollment for a course as of the End of Year report or the end of the course section.
Beginning Enrollment	tblEnrollCount	BegEnr	Enrollment for a course as of the first funding report.
Enrolled Ninth	tblEnrollCount	NinthGrdr	Number of Enrolled Ninth Graders in a course.
Beginning Date	Tblenrollcount	Begdate	The beginning date of the course.
Ending Date	Tblenrollcount	Enddate	The ending date of the course.
Deleted	Tblenrollcount	Deleted	A flag that determines if the course has not been selected for the 4483A/D (on a revalidation)

RoomNumber	tblEnrollCount	RoomNo	Room number where a course section is operating and the enrollment for the course is counted.
OAName	tblEnrollCount	OAName	Name of the operating agency where enrollment for a course is counted.
OANumber	tblEnrollCount	OANO	State assigned number for an Operating Agency where enrollment for a course is counted.
FAName	tblEnrollCount	FAName	Name of the Fiscal Agency where enrollment for a course is counted.
FANumber	tblEnrollCount	FANO	Five digit State assigned number for a Fiscal Agency where enrollment for a course is counted.
ClassPK	tblEnrollCount	ClassPK	Reference key to tblClass table
Enrollment Count Year	tblEnrollCount	Year	The year in which enrollment is being taken for a CTE course section.
Enrollment Count Report	tblEnrollCount	Report	Name (number) of the report for which enrollment is being counted.

Note1:

The Minutes per week and Number of weeks are reported by the school districts as presented below:

A) Minutes per week

Minutes per week:

For *regular* courses: The actual minutes per week that the course section is in session: the instructional time for the course section.

For *Coop* sections only: The minutes per week that the coordinator spends coordinating Coop students.

Minutes per week per student :

1. Total ALL minutes per week (MPW) that an instructor spends coordinating Coop students.
2. Total the number of Coop students (NCS) that this instructor coordinates.
3. Divide the total minutes per week (MPW from Step 1) by the total number of Coop students (NCS from Step 2) to produce minutes per week/per student. (MPWPS)

$$\text{MPW} \div \text{NCS} = \text{MPWPS}$$

Minutes per week for each specific section:

4. For each Coop course section that this instructor coordinates, multiply the minutes per week/per student (MPWPS from Step 3) times the number of Coop students in that course section, to determine the minutes per week for each specific section. ONLY FOR MORE THAN ONE CLASS.

For Course Section A: $\text{MPWPS} \times \text{NCS in course section A}$

For Course Section B: $\text{MPWPS} \times \text{NCS in course section B}$

B) Number of weeks

1. Total number of days course section is in session divide by 5.
Do not include holidays and other day's courses are not in session.

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2. For Co-op coordination, this field represents the number of weeks Coop coordination is provided for students enrolled in an approved CTE program.

Note3:

- The teacher's SSN is **not** displayed in the 4483A, 4483D reports.
- The Teacher's address and phone number are the district's address and phone number.