

4483A Report Frequently Asked Questions

Reporting Requirements/Assistance

Q1: When is the 4483A due?

A1: For the 2007-2008 school year the 4483A is due on October 5, 2007 to your CEPD Administrator and October 12, 2007 to the Office of Career and Technical Education (OCTE).

Q2: What does CTEIS stand for?

A2: Career and Technical Education Information System.

Q3: What resources do I have for help on the 4483A?

A3: Besides a reporting training (see below) you can contact OCTE for assistance on reporting policy and the PTD Technology CTEIS helpdesk for technical assistance.

OCTE: Jill Kroll krollj1@michigan.gov (517) 241-4354

Joan Church churchj@michigan.gov (517) 335-0360

PTD: cteis.help@ptdtechnology.com (517)333-9363 Ext. 27 or (800)203-0614 Ext. 27

Q4: When is training for this report?

A4: The training schedule for reports is available on www.ptdtechnology.com/cteis or on the homepage of www.cteis.com after logging in. Click on the link that says 4483A Training Schedule.

Q5: I am brand new to CTEIS. What do I do?

A5: First you need to be authorized by your level five Fiscal Agency Authorized Individual - to enter data for the 4483A. You also need to create an MEIS (Michigan Education Information System) account if you have not already done so. Your username and password to login to CTEIS will be the same username and password as you use to login to your MEIS account. Your next step is to attend training for CTEIS. This will help familiarize you with the system and the reporting requirements.

Q6: How do I create an MEIS account?

A6: If you *do not have* an MEIS account, you can create one on the internet at: <https://cepi.state.mi.us/meispublic>. Click on the link that says "Create an MEIS account" and follow the instructions provided.

Q7: What needs to be reported on the 4483A?

A7: For the 4483A you should create course section records in CTEIS for all CTE courses that will be run for the entire year. You should also import or manually enter all *new* CTE students (students not already in the CTEIS Web Database) so that they can be enrolled in the course sections. Student information includes their demographic information and their enrollment information. If there are any new instructors their information should also be entered into CTEIS.

Q8: Who gets counted on this report?

A8: Students who are enrolled in courses on the September Count Day are reported and counted for funding on the 4483A.

Q9: Where do I get the information for data entry?

A9: Minutes per week and number of weeks are to be provided by your CTE/local administrator. Student enrollment information could come from a local student management system which lists students that are enrolled in courses, or it could come from class lists provided by the operating building. Student demographic information could be imported from a student management system (Zangle, Passport, PowerSchool, etc.) or received from the sending facility for input to CTEIS. Student special populations information should come from a counselor or special populations coordinator. Teacher information is to be provided by your CTE/local administrator.

Q10: What courses/programs can be reported on the 4483A?

A10: To see a list of Programs and courses valid at the Operating Building for which you report, once you have logged into CTEIS you can generate a Secondary Taxonomy Report. This report will show all Programs that the Operating Building is approved to run as well as the courses that are approved for that Program. To generate this report go to the **Reports** menu and click on **Building Reports**. Choose an Operating Agency and a building using the dropdown lists at the top of the page. Click on the link that says Secondary Taxonomy. If you feel there is a Program or course missing from this list you should contact your CTE Director to make sure that it should be reported. If *they* feel the report is in error, they should contact Joan Church at OCTE (517-335-0360).

Q11: Do I report my courses that do not generate Added Cost funds?

A11: Yes. All state-approved CTE programs must report all required data, even if they did not generate any Added Cost funds. This information is important for state and federal reporting for accountability.

Q12: Should “Tuition students” be reported using CTEIS?

A12: Only tuition-paying students eligible for state school aid should be reported.

Q13: How do I report my students from out of Michigan?

A13: You cannot report out of state students.

Q14: We have adult education students. Can these students be input to CTEIS?

A14: No. The state only collects data on students it is mandated to collect for funding purposes or mandated reporting. Since adult education students are not eligible for Added Cost funds, nor to be counted for secondary Perkins reporting, they should not be reported through CTEIS.

Data Entry/Import

Q15: What if, when I enter/import student enrollments, I am not sure of the enter and exit dates?

A15: You must enter the actual student enter and exit dates before submitting the report. Use your student management system to input and manage your student data.

Q16: What if I do not know the school calendar for Course Section dates?

A16: Contact your CTE/local administrator. Note: *If you type in dates that are out of range for the school year CTEIS will not recognize your course as part of the current school year. **This will cause the courses to not be included on the X0107 and not be funded.*** If you have created Course Section Records with incorrect dates, you can change the dates and update the record in **Manage Courses**.

Q17: When should I begin to input my data for the 4483A?

A17: You should be inputting your data into a student management system and uploading to CTEIS for report submission. You may import/input to CTEIS as soon as buildings are “open” after the last report (the 4301).

Q18: I have a course section record already created and we are not running that class. How can I make it so that the class does not show up on my report?

A18: You can deactivate the course section record. To do this, go to **Data Entry, Manage Courses**. Find the course section record you would like to deactivate. Press Select to the left of the course section record name to open its details. Uncheck the “Active” checkbox.

Note: a deactivated course will not show up anywhere.

Q19: What do I do about trimesters? They are not first semester, second semester, or full year courses.

A19: Trimesters should be defined as “special” semesters when the course section record is created in CTEIS.

Q20: Can I delete unused course section records?

A20: You can deactivate these course section records. See Q/A 18.

Q21: What if a student was reported as a member of a special populations category in the past and no longer fits that definition? Do I unmark them?

A21: No. Once a student is reported in CTEIS as a member of a special populations group they should remain that way, even if they no longer fit the definition. This is for the purpose of showing the improvement of the student through any services received.

Q22: How many students can I report as enrolled in a course section?

A22: You must report all students enrolled in state-approved CTE programs.

Q23: What is a UIC?

A23: Each student is assigned a Unique Identifier Code by CEPI (Center for Educational Performance and Information) that is required for input into the CTEIS system. This includes both home-schooled and private-schooled students. CTEIS is equipped with a checksum that will not allow invalid UICs.

Submitting corrected UICs (Unique Identifier Codes)

To obtain a UIC for a student, contact your local UIC Resolver. A guide regarding UIC resolution can be found on CEPI’s website at: http://www.michigan.gov/documents/UICUserGuide_87398_7.pdf. In this guide, under the heading “Getting Started,” there are directions to access helpful UIC documents including a list of local resolvers.

Q24: How do I define substitute teachers or teachers that are waiting for their annual authorization?

A24: Contact your CTE/local administrator for direction regarding how to report teachers.

Q25: Do I have to hand-enter every single student and then manually enroll them in their courses?

A25: No, there is an import feature for CTEIS. You can import student demographic and enrollment information to CTEIS using this feature. If you wish to import enrollment information you must first create the course section records in CTEIS and you must make sure that the course section code (CSC) that you use for the class matches the code you are using in your import file. Import specifications are available for download on www.cteis.com through a link called 4483A Import Specifications.

Note: Utilizing the import feature will help to ensure data accuracy as well as avoid the redundant entering of data.

Q26: I am trying to Import an Excel file and I cannot get it to work! What do I do?

A26: With Excel files it is important to make sure that the column headings match what is in the CTEIS import specifications. Also, Excel workbooks need to contain only one worksheet. You can delete the extra sheets by right-clicking their tab and choosing “delete” from the shortcut menu. If you need assistance, you may contact the CTEIS help desk M-F, 8a.m.-5p.m. at 1-800-203-0614.

Error Resolution

Q27: I submitted the report for my building and my Fiscal Agent tells me they cannot get the “X” to appear under the FA column for Report Submission.

A27: Fiscal Agency Authorized Individuals must make sure they submit reports using the **FA Report Submission** menu in CTEIS. There are directions for FA Report Submission available on the CTEIS homepage. There is also a **CEPD Admin** menu available for the CEPD Review of reports and directions available as links on the CTEIS homepage. A CEPD Administrator cannot mark a report as reviewed until the Fiscal Agent submits it, and the Fiscal Agent cannot submit a report until it is marked complete at the building level. If the fiscal agent needs assistance, he or she may contact the CTEIS help desk M-F, 8a.m.-5p.m. at 1-800-203-0614, x27.

Q28: I am getting a lot of error messages when I **Run Validation** for the 4483A. How do I resolve these issues?

A28: Please use the error resolution guide that follows:

Message	Resolution
First Semester or Full year course without enrollments or without Beg Date/ First Semester course without End Date	If there are no enrollments in the course you must enroll students ¹ . If there <i>are</i> students in the courses, you need to add enrollment dates ² . Make sure you review the “All” option for viewing students. If you have multiple enrollments of the <u>same student</u> in a course section record by mistake you may delete the extra records.
No Primary Teacher	When adding a teacher to a course section record, the second dropdown determines the teacher type – This defaults to “Additional Full Time.” To fix, delete the teacher from the course and add the teacher again, making sure to change the teacher-type drop-down to “Primary” to set the primary teacher.
Invalid UIC	Make sure that you are matching the UIC in CTEIS to the UIC used in the UIC Master. If you have access to the UIC Master you can verify this for yourself. Otherwise, you can contact your Local UIC Resolver. Check to see that the first name, last name, gender, and date of birth that you are using in CTEIS match what is in the UIC Master. These are the fields used to compare records to see that the correct UIC is being used. If the student has more than one UIC, make sure that the UICs are linked. If they are not, contact your UIC resolver and ask him or her to submit a linking request. When making the request the resolver should indicate that the request is for a CTE report which is due. There must also be a primary UIC marked. If you find that you are using an incorrect UIC (mistyped, incorrectly imported, etc.) you cannot change it in CTEIS on your own. You must contact the CTEIS helpdesk @ 1-800-203-0614 x 27.

¹ Choose **Manage Enrollment** from the **Data Entry** menu. Find the course section that is missing enrollment. Click on the Enroll option to the left of the course section. At the bottom of the page click on the “Find” button to find students to enroll. Check to the left of the student names. If you would like, put in the student enrollment dates. Click the “Add Marked” button to add the students to the class.

² To add dates, check to the left of the student names at the top of the page and put in enrollment dates in the “Edit Functions” section. Click the “Edit Beg/End Date” button to change the dates.

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Invalid CIP or PSN	Check to make sure you are using a valid course number. If the course number is correct, make sure that your program is activated. To verify this, contact Joan Church at OCTE @ 517-335-0360.
No Semester Type	A semester type must be chosen when the course section record is created ³ .
Missing MPW	You are missing Minutes Per Week for this course section record. See Footnote 3.
Missing NOW	You need to enter the Number of Weeks for this course section record. See Footnote 3.
FCS NP Class has no real or estimated enrollments	You have created a current FCS non-Parenthood course section but have not enrolled any students. ⁴
Summer or Special session without enrollments or without Beg Date or End Date.	If there are no students enrolled in the class you need to enroll them. See Footnote 4. If there are students enrolled in the class but they do not have enrollment dates then you need to add dates ⁵ .
No classes found for these buildings	If you expect classes to show up for these buildings it may be that your dates are incorrect for the course section records. See Footnote 5. If you do not expect classes to show up for these buildings, you may ignore this error.
Date of class out of Range	Dates set for this course section are either before the first day of school or after the last day of school.
Student enrolled more than once in class	This student is enrolled more than once in the same course section with overlapping dates.
Student enrollment dates out of alignment	Student enrollment dates do not match what the class has for dates.

³ To fix, go to **Data Entry, Manage Courses**. Find the course section record that is missing information. Update the information and press the “Update” button at the bottom of the page. Look for the words “Update Successful” to show that the change took place.

⁴ Choose **Manage Enrollment** from the **Data Entry** menu. Find the course section that is missing enrollment. Click on the Enroll option to the left of the course section. At the bottom of the page click on the “Find” button to find students to enroll. Check to the left of the student names. If you would like, put in the student enrollment dates. Click the “Add Marked” button to add the students to the class.

⁵ To add dates, check to the left of the student names at the top of the page and put in enrollment dates in the “Edit Functions” section. Click the “Edit Beg/End Date” button to change the dates.

Q29: What do I do about the Warnings I get when I run my report validation?

A29: Warnings do not prohibit you from submitting the report, but careful attention should be given to make sure something is not overlooked in your data entry. Use the following table to help with warnings:

Message	Resolution
Less than ### minutes reported for this course section.	The minimum number of minutes is based on what Program this course section is a part of. Make sure you are reporting the correct number of minutes for each course section. Check with your CTE/local CTE administrator.
Number of Weeks Greater than 44	The number of weeks reported for this course section record is greater than 44 weeks. A full-year course section is defined as 36-44 weeks of instruction. This course section exceeds the limit of the longest type of course section. Check to be sure you have entered the correct number of weeks.
Cosmo has more than ##### MPW for Year/Summer	Cosmetology courses have exceeded the maximum number of minutes to be reported. Check to be sure that you have entered the correct minutes per week.
MPW>900 for Year or Summer	The minutes per week are based on the type of Program. The maximum number of minutes has been exceeded. Check to be sure you have entered the correct minutes per week.
Class originally reported. Now not found.	If the class was reported on the previous funding report and is now removed you will see this warning.