

CTEIS Notations AUTUMN 2008

Welcome back to the school year and a new and improved CTEIS! Please take a moment and see the exciting updates we've made, review the schedule and find new information!

CTEIS WEB 3.0

We have made some design and look at feel changes to make CTEIS easier and more intuitive to use. These include color, menu, and other design changes as well as many behind the scenes changes that will hopefully speed up some processes.

4483A Changes

Segments

If you have not heard by now, there are some significant new requirements for your CTEIS Reporting Year. Chief among them is the requirements for Segments. Segments represent the standards of instruction that every student must have received in order for that student to be considered a Program Completer. This information is required to fulfill the new federal reporting requirement outlined in the Perkins IV legislation. To get a full understanding of the how segments will be implemented, please attend one of the many trainings or review the 4483A-2008 manual accessible from the www.PTDTechnology.com/CTEIS or www.CTEIS.com web sites. Further, we hope to have a video of the 4483A training including use of segments posted on these sites by mid September. As always, if you have any questions, please do not hesitate to call our help desk at (517) 333-9636, extension 127.

Required Fields

Starting in the fall of the 2008-2009 school year, CTEIS will be obtaining many demographic fields from the Single Record Student Database (SRSD). This year, this will be done through several database updates. These fields will still be

editable by CTEIS reporters, but their final values will be obtained through the database update. Thus, you will not need to modify your import files or processes at this time. Fields that are no longer required are:

- Economically Disadvantaged
- Exit Status
- Grade Level in School (9,10,11,12)
- Race/Ethnic – Multiracial
- Student Organization
- Disability Type
- LEP
- Juvenile Offender
- Substance Abuse
- US Citizen
- Primary Language
- Disabled

Training

Training Description:

The 4483A Report is an enrollment report for the first school count day. This report is part of the process in determining school funding. To complete this report, a CTEIS user needs to enroll students into course sections that are created in the CTEIS Web Database. Before the process of enrollment can take place, course section information and student information must be entered into CTEIS. Before a teacher can be assigned to a course section, the teacher's information must be entered into the CTEIS database. Each of these training sessions will be a full day dedicated to helping you prepare your 4483A Report. The morning session will be spent in a CTEIS Web training site as we practice each step required to complete the 4483A. A PTD Trainer will go through any system updates. From there, we will go through the process of entering/updating Course Section Record information, student demographic and enrollment information, and teacher information. The import process will also be practiced. We will then examine how to complete and submit your report to the State.

The remainder of the day is a work session which you can utilize to test out your understanding of the process and even work on your district data. These

sessions can help you save time completing your State reporting obligations. Attendees of the work session are encouraged to bring any materials needed for data entry as it will be possible to work on your information from the training center.

Materials for data entry include the following:

- Class lists from the instructor of students that are enrolled in each course section as of the Count Day (September 24, 2008).
- A file, either Excel or comma-delimited, containing student demographic and enrollment information.
- Any course section record details for courses running in the current school year.
- IUCs for any students that are new to CTEIS.
- Information for any new teachers.

Scheduling a 4483A or 4033

Training:



From the website www.ptdtechnology.com/cteis, click on the link that says CTEIS

and a dropdown menu will appear. Click on the menu option Schedule.

Find and click on the location and date of the training session(s) that you would like to attend on the calendar. This will open the session details.

The session details will have a link to a map and location information for the session site and a link to register for the session - this link opens the registration form.

Please fill out and submit the registration form. You should receive an email confirmation of your scheduled attendance at training. If you do not receive an email confirmation, please contact the PTD Technology scheduler (scheduler@ptdtechnology.com or 517-333-9363 ext. 110) and verify that you are signed up for training.

Training Schedule for 4483A & 4033 Report

This schedule is also available on www.ptdtechnology.com/cteis. The website contains the most UP-TO-DATE training schedule.

Date	Location	Training
9/15/08	Kent ISD Grand Rapids	4483A
9/16/08	Kalamazoo RESA	4483A
9/17/08	Berrien ISD	4483A
9/18/08	Livingston Educational Services Agency	4483A
9/22/08	Bay Arenac ISD	4483A
9/23/08	Traverse Bay Area ISD	4483A
9/25/08	Macomb ISD	4483A
10/1/08	PTD Technology East Lansing	4033
10/2/08	Kent ISD Grand Rapids	4033
10/3/08	Livingston Educational Services Agency	4033
10/7/08	Marquette-Alger RESA	4033
10/13/08	Monroe ISD	4033
10/14/08	Wayne-Westland Career Tech Center	4033
10/15/08	Macomb ISD	4033
10/17/08	Bay Arenac ISD	4033
10/20/08	Kalamazoo RESA	4033
10/21/08	Berrien ISD	4033
10/24/08	Traverse Bay Area ISD	4033

Directions to sites can be obtained by clicking on the class link then on the location link. This will open "Google maps." You can get directions to the site by clicking on [Get Directions](#) in Google maps. This option will be located below the Google Maps logo.

Count Day Dates:

Fall Count Date: September 24, 2008
Spring Count Date: February 11, 2009

Report Due Dates:

4483A	CEPD Administrator Approval	10-02-08
	Final Submission to OCTE	10-09-08
Expenditures	CEPD Administrator Approval	11-03-08
	Final Submission to OCTE	11-10-08
4483D	CEPD Administrator Approval	03-03-09
	Final Submission to OCTE	03-19-09
Follow Up	CEPD Administrator Approval	05-01-09
	Final Submission to OCTE	05-08-09



4483A Steps for Completion

While attendance at training is very helpful, it is not possible for everyone. If you cannot attend, make sure to print off a 4483A manual for complete instructions on the data entry and reporting requirements. Please see **Appendix A** of

this newsletter for a summary of the steps to help with data entry. Be sure to verify your data before marking the building complete. **Appendix F** of the 4483A Building Level instruction manual also contains hints and steps to help with the reporting process.

may not be compatible with your web browser.

UIC Validation: If the CTEIS Helpdesk works on UIC validation for your 4483A, changes will NOT be instantaneous. The process can take up to a couple of hours.

Other Important Notes:

New Programs: New Program applications are again open this year. To participate, your CEPD Administrator must submit a Letter of Intent from the CTEIS website. For more information contact OCTE.

Reports – PTD Technology has created several reports for use with the CTEIS system (Special Populations report, class lists, etc.) and will continue to create more reports to assist CTEIS users. If there are other reports you would like to see, contact Jill Kroll in OCTE at 517-241-4354 to suggest them.

Web Browsers: CTEIS is designed to work with Internet Explorer 6 or 7. If you are not using one of these versions of Internet Explorer, certain functionality

Import: Directions for the importing of student data are available in any of your funding report manuals as well as at www.cteis.com (on the CTEIS homepage). To access the directions,



click on any of the instruction manual links. Import is the first appendix in the manuals. CTEIS allows for the importation of an Excel spreadsheet or .CSV file. If you have another format or questions about importing student or enrollment data please contact the CTEIS Helpdesk.



Appendix A: 4483A Completion Remember to print off a 4483A Manual for Complete Instructions!

Available on
www.ptdtechnology.com/cteis by
clicking on the link that says: [4483A
Instruction Manual](#)

Enter Course Section Information to CTEIS:

All course section records (classes) for the school YEAR should be entered to CTEIS at this time so that the X0107 can accurately reflect projected funding.

- **Add** new course section records by going to **Data Entry, Manage Courses**.
- Click on the "Add New Course Section" button.
- Choose the building where the course section will take place (operating building).
- Choose the Program.
- Fill out the Course Section Record details, including as much segment information as possible.
- Click on the "Create Course Section" button to save your record.
- Add a teacher to the course using the section at the bottom of the screen. Make sure to choose the appropriate Teacher Type from the dropdown and press the "Add Teacher" button.

- You can also reuse course section records from the past year by updating the start and end date and pushing the "Update" button.
- Review your course section record details to make sure you are reporting correct dates, NOW, MPW, etcetera.

Enter Student Information to CTEIS:

You can import student demographic and enrollment information to CTEIS after you have created the course section records for the students to be enrolled in. Directions for import are in Appendix A of the 4483A manual.

- To manually enter a student record, go to **Data Entry, Manage Students**.
- Click on the "Add New Student" button.
- Fill out all of the details for the new student (definitions are in the manual).
- Push the "Save" button at the bottom of the page to save the student record.

Add any New Teachers

- Start by choosing **Data Entry, Teachers Database**.
- Click on the "Add New Teacher" button.
- Fill out the teacher details
- Press the "Insert Teacher" button to save the teacher details.

Enroll Students in Courses:

- Remember that enrollment information can be imported to CTEIS from a local student management system. Make sure the course section codes match what was entered in CTEIS.
- To manually enroll, go to **Data Entry, Manage Enrollment**.
- Choose a course section record in which to enroll students. Click Enroll to the left of its name.
- Find students to enroll using the bottom of the page. Choose a sending facility and press "Find."
- Check to the left of any students to enroll in the course section.
- **Add dates at the middle of the page. Subsection for enrollment can also be marked using the appropriate checkbox found in the middle of the page.**

- Click the "Add Marked" button to add the students to the course section.

Review and Submit Report

- Choose **State Reports, 4483A/D Reports**.
- Choose an operating district and buildings from the dropdown lists.
- Run Validation (error check) by pressing the "Run Validation" button. Clean up errors and rerun the validation.
- Mark the building complete by pushing the Complete link. Notify your Fiscal Agency Authorized individual that the building report is ready for their review.

CONGRATULATIONS, you are done (unless you are contacted by your Fiscal Agency Authorized Individual)!

*Education is not the filling of a pail,
but the lighting of a fire.
- William Butler Yeats, 1865 - 1939*