

2021-22 CTE Data Review, Step II

Division of College, Career & Technical Education

The annual data review conducted by College, Career, and Technical Education Division will start on Aug. 1, 2022 for 2021-22 data. This process is to ensure districts reported to State data is correctly reflected for each Local Educational Agency (LEA). Local career and technical education (CTE) directors are asked to complete three steps of the following data reviews by Nov. 11, 2022. Data files will be shared on TNShare, which is accessible through SSO. Deadline updates from the instructions sent out for Step I are highlighted below.

Report	Data Review Categories	Data Location	Release Date	Review Deadline
Step I - Deadline Extension				
I	eTIGER CTE (including Middle School enrollment) & Non-CTE Enrollment & Credits	TNShare	Aug. 1	Sept. 15
II	Early Postsecondary CTE Data (Dual Credit, Dual Enrollment, and Cambridge) – Also Cross Check with Data Report “Dual Credit/Enrollment Classes or Students”	TNShare / Data Reports	Aug. 1	
III	CTE Concentrator of 2021 – 22	eTIGER	Aug. 1	
Step II		eTIGER Locked on Sept. 30		
IV	Industry Credentials	TNShare	Sept. 1	Sept. 29
V	CTE Concentrator Follow-Up Report	eTIGER	Sept. 1	
VI	Program of Study offering	eTIGER	Sept. 1	
Step III		eTIGER Locked on Nov. 13		
VII	CTSO National Membership	TNShare	Oct. 17	Nov. 11
VIII	Perkins V Indicators - Performance of CTE Concentrators: <ul style="list-style-type: none"> • 1S1 Cohort Graduation Rate • 2S1 Academic – Language Arts¹ • 2S2 Academic – Math¹ • 2S3 Academic – Science¹ • 3S1 Cohort Secondary Placement² • 4S1 Nontraditional Program Enrollment¹ (including list of nontraditional POS) • 5S1 Cohort Concentrator WBL Enrollment (Including list of WBL courses) • 5S2 Cohort ReadyGraduate² ¹ Active CTE Concentrators – students with CTE concentrator status and enrolled in the reporting school year ² One -Year lag data	TNShare	Oct. 17	



Data File Access

To complete the full review of LEA-reported data, CTE Directors will need below application access:

- eTIGER **Director access** (eTIGER “user” and “ProgramofStudy” accesses)
- Single Sign On (SSO) **TNShare/CTE Director folder access** (CTE Director access)
- Single Sign On (SSO) **Data Report access** (district user access)

Please send the [TDOE Application Access Form](#) to [DT Support](#) for the above access request. Refer to [CTEDatareview_2122_TNShare](#) for accessing the review files through SSO.

Commented [SW1]: Will link once this file is posted online.

Updating Data in eTIGER

To update district reported data at eTIGER:

1. Un-approve the certified data at eTIGER “**District Approval**” linked page
2. Un-attest the class(es)
3. Make the change(s)
4. Save change(s)
5. Attest the class(es)
6. Approve the updated data
7. Check back at eTIGER to assure the updates

Data Review Instruction

The department will generate and release the data files at above listed data locations for review. As reports are released for each of the three data review steps, the division will send detailed instructions via the CTE Educator Newsletter.

The data review instructions for Step 2 are included in this document. Instructions will guide you through each report, step-by-step. CORE CTE consultants are available to provide technical assistance, as requested.

As a reporting section is completed, check the “Attest Report #” button on the “2021-22 Data Review” page at eTIGER to indicate completion for Reports IV-VI by Sept. 29, 2022.

Data Review Instructions, Step 2 of 3

Report VI | Industry Credentials

1. **Purpose:** Tennessee's Ready Graduate Indicators (RGI) include industry credentials (IC) to indicate a student's graduation readiness. Below are the RGIs:
 - a. Score of 21 or higher on ACT (or 1060 or higher on the SAT); or
 - b. Complete 4 early postsecondary opportunities (EPSOs); or
 - c. Complete 2 EPSOs and **earn an industry credential**; or
 - d. Complete 2 EPSOs and earn a minimal of 31 on ASVAB AFQT test.

Commented [LL2]: Found the "2020-21 Ready Graduate Indicator" official doc and updated.

LEAs self-reported this data via spreadsheet template and submission through OwnCloud, a state-supported database management portal.

2. Source Data Notes:

- a. As 8/24, 2022, 118 districts reported their 2020-21 IC data.
 1. All 118 districts uploaded data through State Owncloud
 2. 11 districts did not report any IC credentials for their students.
- b. The Statewide reported IC pass rate is **80.68%**
- c. The [TN Promoted Student Industry Credentials](#) website provides the guidelines and listing for state promoted industry credentials.
 1. The state recommends aligned programs of study and the tier for each IC.
 2. Students can take any IC exams at any time, regardless of their course/program of study enrollment and/or credit.
- d. **Feedback and suggestions are encouraged for strengthen IC data reporting and management.** Please send comments to John.Mummert@tn.gov.

3. Data Review Process:

Overview

- a. Review the IC data files.
 - b. Correct the identified questionable records.
 - c. Upload **whole district updated 2021-22 IC data files**
 - d. Attest Report IV on the eTIGER "2021-22 Data Review" page.
- a. Log in to **TNShare**. Access the CTE Director folder and download the following files to review related to IC self-reported data.
 1. LEA_IV_IC_pass_rate:
 - a. Presented the school level IC pass rate by the reported ICs of schools.

- b. Only the **TN Promoted Student Industry Credentials** were included in this pass rate calculation. (Indicated as “Yes” at column of “Valid_IC” of the below data review files)
 - c. Pass rate was calculated based on the reported records with “pass” only.
2. LEA_IV_IC_reported_data:
- a. **Review questionable records.** These records are marked with “X” in the columns noted below. A record may have one or more questionable issues:
 - a. **Incorrect ICName** – report IC other than TN promoted ICs
 - b. **No_IC** – did not report IC for the record
 - c. **No_Sch_Number**
 - d. **No_St_LName**
 - e. **No_StateID**
 - f. **No_PassOrFail_Data** – did not indicate if student pass or fail of IC
 - g. **No_PassDate** – report pass the IC but did not include the exam date
 - b. **Correct the data** for all questionable records
 - c. Upload your district “**IC_reported_Data**” file with all indicated questionable records corrected as below listed data elements (please make sure the same order) for ALL District records: **Link:** [TNCloud](#); **Password:** ic_update_2122
 - a. District_number
 - b. District_name
 - c. School_number
 - d. School_name
 - e. IC_name
 - f. Valid_IC
 - g. Student_Stateid
 - h. Student_Fname
 - i. Student_Lname
 - j. Pass_fail
 - k. Exam_Completion_Date
 - l. Sch_Year
2. A confirmation email will be sent soon after the re-upload IC file is received.
- d. **Certify Report IV** on eTIGER “2021-22 Data Review” page to conclude the IC data review.

Report V | CTE Concentrator Follow-up Report

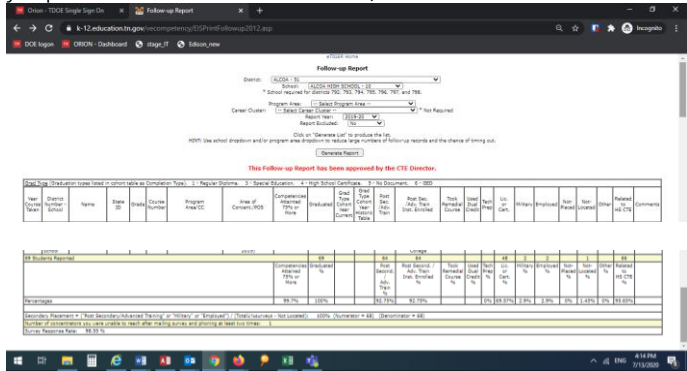
- a. **Purpose:** Secondary placement is a measure of the number of CTE cohort concentrators who graduated in the 2020-21 school year and were reported to eTIGER as follow-up students for 2021-22
 - a. These are cohort concentrators who were placed in:
 - 1. Postsecondary education or advanced training,
 - 2. Military service,
 - 3. National Community Service or Peace Corps, or

- 4. Employment.
 - b. in the second quarter following the program year in which they graduated from secondary education.
- b. Source Data Notes:**
 - a. Follow-up data reported to eTIGER for the 2021-22 school year was used for this data review. Data were pulled from eTIGER **as of the date of review**.
 - b. The data indicated as “non-graduated,” “excluded,” and “not_located” were not included in the calculation for Perkins’s indicator reporting.
 - c. Although a student might become a concentrator in more than one program of study and listed on the Follow-up entry screen multiple times Perkins report of Secondary Placement core indicator should be a **non-duplicate**.
- c. Data Review Process:**

Overview

- a. Review reported secondary placement data in eTIGER. Pull out “Follow-up Report” under “Reports”.
- b. Make any necessary data changes and updates in eTIGER **“Follow-up Entry” under “School/Course Rosters”; and show at “Follow-up” under “Reports”**.
- c. Attest the Report V on the eTIGER “2021-22 Data Review” page.

- a. Access eTIGER “Follow-up” report:
 - 1. Log in to eTIGER and click **“Follow-up” under “Reports”**.
 - 2. Select school year of 2021-22, and specific school and career clusters (if you prefer to narrow down the data file).



- 3. Check column **“Graduated”** was reported for each listed concentrator. Only graduated cohort concentrators would be included in the Perkins report.
- 4. Check there were **no duplicated record for an individual**, report “exclude” to limit it.

5. Make sure **reported “Certificate-only, 2-year degree, or 4-year degree” in the “Comment” column** for the postsecondary education program the concentrator registered. **Note:** Federal requires reporting the registered program if a CTE concentrator enrolled in postsecondary institution.
6. Check at the bottom of the % calculation of reported data columns.
 - a. **Ensure the “Graduated” data was reported for each student.**
 - b. **Report “Exclude” to avoid the duplicated counts of a student.**
 - c. Only the graduated and non-duplicated cohort concentrators will be included in Perkins secondary placement calculation.
7. Select **“Report Excluded” as “No”** for viewing the calculation results without the duplicated concentrators.
- b. Make the changes in eTIGER:
 1. Under “Class/Course Roster, Follow-up Entry,” select school and year of 2021-22 to make the changes. For further change details please refer to CTE web of “Accountability and Data Reporting” for [“Follow-up Survey Guidelines”](#) link under “Data Reporting” section.
 2. Check the changes in eTIGER after the overnight processing.
 3. Under “Report”, select “Follow-up” to view the updated follow-up report.

Report VI | Program of Study (POS) and Special Program of Study (SPOS) Offering

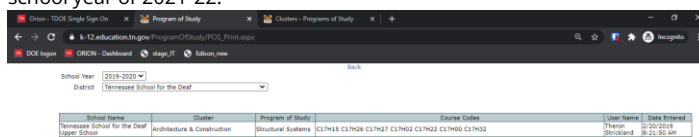
- a. **Purpose:** Each year LEAs reported to State the POS or SPOS which their High Schools planned to offer for students.
- b. **Source Data Notes:**
 - a. The review POS and SPOS data was pulled from eTIGER **as the date of review.**
 - b. POSs and SPOSs are defined by TDOE or submitted by a LEA as a special program of study and approved by the Tennessee State Board of Education and consist of a minimum sequence of three levels of courses and are aligned to the Federal definition.
 - c. Due to the implementation of new course codes in 2019-20, All prior approved POS and SPOS were retired in 2018-19. The review 2021-22 POSs or SPOSs were listed with the new 2019-20 course codes.
 - d. If there is any discrepancy of listed courses, contact CCTE Division for updates.
- c. **Data Review Process:**

Overview

- a. Review reported POS and SPOS data through **“Program of Study”** selection in eTIGER.
 - b. Make any necessary data changes and updates at **“School Assignments”** in Program of Study.
 - c. Attest the Report VI on the eTIGER “2021-22 Data Review” page.
- a. Access “Program of Study” in eTIGER:
 1. Log in to eTIGER.
 2. Select the “Program of Study” application.

3. Click **"Print District"** and "2021-22" school year (Only course codes for the selected POS/SPOS will appear on the "Print District" screen for each school).
4. Verify especially the listed courses for SPOS. Contact CTE division for any incorrect course list.

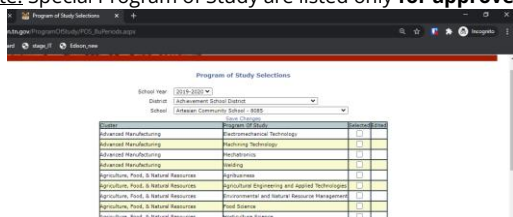
Note: Select the POS title ended with (2021-22) as the active POS/SPOS for school year of 2021-22.



To reference the courses titles of a POS/SPOS, refer to the [2021-22 Program of Study](#) for POS and SPOS approved letter for SPOS.

- b. Review the selection of POS/SPOS for each school. If there is incorrect information, **make all necessary updates and save in "School Assignments"** link at eTIGER "Program of Study" selection.

Note: Special Program of Study are listed only **for approved school(s)**.



- b. Check back after the overnight process at the Program of Study application "Print District" link for the updates on the selections of POS/SPOS.