2020-21 CTE Data Review
Division of College, Career & Technical Education

The annual data review conducted by College, Career, and Technical Education Division will start on Aug. 2 for 2020-21 data. This process is to ensure district data reported to the State is correctly reflected for each Local Educational Agency (LEA). Local career and technical education (CTE) directors are asked to complete the steps of the following data reviews by Aug. 30, Sept. 29, and Nov. 12, 2021, respectively.

Report	Data Review Categories	Data Location	Release Date	Review Deadline
	Step I			
I	eTIGER CTE & Non-CTE Enrollment & Credits	CCR SharePoint	Aug. 2	**Aug. 30**
II	Early Postsecondary CTE Data (Dual Credit, Dual Enrollment, and Cambridge) – Also Cross Check with Data Report "Dual Credit/Enrollment Classes or Students"	CCR SharePoint /Data Reports	Aug. 2	**Aug. 30**
III	CTE Concentrator of 2020 – 21	eTIGER	Aug. 2	**Aug. 30**
	Step II	**eTIGER Locked on Aug. 31 for Step I**		
IV	CTE Concentrator Follow-Up Report	eTIGER	Sept. 1	**Sept. 29**
V	Program of Study offering	eTIGER	Sept. 1	**Sept. 29**
VI	CTSO National Membership	CCR SharePoint	Sept. 1	**Sept. 29**
	Step III	**eTIGER Locked on Sept. 30 for Step II**		
VII	Industry Credentials	CCR SharePoint	Oct. 18	**Nov. 12**
VIII	Perkins V Indicators - Performance of CTE Concentrators: • 1S1 Cohort Graduation Rate • 2S1 Academic – Language Arts[1] • 2S2 Academic – Math[1] • 2S3 Academic – Science[1] • 3S1 Cohort Secondary Placement[2] • 4S1 Nontraditional Program Enrollment[1] (including list of nontraditional POS) • 5S1 Cohort Concentrator WBL Enrollment (including list of WBL courses) • 5S2 Cohort ReadyGrduate[2] [1] **Active CTE Concentrators** – students with CTE concentrator status and enrolled in the reporting school year [2] **One -Year lag data**	CCR SharePoint	Oct. 18	**Nov. 12**
		eTIGER Locked on Nov. 13 for Step III		

Data File Access

To complete the full data review of LEA-reported data, CTE Directors will need access to the following applications.

1. eTIGER **Director access** (including Program of Study access)
2. SharePoint **CCR folder access** (College & Career Readiness SharePoint, CTE Director access)
3. Single Sign On (SSO) **Data Report access** (district user access)

If you do not have access to all three application, submit the [TDOE Application Access Form](#) to [DT.Support@tn.gov](#) to request access.

Updating Data in eTIGER

To update district reported data in eTIGER:

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

Data Review Instructions

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 1 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 "2020-21 Data Review" page at eTIGER to indicate completion for Reports I-III by Aug. 30, 2021.

Data Review Instructions | Step 1 of 3[1]

Report I | eTIGER CTE and Non-CTE Enrollment & Credits

1. **Purpose**: This report is to confirm accurate data for 2020-21 CTE classes, students' enrollment and credits earned.

2. **Source Data Notes:**
   1. The included data was generated from the 2020-21 data pulled from eTIGER as of July 13, 2021.
   2. In eTIGER, "School Course Listing" displays all the CTE classes that a LEA reported to State Education Information System (EIS). Only the **valid classes which were attested by instructors or CTE directors** will be included in this data review.
   3. A student will be <u>excluded</u> from the review class if this student withdrew from the class. Normally this student's "Class Assignment End Date" will be earlier than the "Class Ending Period." This can be viewed from the "All Students" (or "Withdrawn and Transferred Students") list on the "Class Roster" screen.
   4. Credits Earned
      i. "Number Credits Earned" column shows the credits reported to eTIGER. This is required data. "0" represents no credits earned for the student(s).
      ii. "EIS Credits Earned" represents the credits reported through Student Final Grade Report in EIS and were pulled in to eTIGER as reference.
      iii. "Number Credits Earned" and "EIS Credits Earned" should be consistent for all student records. If not, **make sure the credits reported to eTIGER "Number Credits earned" were accurate.**
   5. Starting in 2013-14, general education courses included in a CTE program of study (POS) were listed and reported through eTIGER at the link "**School Course Listing (Non CTE)**" under "Class/Course Rosters." **LEAs only need to attest general education classes where earned credit or concentrators were reported for listed students[2].**

3. **Data Review Process**:

   > **Overview**
   > a. Review class enrollment-related data files including questionable data (if listed) in SharePoint CCR folder.
   > b. In eTIGER or EIS**,** make any necessary updates.
   > c. Once complete, attest Report I on the eTIGER "2020-21 Data Review" page.

   a. Log in to SharePoint CCR folder and download the following review files related to class enrollment reported data.[3]

---

[1] Data Review Instructions for Steps 2 and 3 will be released along with data files.

[2] For more guidance, refer to "Instructions of Reporting General Education Data" and "Notes for Reporting General Education Data" on the eTIGER homepage.

[3] If a specific file/report is not present in your SharePoint CCR folder, then there is no data to review or no issues with questionable data. Data files list all valid classes by service school (the location at which the class was taught) with total enrollment of current students who stayed until the end of the class.

1. LEA_I_CTE_sch_course_list
   a. Lists all attested classes with valid enrollment totals.
   b. The "Course Type" column lists below types of CTE courses:

Course_Type	Description
DE	Dual Enrollment course
DE/SP	Special Approved Dual Enrollment course
HS	High School course
HS/Cambridge	High School Cambridge course
HS/DC	High School Dual Credit course
HS/SDC	High School Statewide Dual Credit course
HS/SP	Special Approved Highs School course
MS	Middle School course
MS/HS	Course for Middle and High School

2. LEA_I_CTE_questionable nocredit_1
   a. Lists students with no earned credits reported to eTIGER.
3. LEA_I_CTE_questionable credit_diff_2
   a. Lists students with reported different earned credits in eTIGER than in EIS.
4. LEA_I_CTE_questionable_noTLN_3
   a. Attested classes have no teacher information including Teacher License Number (TLN) and name.
5. LEA_I_nonCTE_sch_ course_list
   a. Lists attested non CTE classes which have student earned credits and/or concentrators reported.
6. LEA_I_nonCTE_questionable nocredit_1
   a. Lists students with no earned credits reported to eTIGER.
7. LEA_I_nonCTE_questionable_credit_diff_2
   a. Lists students with reported different earned credits in eTIGER than in EIS.

b. Make all necessary updates in eTIGER or EIS. [4]
   1. If you found that the worksheets **"sch_course_list"** (for CTE and non_ CTE) did not include all of your 2020-21 classes, check "attestation" of the classes in eTIGER**.**
      a. Only attested classes will be included in the review reports.
      b. Any class not listed at the **"**sch_course_list**"** and not showing on the School Courses List screen in eTIGER needs to **be reported to and corrected by your local EIS person.**

---

[4] eTIGER updates overnight, so check eTIGER after overnight processing to confirm all updates have been made.

2. If you found a discrepancy in the total number of students in a class, click the "**All Students**" list on the class roster screen and check the "student class assignment end date."

    a. It is suggested that the LEAs leave the "class assignment end date" blank or report the same or later date as "class ending period" for those in-class students who were listed as "Current Students" in eTIGER and included in the "Enrollment" column of a class in data review "sch_course_list."

    b. "Number Credits Earned" and "EIS Credits Earned" data should be consistent for all student records.

        i. **CTE class attestation can only hold the accountability for CTE data for the "Number Credits Earned" data reported to eTIGER.**

Report II | Early Postsecondary CTE Data (Dual Credit, Dual Enrollment, and Cambridge) Cross Check with Dual Credit/Enrollment Classes and Dual Credit/Enrollment Students at SSO poral through "Data Reports" tile.

1. **Purpose**: This data review is to ensure the data of CTE Local Dual Credit, State Dual Credit, Dual Enrollment, and Cambridge classes is accurate for students in 2020-21 reporting year. This report also looks at DC exam results, DE postsecondary institution, and DE credential earned as reported to eTIGER to ensure it is accurate.

2. **Source Data Notes:**

    1. Early postsecondary data was generated from the reported 2020-21 data pulled from eTIGER as of July 13, 2021.

    2. In 2020-21, EPSO elements of CTE included Dual Credit (DC), Dual Enrollment (DE), and Cambridge were reported to eTIGER by LEAs in addition to the enrollment data to State EIS.

    3. **CTE Dual Credit** (DC):

        i. <u>Definition</u>: Dual credit courses are high school courses with accompanying challenge exams that are aligned to postsecondary standards. Students earn postsecondary credit by meeting or exceeding the cut score for the exam. There are two types of dual credit courses in Tennessee:

        a. Local dual credit: Earn postsecondary credit by successfully completing the courses and passing an assessment developed and/or recognized by the granting postsecondary institution**.**

        b. Statewide dual credit: Earn postsecondary credit by meeting or exceeding the established cut score set for the exam that can be applied to any public postsecondary institution in Tennessee. The CTE statewide dual credit courses (SDC) in 2020-21 were:

            i. C18H09 – SDC: Introduction to Plant Science
            ii. C18H10 – SDC: Introduction to Agriculture Business
            iii. C30H11 – SDC: Criminal Justice
            iv. C12H44 – SDC Pilot: Introduction to Business

        ii. The dual credit data is compiled by student records, which teachers reported to eTIGER, under the column of "Dual Credit" in one of the following ways:

   a. "Yes" the student enrolled in the course, but did not take the challenge exam;

   b. "Pass" the student enrolled in the course, took the challenge exam, and passed the challenge exam; or

   c. "Fail" the student enrolled in the course, took the challenge exam, but failed the challenge exam.

4. **CTE Dual Enrollment** (DE)

  i. <u>Definition</u>: A dual enrollment course is a postsecondary course in which high school students are enrolled at the postsecondary institution (TCAT, community college, or university) and earn postsecondary credit upon completion of the course. High school credit is awarded based on the local policy.

  ii. The dual enrollment data is compiled based on student records, reported to eTIGER, as dual enrollment course codes listed in the online course catalog and/or with data "Dual Enrollment=Yes", reported in eTIGER for (a) postsecondary institutions and/or (b) postsecondary credentials.

5. **Cambridge courses**

  i. <u>Definition:</u> Cambridge courses are part of the Cambridge International Exam program. These courses provide high school students the opportunity to earn postsecondary credit that is accepted by colleges in the U.S. and abroad. Data reported for Cambridge courses in CTE content areas is the same as other high school CTE courses.

3. **Data Review Process**:

> **Overview**
> a. Review early postsecondary related data files including questionable data (if listed) in SharePoint CCR folder.
> b. Cross Check the data consistence with State "Data Reports" of Dual Credit/Enrollment Classes and Dual Credit/Enrollment Students.
> c. Update data changes in eTIGER or **EIS** data report **Extract 30** – Class Section for "Data Reports.
> d. Once complete, attest Report II on the eTIGER "2020-21 Data Review" page.

 a. Log in to CCR SharePoint and download the following review files related to postsecondary reported data. [5]

  1. LEA_II_EPSO_class:

   a. Lists the EPSO classes offered and the total number of students enrolled by class.

   b. Students enrolled in multiple EPSO classes will be duplicated/counted more than once in this file.

  2. LEA_II_EPSO_student:

   a. Includes student level records that reported in attested EPSO classes.

---

[5] If a specific file/report is not present in your SharePoint folder, then there is no data to review or no issues with questionable data. EPSO (Early Postsecondary Opportunity) data includes CTE review classes of DE, DC, and Cambridge.

b. Students enrolled in multiple EPSO classes are duplicated/counted more than once in this file.

    3. LEA_II_DC_pass:
        a. The percentage of students reported as "Pass" or "Yes" for a dual credit course to eTIGER.
    4. LEA_II_DE_earned**:**
        a. The percentage of CTE students earning postsecondary credits for dual enrollment (credit >0) and reported to eTIGER.
    5. LEA_II_EPSO_questionable_DC_1:
        a. In DC (including SDC) classes, but did not report "yes", "pass", or "fail" at "Dual Credit" column for students.
    6. LEA_II_EPSO_questionable_DE_2:
        a. In DE classes but did not report **both** "Dual Enrollment Institution" and postsecondary credentials (including earned credits or clock hours).
    7. LEA_II_EPSO_questionable_DE_3:
        a. In DE classes, reported postsecondary data but did not report high school data. (Normally District will grant the high school credit for a DE class.)

b. Access the EIS Data Reports
    1. Login to TDOE SSO and select "Data Reports"
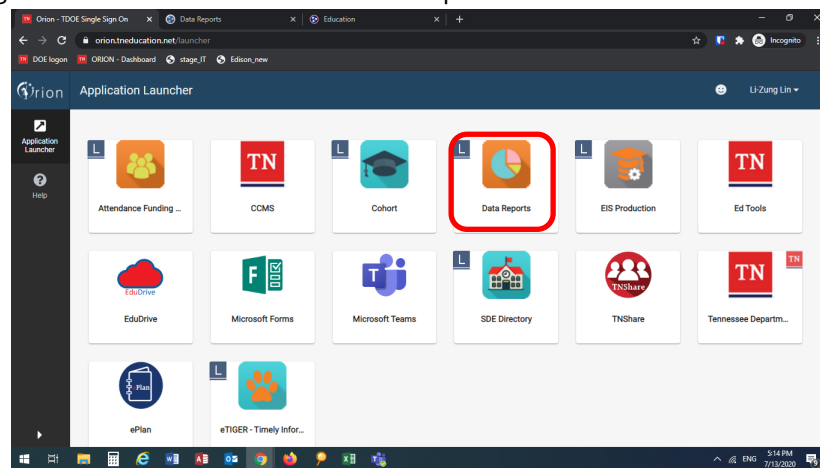
    2. Select "Research Queries" for "Dual Credit/Enrollment Classes" and Dual Credit/Enrollment Students" reports
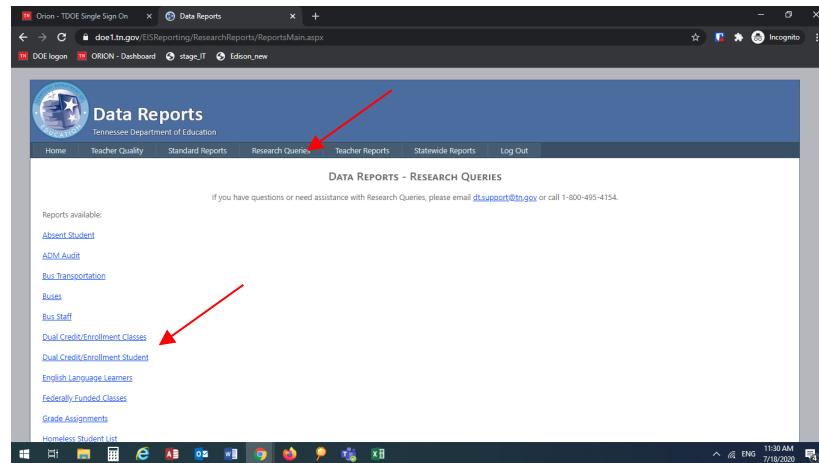
c. Once the above review has been conducted, go into eTIGER or EIS to make the necessary changes to student records. [6]
1. Log in to eTIGER.
2. Select "School Course Listing" under "Class/Course Roster."
3. Select the course code/local class number to open the class roster.
4. Navigate to the student's class roster screen and click "Report Class" to report and save the data. [7]
5. All Early Postsecondary CTE classes must be attested.
6. Data reported for Dual Enrollment Class:
   a. Use a dual enrollment course code.
   b. Report both "Dual Enrollment Credit Earned" and "Dual Enrollment Institution."
   c. The "Dual Enrollment" column shows "YES" at class roster screen.
   d. Also report the following high school-related data:
      i. Number Period
      ii. Number Credits Earned
      iii. EIS Credits Earned (populated from EIS)
      iv. Concentrator (if applicable)
7. Dual Credit Class:
   a. Other than Statewide Dual Credit courses (C12H44, C30H11, C18H09, and C18H10), use a CTE high school course code.
   b. The "Dual Credit" column shows "Yes, Fail, or Pass."
8. Cambridge Class, report as CTE high school classes:
   a. Use Cambridge course codes.

---

[6] All changes will be pending until an overnight processing is complete. Make sure to check eTIGER the next day to ensure the changes were completed correctly.

[7] The individual data entry screen for DE courses is not working currently. IT is working on a solution. "Report Class" will open the data entry screen for updating the student records in the class as whole.

      b. Report the following high school-related data:
- i. Number Period
- ii. Number Credits Earned
- iii. EIS Credits Earned (populated from EIS)
- iv. Concentrator (if applicable)

      c. "Dual Credit" column show "NO."

      c. Ask LEA EIS staff to make the changes at **EIS data report Extract 30, if any, for DE/DC class enrollment.**

      d. The EPSO class attestation only hold the accountability for CTE data staff for the EPSO data reported to eTIGER.

Report III | CTE Concentrator of 2020-21

1. **Purpose**: This report is to review the reported concentrators and that the area(s) of concentration is compliant with the Perkins V concentrator definition.

2. **Source Data Notes:**
    1. The concentrator data was pulled from eTIGER on the date of review.
        - i. Beginning with the 2019-20 school year, the Perkins V concentrator definition was applied to identify the CTE concentrators.
        - ii. Perkins V CTE concentrator is defined as a student served by an eligible recipient who has **completed at least 2 sequenced courses in a single career and technical education program or program of study.** To meet the criteria of a Perkins V concentrator:
            - i. Earned credit (means "completed" the course) counts when –
                - a. The instructor-reported earned credit (>0) was the same as the credit pulled from student Final Grade Report in EIS; or
                - b. When the eTIGER reported credit was different from the EIS Final Grade Report but the eTIGER report class was attested.
            - ii. Two Sequence courses – within the same POS or SPOS, may earn credits in different school year:
                - a. Level 1 & 2 courses
                - b. Level 2 & 3 courses
                - c. Level 3 & 4 courses
                - d. For repeated courses,
                    - i. If taken within the same year, the course will count one time.
                    - ii. If taken in different years, the course is counted in each year
                - e. Sequence courses CAN NOT be the same course **even** in different years
                - f. The same course, may be in sequence courses multiple POS/SPOS, so students could be concentrators in multiple POS/SPOS.

2. **Students can become concentrators in multiple POS. Students <u>cannot</u> become a concentrator in the same program of study multiple times.**
3. The CTE "concentrators of the school year" includes all CTE students in any grade who were indicated as a "concentrator" in the selected school year.
   i. **This list can be pulled from eTIGER "Concentrators" under "Reports" by selected school year.**
3. **Data Review Process:**

> **Overview**
> a. Review and check concentrator data from eTIGER 2020-21 "Concentrators Report".
> b. Update the concentrator data at eTIGER as necessary.
> c. Attest Report III on the eTIGER "2020-21 Data Review".

a. Access eTIGER "Concentrator Report"
   1. Log in to eTIGER and click "Concentrators" under "Reports".
   2. Select school year of 2020-21, and specific school and career clusters (if you prefer to narrow down the data file).
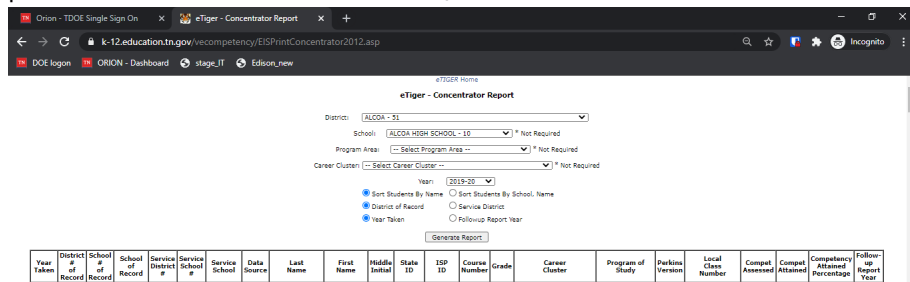
   3. **Check** if a student has been reported in the same area of concentration multiple times in the school year.
   4. **Check** if a concentrator's follow-up survey years (one year after the graduation, last column of the report) is correct.
b. Make the changes in eTIGER at concentrator report screen and check back after the overnight data process at "Concentrators" reports for all the updates.
c. CTE class attestation only hold the accountability for CTE data staff for the concentrators shown on eTIGER "Concentrator Report".
d. If the above concentrator updates involve the 2020-21 cohort graduated students, please also check at cohort graduation file the column "CTE" with the flag of "Y" for the updated concentrator status.

Congratulations, you have completed Step I of the 2020-21 CTE Data Review. Step II instructions be shared along with the release of the Step II data files.