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

The annual data review conducted by College, Career, and Technical Education Division will starts on Aug. 2 for 2020-21 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 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 - COMPLETED | | | |
| 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: <ul><li>1S1 Cohort Graduation Rate</li><li>2S1 Academic – Language Arts[1]</li><li>2S2 Academic – Math[1]</li><li>2S3 Academic – Science[1]</li><li>3S1 Cohort Secondary Placement[2]</li><li>4S1 Nontraditional Program Enrollment[1] (including list of nontraditional POS)</li><li>5S1 Cohort Concentrator WBL Enrollment (including list of WBL courses)</li><li>5S2 Cohort ReadyGrduate[2]</li></ul> | CCR SharePoint | Oct. 18 | Nov. 12 |

[1] Active CTE Concentrators – students with CTE concentrator status and enrolled in the reporting school year
[2] One -Year lag data

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](mailto: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 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 "2020-21 Data Review" page at eTIGER to indicate completion** for Reports IV-VI by Sept. 30, 2021.

**Report VI | CTE Concentrator Follow-up Report**

1. **Purpose**: Secondary placement is a measure of the number of CTE cohort concentrators who graduated in the 2019-20 school year and were reported to eTIGER as follow-up students for 2020-21 (the first year of Perkins V concentrators reported for 3S1 indicator of Cohort Secondary Placement).
    a. These are cohort concentrators who were placed in
        a. Postsecondary education or advanced training,
        b. Military service,
        c. National Community Service or Peace Corps, or
        d. Employment.
    b. in the second quarter following the program year in which they graduated from secondary education.

2. **Source Data Notes:**
    a. Follow-up data reported to eTIGER for the 2020-21 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 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**.

3. **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".**
    >     c. Attest the Report IV on the eTIGER "2020-21 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 2020-21, and specific school and career clusters (if you prefer to narrow down the data file).

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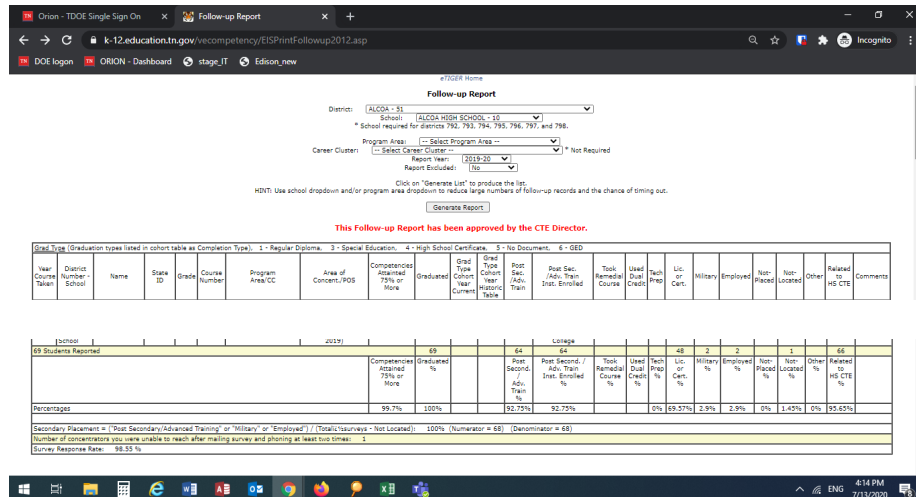
3.



4.

5. Check column "**Graduated**" was reported for each listed concentrator. Only graduated cohort concentrators would be included in the Perkins report.

6. Check there were **no duplicated record for an individual**, report "exclude" to limit it.

7. 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.

8. 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 2020-21 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 V | Program of Study (POS) and Special Program of Study (SPOS) Offering

1. **Purpose**: Each year LEAs reported to State the POS or SPOS which their High Schools planned to offer for students.

2. **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, <u>All</u> prior approved POS and SPOS were retired in 2018-19. The review 2020-21 POSs or SPOSs were listed with the new 2019-20 course codes.

        a. If there is any discrepancy of listed courses, contact CCTE Division at CTE.eTIGER@tn.gov for updates.

3. **Data Review Process**:

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**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 V on the eTIGER "2019-20 Data Review" page.

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    a. Access "Program of Study" in eTIGER:

        1. Log in to eTIGER.

        2. Select the "Program of Study" application.

        3. Click "**Print District**" and "2020-21" 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 at CTE.Standards@tn.gov for any incorrect course list.

        **Note:** Select the POS title ended with (2020-21) as the active POS/SPOS for school year of 2020-21.
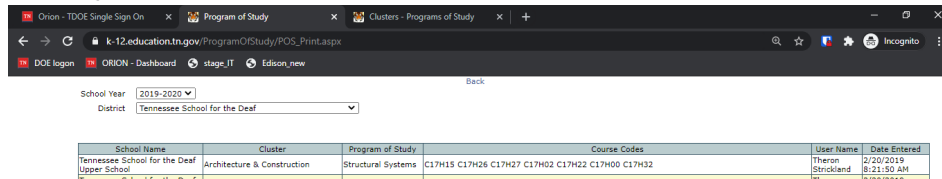


To reference the courses titles of a POS/SPOS, refer to the 2020-21 Program of Study for POS and SPOS approved letter for SPOS.

    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.

    <u>Note:</u> Special Program of Study are listed only **for approved school(s).**
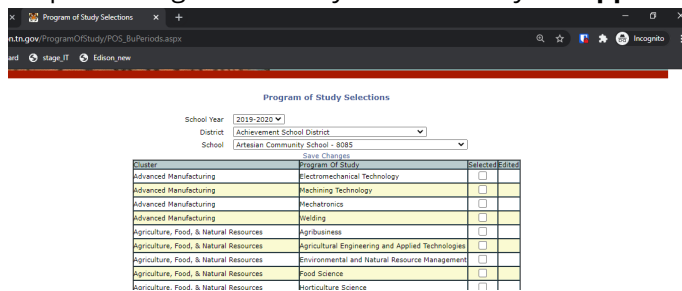
c. Check back after the overnight process at the Program of Study application "Print District" link for the updates on the selections of POS/SPOS.

**Report VI | CTSO National Membership**

1. **Purpose**: Career and Technical Student Organizations (CTSOs) is an essential component to CTE programs. CTSOs intergrade into the classroom learning, extend the activities through innovative programs, business, and community partnerships to allow members earned the leadership experiences at the school, district, state, and national levels. For years, TN has not systematically collected the CTSO data officially. The review CTSO membership data of 2020-21school year were obtained from National CTSOs.

2. **Source Data Notes:**
    a. The CTSO data files were generated from National CTSO membership records shared by the state CTSO advisors in the month of July and August of 2021.
    b. National CTSOs membership data did not include the TN student StateID nor TN School & District details. The review CTSO file was compiled with possible info matching with available membership info. Table below presents the matching rate of each CTSO:

| CTSO | National_total | StateID_matched | %matched |
|------|----------------|-----------------|----------|
| FBLA | 2175 | 1613 | 74.16% |
| DECA | 3039 | 2045 | 67.29% |
| FCCLA | 1880 | 1546 | 82.23% |
| FFA | 26983 | 23257 | 86.19% |
| HOSA | 5711 | 4384 | 76.76% |
| SkillsUSA | 2079 | 1318 | 63.40% |
| TSA | 1049 | 656 | 62.54% |
| **Total** | **37702** | **31161** | **82.65%** |

3. **Data Review Process**:

> **Overview**
> a. Review CTSO data files by cross checking with the district/school kept CTSO student National membership data.
> b. Provide the update list as requested format (indicated below) upload to State.
> c. Once complete, attest Report VI on the eTIGER "2020-21 Data Review" page.

    a. Log in to CCR SharePoint and download the review file of National CTSOs TN student membership information.
        1. LEA_VI_CTSO_membership
            a. File lists seven TN 200-21 school year CTSO national membership data of district.
            b. Cross check with district CTSO membership data.
            c. Update, if there is **any incorrect or missing membership info**, the **National 2020-21 active CTSOs membership** info as listed below to State:
                i. District#

        ii.   District Name

       iii.   School#

       iv.   School Name

        v.   Student StateID

       vi.   First_Name

      vii.   Last_Name

     viii.   CTSO – one of seven TN CTSOs

       ix.   ChapterID

        x.   Chapter official name

       xi.   MemberID – of the indicated CTSO

      xii.   Membership year – 2020-21

  b.  Prepare the CTSO membership data **spreadsheet file** as above data elements and upload to State:

      a.  At the link of https://tncloud.tn.gov/owncloud/index.php/s/tXEEnx5nLucafDp

      b.  Enter password "**ctso2021**".

      c.  Select your upload file and upload.

      d.  After file uploaded, close the browser.

      e.  **Notify** Li-Zung.lin@tn.gov for update file sent.

  c.  The CTSO membership updates will be included as CTE annual final data for further data usage.

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