Career and Technical Education (CTE) Reports
Level 2 Reporting (L2RPT)
Report Guide

Purpose:

The 2010–11 Career and Technical Education Report allows you to review the CTE and Tech Prep (TPREP) data reported in the Student Information Repository System (SIRS) statewide “Level 2” data warehouse. Data found in this report can be disaggregated by District, Service Provider (School), and program. Summary reports show aggregated data; corresponding Student Detail Reports provide information on individuals in student subgroups. Data from these verification reports are used to evaluate schools and districts for accountability purposes, inform policy decisions, improve educational curricula and instruction, and satisfy federal reporting requirements.

Accessing Reports:

All L2RPT reports are generated in a Cognos reporting environment, each independently hosted by a RIC/Big 5 Level 1 data center (or other hosting site) on their own server. Because all L2RPT environments are independently maintained, each may therefore vary somewhat. Please consult the main L2RPT Report Guides page (http://www.p12.nysed.gov/irs/level2reports/reportguides.html) for general instructions, including how to obtain User ID and passwords through SEDDAS to gain this access. If you have trouble accessing your reports or need guidance, please contact the appropriate L2RPT support contacts at your center (http://www.p12.nysed.gov/irs/nystart/tips.html#contax).

Once logged in to your local L2RPT/Cognos environment, to access the Career and Technical Education report:

1. Click on the folder “CTE”.

2. Click on “SIRS-306 Career and Technical Education Report “.
3. Choose a selection from the dropdown: District; Location Name (School name); School Year (2009-10 or 2010-11); Subgroup; Program (see appendix 10 of SIRS Manual, located at http://www.p12.nysed.gov/irs/sirs/, for complete list).

Note: Please be aware that there may be a delay of 1-3 seconds after selecting from each dropdown (district, school, school year, subgroup, and program). After each selection, an hour glass may appear with the message “Your report is running”.

4. Click “Finish”.

Students who have multiple CTE records reported in SIRS in the 2010-11 school year are reported at the highest intensity level attained for each CTE program reported for a service provider on this report. For example, a student who has attained the participant level of intensity in a General CTE auto mechanics course in the high school and the concentrator level of intensity for a Title II Tech Prep course in forestry at the BOCES will be counted once in column (a) and once in column (b).
The data calculations are dependent on the subgroup and programs chosen. For each report, a student is counted only once within a CTE Program code. If a student is reported with multiple CTE Program codes, the student is counted once for each code reported. Data under “CTE Programs” are students participating in General CTE programs. If there are no members present in any given subgroup in an LEA’s outcomes, that subgroup row is suppressed from the display.

BOCES, District, or School Summary Report Header Rows:

- District Name (Name and BEDS Code; ‘Select District’ dropdown)
- School Name (‘All Locations’ dropdown)
- School Year (2009-10 or 2010-11 dropdown)
- Student Subgroup (‘Select Subgroup’ dropdown):
  - All Students
  - Female
  - Male
  - American Indian/Alaska Native
  - Black
Hispanic
○ Asian/Pacific Islander
○ White
○ Multiracial
○ General Education Students
○ Students with Disabilities
○ Former Students with Disabilities
○ Not Limited English Proficient
○ Limited English Proficient
○ Formerly Limited English Proficient
○ Economically Disadvantaged
○ Not Economically Disadvantaged
○ Migrant
○ Not Migrant

• Program (Description of the program chosen; see full list below)

**BOCES, District, or School Summary Report Column Headers:**

• Service Provider (The agency that operates the CTE program).
• Sum of Concentrators, Participants and Enrollees reported in CTE and/or Tech Prep Programs.
• Concentrators (count of students whose highest reported level of intensity for a CTE program and service provider in the 2009-10 school year was Concentrator).
• CTE Programs: column (a).
• Title II Tech Prep: column (b).
• Total Concentrators: column (c) = columns (a+b).
• Number of Concentrators Passing Technical Skills Assessment: column (d).
• Participants (count of students whose highest reported level of intensity for a CTE program and service provider in the 2009-10 school year was Participant).
• CTE Programs: column (e).
• Title II Tech Prep: column (f).
• Enrollee (count of students whose highest reported level of intensity for a CTE program and service provider in the 2009-10 school year was Enrollee).
• CTE Programs: column (g).
• Title II Tech Prop: column (h).

**Data Elements on Student Detail Report**

To review and verify the accuracy of records included in the summary reports, users may access student detail reports by clicking the active (linked) data in a cell in the summary report (a process called drilling down). A student detail report highlighting that group of students opens in a separate
browser window. Career and Technical Education Student Detail Reports provide information on individual students from subgroups, identified by local Student ID, NYS Student Identification System (NYSSIS) ID and Student Name. Page navigation on the bottom of the screen is used to traverse the list of students, which is in alphabetical order by student last name.

### Student Detail Report Header Rows:

- District (Name and BEDS Code).
- Service Provider (School Name of the agency that operates the CTE program).
- School Year.
- Name of the subgroup chosen.
- Description of the program chosen.
- Data refresh date.
- Level of Intensity.
- CTE or TPREP.
- Concentrator Passing.

### Student Detail Report Columns:

- **Student ID**: Student’s unique district-wide student identifier assigned by the district (Local ID), as reported in SIRS.
- **NYSSIS ID**: Student’s unique statewide student identifier obtained from the NYSSIS system (State ID), as reported in SIRS.
- **Student**: Last Name, First Name.
- **Service Provider**: School Name.
- **CTE or Tech Prep Student**: CTE or TPREP.
- **Program Code**: See appendix 10 of SIRS Manual for a list of program codes.
- **Program Description**: See below for a list of program descriptions.
- **Level of Intensity**: Concentrator, Participant, or Enrollee.
- **Program Start Date**: The start date reported in SIRS.
- **Program End Date**: The reported program end date in SIRS or blank if no end date was reported.
- **End Reason**:
  - 646 = Completion of Program Service (CTE Program).
  - 663 = Left without Completing Program Service.
- **CTE Assessment Score**: Score on the assessment taken.
- **Grade**: The student’s grade level as reported on the most recent demographic record for the student in SIRS during the school year selected.
- **Gender**: Male or Female: The student’s gender as reported in SIRS at any time during the school year selected.
- **Ethnicity**: American Indian or Alaska Native, Black or African American, Hispanic or Latino, Asian, White, or Multiracial: The student’s racial/ethnic group as reported in SIRS at any time during the school year selected.
- **Economically disadvantaged**: Yes or blank. A “Yes” in this column indicates a student has a Program Service code 0198, Poverty- from low-income family.
- **LEP eligible**: Yes or blank. A ”Yes” in this column indicates a student has a Program Service code 0231, which identifies the student as limited English proficient (LEP) and therefore eligible for LEP services.
- **Disability**: Program Service type of disability or blank.
- **Single Parent**: Yes or Blank.
CTE/Tech Prep Overview

Located in high schools and BOCES, CTE programs provide academic and technical instruction in the content areas of agriculture, business and marketing, family and consumer sciences, health occupations, trade and technical education and/or technology education. CTE programs are comprised of at least three CTE courses or units of study that together form a cohesive concentration. These cohesive concentrations are groups of courses or units of study that when combined make up a program. These courses or units of study may be from one of the six CTE content areas or from a combination of these content areas:

- Agriculture;
- Business and Marketing;
- Family and Consumer Sciences;
- Health Occupations;
- Technology Education and/or
- Trade and Technical

CTE/Tech Prep Program Intensity

Program intensity is a measure of the student’s progression through his or her CTE program and indicates the level of intensity the student has reached in the CTE program in which the student participates. When the student restarts his/her CTE program, the “Program Intensity” level would be determined by examining the student’s entire CTE program.

On this report, students who have multiple CTE records reported to the Student Information Repository System in the school year are reported at the highest intensity level attained for each CTE program reported by a service provider. For example, a student who has attained the participant level of intensity in a general CTE auto mechanics course in the high school and the concentrator level of intensity for a Title II Tech Prep course in forestry at the BOCES will be counted one time in column (e) and one time in column (b).

Description Intensity Reached

- Enrollee
  - CTE
  - Title II
- Participant
  - CTE
  - Title II
- Concentrator
  - CTE
  - Title II

Information on reporting CTE and Tech Prep programs may be found in Chapter 9, Reporting Service Records section of the SIRS Manual, and Appendix 10 (see http://www.p12.nysed.gov/irs/sirs/).
Exporting Data from Reports

Data from summary and detail reports may be exported as a text file, to excel, or as an HTML, XML or PDF file. Information on how to use the export function is below.

Export the student detail to Excel as follows:

1. Choose view in Excel Options
2. Choose view in Excel 2002 Format

Note: To generate Excel export you will need to change settings in Internet Explorer.

3. On Menu bar – Click Tools then Internet Options
4. Click “Security” tab
5. Click “Trusted Sites”
6. Click “Sites”
7. Add your http:// web address (Make sure to remove the check from “Require server verification (https:) for all sites in this zone”)
8. Click “Close”
9. Lower the “Security level” bar for this zone to “Medium-low”
10. Click “Apply”
11. Click “OK”

What if a count is inaccurate?

- If you believe a count is inaccurate, select that count by clicking on it. This will generate the corresponding student detail report to see the list of the students counted. Review the list to determine whether students are not accounted for or are included incorrectly.

- All identified errors must be corrected in the district or school source data. The source may be your student management system or it may be the Level 0 system offered by your regional information center (RIC). If your district does not operate its own repository, your data administrator must notify your RIC when the changes are complete and follow its directions for submitting these corrected data. New York City staff must correct all identified errors in central data systems, such as ATS (for enrollment, demographic, and LEP indicators) and CAP (for special education student information). The updated data will be reflected the next day in ATS/CAP. NYC staff can see these changes in an ATS RDGS report. Staff may contact the New York City Department of Education State and Federal Evaluation Team at nystartsupport@schools.nyc.gov

- Although you may, if necessary, repeat this process until the deadline, you should be sure to review all reports thoroughly and make all necessary corrections before submitting revised data.

What is the deadline for submitting and correcting data?

The confirmation report for your district will not include data until after your Level 1 Repository operator submits records to Level 2. Your RIC or Big 5 district will notify you when your reports are
available. The Level 1 Operators will set deadlines for receiving student records for inclusion in the file to be submitted to Level 2.

Record Keeping

Districts and schools are encouraged to save or print copies of their confirmation reports for their records. Data in the SIRS as of the NYSED reporting deadline (September 30, 2011) will be used to determine 2011–12 accountability and for the New York State Report Card as well as other required reports. As such, districts and schools must save or print copies of their confirmation reports that reflect the data as of the September 30, 2011 deadline.

FERPA Confidentiality Clause

The federal Family Education Rights and Privacy Act (FERPA) prohibits the release of personally identifiable student information. To be in compliance with FERPA, the State precludes the publication of summary information based on fewer than five students or in which subtraction or other simple mathematical operations could be used to obtain personal information. To facilitate data verification, the enclosed report includes data cells based on fewer than five students. Schools are cautioned NOT to share these data with unauthorized individuals. Individuals who work with education records in agencies or schools are responsible for knowing the privacy regulations that apply to their work.

Specific information about safeguarding student privacy is available on these websites: