



Secondary CTE Enrollment Data File Format 2018-19 Reporting Year

Submission Deadline: July 31, 2019 **CSI Deadline: July 12, 2019**

This file format is **only for secondary CTE programs approved for high school level students**. Do not use it to report students in middle school or postsecondary level CTE programs. Please contact CCCS if you are unsure about the difference between CTE program approval levels and which students to report within them.

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Secondary Enrollment Instructions

Please read all instructions carefully *before* starting your file. It is very likely to save you time, limit frustration, and assure more accurate data reporting.

- To report the data, you can **either upload a completed spreadsheet or use the manual entry method** on the website. We recommend the manual entry method if there only a few students to report, otherwise we recommend the file upload method.
- CCCS always creates new file format documents each and every reporting year. We have done this since the data collection website was launched many years ago. **Do not use file format documents from previous reporting years** or you will likely not be reporting data correctly. Check the reporting year listed at the top of this document to make sure you are using the correct documentation. Current reporting year file formats are always posted in the Documents section of the Help page on the data collection website. You must log into the website to get to the Help link.
- You may use this file format documentation for creating an enrollment data file for upload onto the [CTE Data Collection website](https://ve135.cccs.edu) (<https://ve135.cccs.edu>) on your students who attended courses within secondary level CTE programs approved at your school in the 2018-2019 school year. Your data file can be in Excel 97-2003 format (xls extension) or Excel 2007 (xlsx extension). At the end of this document you will find a list of FAQs regarding the Excel format files and the enrollment upload, validation, and import processes.
- You should review the [Data Reporting section of the Administrator's Handbook](#) at coloradostateplan.com for more details on reporting CTE enrollment and active teachers.
- Build your Excel file of student records according to the table in the “Enrollment File Format Section” below. Fields in the table below can be in any order in the enrollment file, but row 1 of your Excel file *must* contain the “Column Header” from the table below (exact same spelling for each header). You can also download an empty Excel starter file from the Documents section of the Help page of the data collection website or within the Upload Enrollment File section of the website.
- **It is extremely important that you provide accurate and complete student demographic information for all student records.** Accountability mandates require that we perform data matching of the records that you provide with CDE (Colorado Department of Education) and other state and federal agencies. If records cannot be matched because of incorrect demographic information, **your program**

approval and/or funding could be jeopardized. The CTE enrollment data you report is also subject to audits conducted by our office, the state, or by federal auditing agencies.

- As of the 15-16 reporting year, **SSN is no longer collected for secondary students.** If an enrollment file contains an SSN column, the file validation will fail and an unknown column name error message will appear. Simply delete the entire SSN column and re-validate the file to fix this error.
- **The 1997 Race and Ethnicity codes implemented in the 10-11 reporting year are still in use this year.**
 - You must report the same race and ethnicity data on students that you report to CDE for October count and End of Year reporting.
 - In the table below you will see that you must report the ethnicity in the “Hispanic” field for *all* records (refer to the codes for a yes or no). In addition, you must also report a non-zero code for *at least one* (you may pick more than one) Race from the five Race fields: “American Indian”, “Asian”, “Black”, “White”, or “Pacific Islander” for **all** records. Thus, even if you report that a student is Hispanic for the ethnicity, then you also have to pick at least one race.
- **The correct state assigned RITS ID (also called SASID, CDE ID, or State ID) is required for all secondary student enrollment records.** This is the unique 10-digit ID number that CDE assigns to every K-12 student when they enter the Colorado public education system. You can find a student's RITS ID by first contacting your district office. Every public school district in Colorado has a RITS contact person. If for some reason, you still cannot locate the RITS contact person for your district, then you may contact CDE staff in the Student Identifier Management Unit at 303-866-6612.
- You should use the same first name, middle name, last name, and date of birth in this enrollment file that you report to CDE. This will greatly facilitate the mandated data matching processes mentioned above.
- Student records that you should include in your *secondary* enrollment file **should meet the following criteria:**
 - They were enrolled in a high school level (secondary) CTE program during the 18-19 school year.
 - They met the **participant** threshold of enrollment during the 18-19 school year, which is defined as completing one (1) or more credits or courses within any secondary level CTE program where credit, course(s), and academic term are defined in the program approval documentation.

Do not report the student if they did not receive transcriptable credit for courses taken (usually means they failed a course).
 - The coursework was taught by an appropriately credentialed instructor. If the student took courses taught within a single CTE program by a mix of credentialed and non-credentialed instructors, you can only count those taken by credentialed instructors.
- Once you have determined which student records to include in your Excel file based on the previous bulleted item, then mark each student record as:
 - A **concentrator** if they have reached the point this reporting year of completing at least 50% of the requirements of at least one completer pathway as defined in your program approval paperwork.
 - A **completer** if they have reached the point this reporting year of completing all or 100% of the requirements of at least one completer pathway as defined in your program approval paperwork. Because a completer has finished all of the requirements then naturally they are a concentrator also for finishing at least half of the requirements. Thus, mark each completer as a concentrator.

The following section contains guidance for unique situations you might encounter when determining concentrators and completers:

- **You should use cumulative credits earned over time in a single CTE program to determine the concentrator and completer status.** For example, if John Smith took one semester in the Auto Tech program two years ago as a sophomore and then another semester in the Auto Tech program this reporting year as a senior, and the two total semesters make up an approved completer pathway in the Auto Tech program, then John should be marked as both a concentrator and completer this reporting year.

In addition, even if John Smith completed one pathway in the Auto Tech program in a previous year, he should be counted again in the enrollment file if he takes additional courses within the Auto Tech program approval. You may count courses earned in the previous years toward more completer pathways for each year that John Smith is enrolled.

- If John Smith completes one semester within the Welding program at High School A and then transfers and completes a second semester within the Welding program at High School B within the *same school district*, and the two semesters constitute a program completion pathway for both Welding programs, then give John a completion record at High School B only. Do not give him a record in the program at High School A. This will be the most advantageous way to report for the programs.
- If John Smith completes one semester within the Welding program at High School A and then transfers and completes a second semester within the Welding program at High School B within a *different school district*, and the two semesters constitute a program completion pathway for both Welding programs, then give John a completion record at High School B only. Do not give him a record in the program at High School A. This will be the most advantageous way to report for the programs.
- You should report only **one record per student per program per school**. Thus, if John Smith was enrolled in a Business Education program, an Agriculture Education program, and a Catering program all at Lincoln High School, then provide 3 total records in the enrollment submission--one record for each of the programs he was enrolled in. Note that each of the programs must have a separate program approval with its own five digit program id (different than the four or five digit program request id) and CIP id. **You cannot report students in the CTE enrollment submission by course.** If your file has multiple records for a student in the same program at the same school, then you will receive an error during the validation process and you will have to remove those extra records.
- You may submit a separate file of enrollment records for *each* program at a single school or you may submit a single file of enrollment records for *all* programs at a single school. **Do not submit separate files of enrollment records for a single program.** We recommend that you submit a single file per school of all enrollment records for all programs to avoid confusion, and it is more time efficient to format and validate one file per school rather than multiple files per school. You may resubmit files up until the submission deadline. Each new file will overwrite previously imported data.
- There are no specific requirements for filenames, but it is suggested that you name the file in such a way that it can be clearly distinguished from any other files that you upload, e.g. <schoolname>_<year>.xls, or if submitting files per program, include something to distinguish one file from another.
- **To upload an Excel enrollment file** simply log into the [CTE data collection website](#) and go to the Enrollment link. Click on the 'Upload Enrollment File' button for Secondary enrollment and follow the onscreen instructions. **Do not email or mail your data file(s) to CCCS!** This is private student information! The website upload is the most secure data transfer method. You must have an account to log in to the data collection website. Check with your school/district/college to see who the main data contact(s) are with account logins. If all contacts have left their employment, then contact CCCS so that we can update our records and assign new account logins.

- You may use either the “Validation Only” or the “Validate and Import” buttons that will check your file for errors and report them back to you immediately for you to fix (see FAQ section below for more information). **Your file will not be accepted for import until all errors are corrected.** Watch for the webpage that clearly states that your file will be scheduled for import. This page also contains a prompt for you to enter your email address to receive a notification when your file is imported with instructions on how to double check your data entries.
- CCCS has no way of knowing if the data you report for CTE enrollment at your district is complete and accurate at the time you report it. That is your responsibility to ensure that it is complete and accurate. The data cannot be changed later on if you have reported it incorrectly. **Therefore, it’s critical that you review it for accuracy before submission.** You are strongly encouraged to have your teachers review the data before submission because they are the ones that often can find errors in the students reported. You should also review your submission on the website a final time once you believe you are finished entering the data.
- You should keep a copy of your Excel file(s) for your own records, plus you should keep any source data you used to create it just in case you need to refer back to it. CCCS mandates that you keep records for seven years for audit purposes.
- For questions you may contact Lauren Victor at Lauren.Victor@cccs.edu or 303-595-1527.

Secondary Enrollment File Format

Column Header (Row 1 of your Excel file. Must match exactly)	Is Data Required or Optional?	Field Coding	Field Length (Number of characters)
Program Level	Required	The level of the approved program Secondary=1	1
School Year	Required	The school year is the last two digits of the spring year of the school year. For example, if a student record is listed with the year 19 that means the data of that record reflects the CTE enrollment status of that student in the 2018-2019 school year.	2
Home School ID	Required	The 4-digit CDE school code for the student’s school of primary academic enrollment (not primary CTE program enrollment). Note: This may be the same school where the CTE program is approved or it may be a different school. The next field below, CDE ID, is the school where the CTE program is approved. Go to the reports page on the Program Approval website for a list of 4-digit CDE codes.	4
CDE ID	Required	The 4-digit CDE school code for the school where the CTE program is approved. Every CTE program is officially approved for a specific school. Go to the reports page on the Program Approval website for a list of 4-digit CDE codes.	4
CIP	Required	6-digit CIP code. No dots or dashes. Go to the reports page on the Program Approval website for a list of each schools’ CIP IDs and Program IDs	6
Program ID	Required	5-digit Program ID (not the same as the Program Request ID) Go to the reports page on the Program Approval website for a list of each schools’ CIP IDs and Program IDs	5
First Name	Required	Two words separated by a space is okay. One apostrophe is allowed in the middle or at the end. Double apostrophes not allowed. This should be the same first name that was reported to CDE by the school district.	50

Column Header (Row 1 of your Excel file. Must match exactly)	Is Data Required or Optional?	Field Coding	Field Length (Number of characters)
Middle Name	<i>Optional</i>	Two or three words separated by spaces or hyphens are okay. No apostrophes. Double spaces or hyphens, or contiguous spaces and hyphens are not allowed. This should be the same middle name that was reported to CDE by the school district.	50
Last Name	Required	Two words separated by a space is okay. Can contain up to one space, one apostrophe, or one dash. Double apostrophes not allowed. This should be the same last name that was reported to CDE by the school district.	50
RITS ID	Required	The 10-digit Colorado Department of Education RITS student ID. Also called the SASID, CDE ID or State ID. This number must be correct and accurate!	10
DOB	Required	Either MMDDYYYY with no slashes or hyphens (Ex. 09171992) or mm/dd/yyyy format (Ex. 9/17/1992). The format for all dates in the file must be the same. Do not mix formats.	8-10
Area Code	<i>Optional</i>	3 digits, no parenthesis.	3
Phone	<i>Optional</i>	7 digits, no hyphens or parenthesis. The primary purpose of the phone number is to aid your school during the CTE Follow-up process so that you have a number to contact program completers.	7
Email	<i>Optional</i>	Provide if you wish to use email to contact students for the CTE Follow-up process.	50
CDE Gender	Required	<ul style="list-style-type: none"> • 01 = Female • 02 = Male 	2
Hispanic	Required	<p>Hispanic or Latino Ethnicity: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic/Latino or Latino."</p> <ul style="list-style-type: none"> • 00 = Non-Hispanic • 04 = Hispanic <p>Note: If you answer Non-Hispanic for this ethnicity field, then you must pick at least one of the following 5 race fields below. If you answer Hispanic for this ethnicity field, then you must still pick at least one of the following 5 race fields below.</p>	2
American Indian	Required	<p>American Indian or Alaska Native Race: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.</p> <ul style="list-style-type: none"> • 00 = Not American Indian • 01 = American Indian 	2
Asian	Required	<p>Asian Race: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.</p> <ul style="list-style-type: none"> • 00 = Not Asian • 02 = Asian 	2
Black	Required	<p>Black or African American Race: A person having origins in any of the Black racial groups of Africa.</p> <ul style="list-style-type: none"> • 00 = Not Black • 03 = Black 	2

Column Header (Row 1 of your Excel file. Must match exactly)	Is Data Required or Optional?	Field Coding	Field Length (Number of characters)
White	Required	<p>White Race: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa</p> <ul style="list-style-type: none"> • 00 = Not White • 05 = White 	2
Pacific Islander	Required	<p>Native Hawaiian or Other Pacific Islander Race: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <ul style="list-style-type: none"> • 00 = Not Pacific Islander • 06 = Pacific Islander 	2
Limited English	Required	<ul style="list-style-type: none"> • 0 = Proficient in the English language / unknown • 1 = Student has limited English proficiency <p>Error if blank.</p> <p>Student was not born in the United States or whose native language is a language other than English; or is a Native American or Alaska Native or is a native resident of the outlying areas and comes from an environment where a language other than English has had a significant impact on such individual's level of English language proficiency; or is migratory and whose native language is other than English, and who comes from an environment where a language other than English is dominant; and (2) has sufficient difficulty speaking, reading, writing, or understanding the English language, and whose difficulties may deny such individual the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.</p>	1
IEP	Required	<ul style="list-style-type: none"> • 0 = Student does not have an active IEP • 1 = Student has an active IEP <p>Error if blank</p>	1
Active 504	Required	<ul style="list-style-type: none"> • 0 = Student does not have an active 504 • 1 = Student has an active 504 <p>Error if blank</p>	1
Disadvantaged	Required	<ul style="list-style-type: none"> • 0 = Student is not economically disadvantaged and/or student is not eligible for the Free and Reduced Lunch program • 1 = Student is economically disadvantaged and/or student is eligible for the Free and Reduced Lunch program <p>Error if blank</p> <p>You must provide a valid answer to this question. If staff at your school or district inform you that they cannot provide Free and Reduced Lunch data, then please refer them to this memorandum. This memo is valid indefinitely!</p>	1

Column Header (Row 1 of your Excel file. Must match exactly)	Is Data Required or Optional?	Field Coding	Field Length (Number of characters)
Instructor ID	<i>Optional</i>	First 3 characters of instructor's last name. Example: Mr. Smith becomes SMI. Note: This field is used for report sorting or for the follow-up process at your institution for next year. Only one teacher can be recorded per student per program. We do not collect enrollment by course.	3
CDE Grade	Required	<ul style="list-style-type: none"> • 070 = Grade 7 • 080 = Grade 8 • 090 = Grade 9 • 100 = Grade 10 • 110 = Grade 11 • 120 = Grade 12 • SPU = Special or Ungraded – Does not fit categories above Note: Grades 7 and 8 were added for secondary level CTE programs in 2012-2013. Grades 13 and 14 were removed for secondary level CTE programs. Report the grade level that is reported for the student to CDE.	3
Migrant Student	Required	<ul style="list-style-type: none"> • 0 = Student was not reported to CDE as a migrant student or status is unknown • 1 = Student was reported to CDE as a migrant student Error if blank	1
Concentrator	Required	<ul style="list-style-type: none"> • 0 = Student has not reached concentration status this year • 1 = Student has reached concentration status this year Error if blank Concentration Status: A secondary student who has reached the point this reporting year of completing at least 50% of the requirements of at least one completer pathway as defined in your program approval paperwork. Note: Accumulated credits completed in previous years within the same CTE program should be counted toward the current reporting year. You should consult your CTE program approval paperwork for the credit requirements needed for completer pathways. This field is not limited to a specific grade level. <i>See the bulleted instructions section above in this document for more explanation about this field.</i>	1

Column Header (Row 1 of your Excel file. Must match exactly)	Is Data Required or Optional?	Field Coding	Field Length (Number of characters)
Completer	Required	<ul style="list-style-type: none"> • 0 = Student has not reached completer status this year • 1 = Student has reached completer status this year <p>Error if blank</p> <p>Completer Status: A secondary student who has reached the point this reporting year of completing all or 100% of the requirements of at least one completer pathway as defined in your program approval paperwork.</p> <p>Note: Accumulated credits completed in previous years within the same CTE program should be counted toward the current reporting year. You should consult your CTE program approval paperwork for the credit requirements needed for completer pathways. This field is not limited to a specific grade level and a student does not have to graduate high school to be considered a program completer. If you mark a student as a completer then also mark them as a concentrator.</p> <p><i>See the bulleted instructions section above in this document for more explanation about this field.</i></p>	1
High School Graduate	Required	<ul style="list-style-type: none"> • 0 = Student does not fit categories below • 1 = Student did receive a high school diploma this year • 2 = High School senior did not receive a diploma this year ; will be continuing for a 5th year • 3 = High School senior did not receive a diploma this year; will be continuing for a 6th year <p>Error if blank</p>	1

End of File Format Section

Secondary Enrollment Frequently Asked Questions (FAQ)

Screenshot of Secondary Enrollment Starter file (not all columns are displayed)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Program Level	School Year	Home School ID	CDE ID	CIP	Program ID	First Name	<i>Middle Name</i>	Last Name	RITS ID	DOB	<i>Area Phone</i>	<i>Phone</i>	<i>Email</i>	CDE Gender	Hispanic
2		17	0623	0542	019999	75621	John		Doe	123456789	02051999	303	1234567	jdoe@e	02	04
3																

Screenshot of Excel Secondary Enrollment Report (not all columns are displayed)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Program Level Desc	Program Level	School Year	Home School ID	CDE ID	CIP	Program Name	Program ID	First Name	<i>Middle Name</i>	Last Name	RITS ID	<i>Banner ID</i>	DOB	<i>Age</i>
2	S	1	17	0623	0542	019999	Agribusiness	000001	John		Doe	123456789		2051999	30
3															

1. Why are there bold and italics in the column headers in the file when I “Download All Follow-Up Students or a “Follow-up Student List”

- The follow-up student file column headers are encoded as follows:
 - i. **Bold** fields are required during the upload process.
 - ii. *Italic* fields are optional and will be reported where available.

2. What is the difference between the “Validate and Import” button and the “Validate Only” button and which one should I use?

- The “Validate Only” button does all the validity checking on your file but will not accept the file for import. Thus if there are no errors in your file, you will be notified that there are no errors but you would then need to upload the file again and click on the “Validate and Import” button to finish the process.
- The “Validate and Import” button does all the validity checking on your file and if and when no errors are found, it will then prompt you for your email address and accept the file for import. The import process runs later in the day and when your file is imported, an automatic email is generated and sent to the email address you put in earlier, indicating that the import is complete.
- Each time you run the “Validate and Import”, if any errors are detected an email is sent to the technical support person indicating the current status of the validation. This way the technical support person can monitor your progress and contact you to help you if you are having problems cleaning up errors. The “Validate Only” process does not send any emails to the technical support person. Typically, you would use the “Validate Only” button until your file is error free unless you are working with technical support or want technical support to be aware of your progress.

3. Why is there a little green triangle in the upper left corner of some of the cells in my Excel spreadsheet?

1	09	0640	19
1	09	0640	19
1	09	0640	19
1	09	0640	19
1	09	0640	19
1	09	0640	19
1	09	0640	19
1	09	0640	19
1	09	0640	19

- The little green triangle (see picture) indicates that there is text data in a numeric field. Excel automatically determines what type of data is in a column by looking at the first few lines of data. If the data is all numbers then Excel assumes that the entire column is numeric. If the first few lines contain dates then Excel assumes that the entire column contains dates. If the first few cells contain non-numeric text then Excel assumes that the entire column contains text data. You

can override this behavior by formatting the cells as text or by preceding the data in the cell with a single apostrophe ('). If you do this, then the green triangle appears.

4. Why do leading zeros disappear in the Excel spreadsheet?

- This is related to the discussion in 3 above. In numeric fields, leading zeros are always removed by Excel. To get the leading zero to appear you have to either format the cell as text or prepend a single apostrophe to the number in the cell, e.g. enter '09 in a cell instead of just 09. **If you do not wish to retype values in cells manually in order to retain leading zeros, follow the directions on the TechWalla website** to convert entire columns in just a few quick steps to the correct, consistent text format.

5. Why does the error report say that various fields have no value found but when I look in the spreadsheet there is a value there?

- This is closely related to items 3 and 4 above. If you, for instance, download the active teacher report in order to add more records to it, the data in the downloaded Excel file will generally be formatted as text. Hence numeric fields such as Program ID will be numbers formatted as text and will appear with the green triangle in the upper left corner of each cell. If you add more records and put numeric data in (no green triangle in the cell, no apostrophe preceding the value in the cell) then the validator cannot read that data. Excel looks at the first few lines, determines that the column contains text and then cannot read the numeric data you added in later rows. This works (or fails to work as the case may be) conversely as well. If you download the starter file there is no data in it. If you put numeric values in the first few rows of data then add rows with text data in the numeric columns, the validator will be unable to read the differently formatted data. The main point of this is that all the fields in any given column must be the same type – either text or numeric.

6. Do I have to put leading zeros into fields such as CDE ID and Program ID?

- That depends. The data file format above shows leading zeros required in CDE ID, CIP, and Program ID. If you are modifying or adding records in a file that already has data in it with leading zeros (see the discussion in 3, 4, and 5 above) then you must format your new data to match what is already in the file. So if you download the Follow-up Student list and it has, for example, 01122 for program ID, then any rows you add or modify should have the leading zeros or you will get the error described in 5 above. If you are starting with an empty file then it is not necessary to put leading zeros in any of the fields – the validation process will put them in for you.

7. Why can't I use a normal date in the DOB field?

- You can if *all* the dates are normal dates. The validator will accept dates in the format such as 1/5/1993 if all the dates in the column are done the same way. All dates should either be the eight character string such as 03302014, or all should be normal dates such as 3/30/2014.

8. There are columns in my file that should not be there. What should I do with them?

- If you download the Follow-up Student List for a program or All Follow-up Students, then all identifying and updateable columns will be included in the file. As you can see from the data file format above, not all of those columns are required for upload. You can simply ignore any columns that are not required, or you can delete those columns.

End of FAQ