

# Vocational Education (Colorado)

[Vocational Education Editor](#) | [Adding a Vocational Education Record](#) | [Ending a Vocational Education Record](#)

**PATH:** *Student Information > General > Vocational Education*

The Vocational Education tab captures the student's vocational education programs. Options here are specific to Colorado districts. Vocational Education student information is reported on the [VE-135 File](#).

The tab is separated into two parts:

- **Vocational Education** - lists the schools in which the student receives services, the start and end date, the CIP code, and the course name.
- **Vocational Education Detail** - provides detailed information of the student's selected Vocational Education.

Image 1: Vocational Education Student Editor

Districts can determine which fields are required for entry using the [Attribute Dictionary](#) (expand the TEDS attribute). When the fields are marked as Required in the dictionary, an entry must be made in order to save the record. If the Required checkbox is not marked, data does not need to be entered.

If the Required checkbox is not marked and data is not entered for those fields, results on the [VE-135 Report](#) will not be populated.

## Vocational Education Editor

The following fields and options are available on the student's Vocational Education tab.

Field	Description
<b>School</b>	Indicates the school where the student receives Vocational Education services.
<b>Start Date</b>	Lists the date of when the student began receiving Vocational Education services. Dates are entered in <i>mmddyy</i> format or can be entered using the Calendar icon.
<b>End date</b>	Lists the date of when the student stopped receiving Vocational Education services. Dates are entered in <i>mmddyy</i> format or can be entered using the Calendar icon.
<b>Name</b>	Name of the Vocational Education service the student is receiving.
<b>Status</b>	Indicates the status of the student's Vocational Education program. See the <a href="#">Status Options</a> table following.
<b>CIP Code</b>	The 6-digit CIP Code of the student's vocational education program.
<b>Instructor</b>	The first 3 characters of the instructor's last name.  For example, John Smith is reported as "Smi."
<b>VE Program ID</b>	The 5-digit VE Program ID (also known as the fiscal code or VE-115).
<b>MS CTE</b>	When marked, the student reports on the VE-135 File.

## Status Options

Code	Description
<b>Completer</b>	Selection indicates the student completed all of the required credits.
<b>Concentrator</b>	Selection indicates the student completed at least half of the required credits.
<b>No Status</b>	Selection indicates the student completed less than half of the required credits.

## Adding a Vocational Education Record

1. Select the **Add Vocational Education** icon. A blank Vocational Editor appears.
2. Select the **School** from the dropdown list.
3. Enter the **Start Date** of the student being enrolled in Vocational Education programming.
4. Enter the **Name** of the program.
5. Enter a **Status**.
6. Enter the **CIP Code** of the program.

7. Enter the first three characters of the **Instructor's** name.
8. Enter the 5-digit **VE program ID**.
9. If this record is for a middle school student, mark the **MS CTE** checkbox.
10. Click the **Save** icon when finished.

## Ending a Vocational Education Record

1. Select the appropriate Vocational Education record to end.
  2. Enter an **End Date**.
  3. Change the **Status** to reflect the student's completion status.
  4. Click the **Save** icon when finished.
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# VE-135 File (Colorado)

[Report Logic](#) | [Generate the VE-135 Extract](#) | [VE-135 High School Report Layout](#) | [VE-135 Middle School Report Layout](#)

**PATH:** *CO State Reporting > VE-135 File*

The VE-135 File is used to report demographic and program information about secondary and post-secondary CTE students for submission to the VE-135 database. Enrollment information is reported, as is follow-up information on CTE students, and may also include information on post-secondary students who have academic or undeclared majors.

Two extract types exist for reporting high school students (grades 7-12) or for reporting middle school students (grades 6-8).

*VE-135 Editor*

## Report Logic

One record per student CDE ID per program reports. If the State finds duplicate records for a student in the same program, the last record found in the submitted file will be used, regardless of the completion code.

Vocational records associated with calendars in which a student has a partial enrollment are reported if other reporting conditions are met. This means that even though a student may have a partial enrollment in the selected calendar, that student may not report.

Data entered on the student's [Vocational Education](#) tab is reported in the VE-135 Extract. The start date entered on this tab is reported when the selected calendar is within the same year of the start date. Middle School students reports when the **MS CTE** checkbox is marked.

Grade levels must be mapped to State Grade Levels via the [Grade Levels](#) tab.

Student Vocational Education records are only pulled for the first year of the reporting school year (*i.e.*, a record in 2013 is reported for the 2013-2014 school year).

## Generate the VE-135 Extract

1. Select the desired **Extract Type** from the dropdown list.
2. Mark the **Report Legal name** to report the student's legal name and gender from the Protected Identity Information section on the student's [Identities](#) record. When this is not marked, the student's name and gender reports from the standard Identity information fields.
3. Select the file **Format**. To review data prior to submission to the state, use the HTML format. For submission to the state, use the State Format (Fixed width).
4. Select which **Calendar(s)** to include in the file. This selection represents the school in which the student receives the vocation education, not necessarily the student's calendar of enrollment.
5. Click the **Generate Extract** button. The extract will appear in a separate window in the designated format ordered by the vocational educational record.

Districts can determine which fields are required for entry on the [Vocational Education](#) tab using the [Attribute Dictionary](#) (expand the TEDS attribute). When the fields are marked as Required in the dictionary, an entry must be made in order to save the record. If the Required checkbox is not marked, data does not need to be entered.

If the Required checkbox is not marked and data is not entered for those fields, results on the VE-135 Report will not be populated.

**VE-135 Records:2**

levelOfTraning	schoolYear	residentSchoolID	schoolNumber	cipCode	programID	firstName	middleName	lastName	stateID	ssn	birthDate
1	11	1111	1111	111111	111111	Abreu	Abreu	Abreu	2222222222	2222222222	02211994
1	11	1111	1111	111111	111111	Joey	Joey	Joey	2222222222	2222222222	11131994
1	11	1111	1111	111111	111111	Joey	Joey	Joey	2222222222	2222222222	11131994
1	11	1111	1111	111111	111111	Joey	Joey	Joey	2222222222	2222222222	11131994
1	11	1111	1111	111111	111111	Joey	Joey	Joey	2222222222	2222222222	11131994
1	11	1111	1111	111111	111111	Joey	Joey	Joey	2222222222	2222222222	11131994

### VE-135, High School Format - HTML

levelOfTraning	schoolYear	residentSchoolID	schoolNumber	cipCode	programID	firstName	middleName	lastName	stateID	ssn	birthDate	areaCode	phone
1	11	1111	1111	111111	111111	Tester	Test	Testing	1234567890	1111111111	11111111	111	1111111111
1	11	1111	1111	111111	111111	Tester	Test	Testing	1234567890	1111111111	11111111	111	1111111111
1	11	1111	1111	111111	111111	Tester	Test	Testing	1234567890	1111111111	11111111	111	1111111111
1	11	1111	1111	111111	111111	Tester	Test	Testing	1234567890	1111111111	11111111	111	1111111111
1	11	1111	1111	111111	111111	Tester	Test	Testing	1234567890	1111111111	11111111	111	1111111111
1	11	1111	1111	111111	111111	Tester	Test	Testing	1234567890	1111111111	11111111	111	1111111111
1	11	1111	1111	111111	111111	Tester	Test	Testing	1234567890	1111111111	11111111	111	1111111111
1	11	1111	1111	111111	111111	Tester	Test	Testing	1234567890	1111111111	11111111	111	1111111111
1	11	1111	1111	111111	111111	Tester	Test	Testing	1234567890	1111111111	11111111	111	1111111111

### VE-135 File, CSV Format

1234565789012345678901Tester	Test	Testing	1234567890123456789012345678901234567	0101	1
1234565789012345678901Tester	Test	Testing	1234567890123456789012345678901234567	0101	1
1234565789012345678901Tester	Test	Testing	1234567890123456789012345678901234567	0101	1
1234565789012345678901Tester	Test	Testing	1234567890123456789012345678901234567	0101	1
1234565789012345678901Tester	Test	Testing	1234567890123456789012345678901234567	0101	1
1234565789012345678901Tester	Test	Testing	1234567890123456789012345678901234567	0101	1
1234565789012345678901Tester	Test	Testing	1234567890123456789012345678901234567	0101	1
1234565789012345678901Tester	Test	Testing	1234567890123456789012345678901234567	0101	1
1234565789012345678901Tester	Test	Testing	1234567890123456789012345678901234567	0101	1
1234565789012345678901Tester	Test	Testing	1234567890123456789012345678901234567	0101	1

VE-135 File, High School Format - State Format Fixed Width)

VE-135 MS Records:1												
ProgramLevel	SchoolYear	HomeSchoolID	CDEID	CIP	ProgramID	FirstName	MiddleName	LastName	RITSID	DOB	gender	CDEGrade
5	14	3472	3472	000000	00000	Isa		,Student	123456789	09252001	01	060

VE-135 File, Middle School Format - HTML

## VE-135 High School Report Layout

Element	Description	Type, Format and Length	Campus Database	Campus Application
<b>Program Level</b>	The level of training assigned to the student. If the student is on a roster of a course with a Type of PS, a value of 2 is reported. If a student is on a roster of a course with a Type of any other value, a value of 1 is reported. Valid reporting options include: <ul style="list-style-type: none"> <li>• 1: Secondary</li> <li>• 2: Postsecondary</li> </ul>	Alphanumeric, 1 character	Course.type	Scheduling > Courses > Course > Course Editor > Type
<b>School Year</b>	The school year is reported as the last two digits of the second year in the school year (i.e., 10 is reported for the 2009-2010 school year).	Numeric, 2 digits	Calendar.endDate	System Administration > Calendar > Calendar > Calendar Info > End Date
<b>Home School</b>	Code assigned to	Numeric, 4	Enrollment resident	Student

<b>Home School ID</b>	Code assigned to the high school for all secondary level students who may be attending secondary level programs at other institutions that are not their home high school.	Numeric, 4 digits	Enrollment.Student.School	Student Information > General > Vocational Education > Vocational Education Detail > School Number
<b>CDE ID</b>	The school's unique 4-digit CDE school code.	Numeric, 4 digits	School.Number	System Administration > Resources > School > School Editor > School Detail > School number
<b>CIP</b>	The 6-digit CIP Code of the student's vocational education program.	Numeric, 6 digits	TEDS.cipCode	Student Information > General > Vocational Education > Vocational Education Detail > CIP Code
<b>Program ID</b>	The 5-digit VE Program Code (also known as the fiscal code or VE-115).	Numeric, 5 digits	TEDS.veProgramID	Student Information > General > Vocational Education > Vocational Education Detail > VE Program ID
<b>First Name</b>	The student's first name.  When the Report Legal Name field checkbox is marked, the first name reports from the Legal First Name field.	Alphanumeric, 50 characters	Identity.firstName Identity.legalFirstName	Census > People > Demographics > Person Information > First Name  Census > People > Identities > Protected

				Identities Information > Legal First Name
<b>Middle Name</b>	The student's middle name.  When the Report Legal Name field checkbox is marked, the middle name reports from the Legal Middle Name field.	Alphanumeric, 50 characters	Identity.middleName Identity.legalMiddleName	Census > People > Demographics > Person Information > Middle Name  Census > People > Identities > Protected Identities Information > Legal Middle Name
<b>Last Name</b>	The student's last name.  When the Report Legal Name field checkbox is marked, the last name reports from the Legal Last Name field.	Alphanumeric, 20 characters	Identity.lastName Identity.legalLastName	Census > People > Demographics > Person Information > Last Name  Census > People > Identities > Protected Identities Information > Legal Last Name
<b>RITS ID</b>	The ten digit Colorado Department of Education RITS/SASID.	Alphanumeric, 10 characters	Person.stateID	Census > People > Demographics > Person Identifiers > State ID
<b>DOB</b>	The student's date of birth.	Date field, 8 characters MMDDYYYY	Identity.birthDate	Census > People > Demographics > Birth Date
<b>Area Code</b>	The area code of	Numeric, 3	Household.address	Census >



	the student's primary home address.	digits		People > Households > Household Phone & Address(es)
<b>Phone</b>	The student's home phone number.	Numeric, 7 digits	Contact.phone	Census > People > Households > Household Phone & Address(es) > Phone
<b>Email</b>	The student's email address.	Alphanumeric, 50 characters	Contact.email	Census > People > Demographics > Personal Contact Information > Email
<b>CDE Gender</b>	The student's gender.  When the Report Legal Name field checkbox is marked, the gender reports from the Legal Gender field.	Alphanumeric, 2 characters	Identity.gender Identity.legalGender	Census > People > Demographics > Person Information > Gender  Census > People > Identities > Protected Identities  Information > Legal Gender
<b>Hispanic</b>	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture of origin, regardless of race. Reports as:  • 00 - No, not	Numeric, 2 digits	Identity.Hispanic	Census > People > Demographics > Person Information > Race/Ethnicity

	<p>Hispanic or Latino</p> <ul style="list-style-type: none"> <li>• 04 - Yes, Hispanic or Latino</li> </ul>			
<b>American Indian</b>	<p>A person having origins in any of the original peoples of North America and South America (including Central America) and who maintain tribal affiliation or community attachment. Reports as:</p> <ul style="list-style-type: none"> <li>• 00 - No, not American Indian or Alaska Native</li> <li>• 01 - Yes, American Indian or Alaska Native</li> </ul>	Numeric, 2 digits	Identity.raceEthnicity	Census > People > Demographics > Person Information > Race/Ethnicity
<b>Asian</b>	<p>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. Reports as:</p> <ul style="list-style-type: none"> <li>• 00 - No, not Asian</li> </ul>	Numeric, 2 digits	Identity.raceEthnicity	Census > People > Demographics > Person Information > Race/Ethnicity

	<ul style="list-style-type: none"> <li>• 02 - Yes, Asian</li> </ul>			
<b>Black</b>	<p>A person having origins in any of the black racial groups of Africa. Reports as:</p> <ul style="list-style-type: none"> <li>• 00 - No, not Black or African American</li> <li>• 03 - Yes, Black or African American</li> </ul>	Numeric, 2 digits	Identity.raceEthnicity	Census > People > Demographics > Person Information > Race/Ethnicity
<b>White</b>	<p>A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. Reports as:</p> <ul style="list-style-type: none"> <li>• 00 - No, not White</li> <li>• 05 - Yes, White</li> </ul>	Numeric, 2 digits	Identity.raceEthnicity	Census > People > Demographics > Person Information > Race/Ethnicity
<b>Pacific Islander</b>	<p>A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. Reports as:</p> <ul style="list-style-type: none"> <li>• 00 - No, not Native Hawaiian or Other Pacific Islander</li> <li>• 06 - Yes, Native Hawaiian or Other Pacific Islander</li> </ul>	Numeric, 2 digits	Identity.raceEthnicity	Census > People > Demographics > Person Information > Race/Ethnicity
<b>Limited English</b>	<p>Indicates if the student is EL (English Learner)</p>	Numeric, 1 digits	Enrollment.englishProficiency	Student Information > Demographics

	<p>(English Learners) or an English Language Learner (ELL).</p> <p>If the student has an EL program status of EL, or if the status is Exited EL and the Second Year Monitoring Date is on or after the Effective date entered on the extract editor while having a Home Primary Language that is not English, 1 is reported.</p>			<p>Program Participation &gt; English Learners (EL) &gt; EL</p>
<b>IEP</b>	<p>If the student has a valid, locked IEP plan with a start date in the current calendar, a value reports.</p> <p>If the district does not use the Special Education module, the enrollment record is used (where the IEP field is marked) to find special education students.</p> <p>A value of 1 reports if the student has an valid locked IEP. Otherwise, no value reports.</p>	Numeric, 1 digit	Plan.IEP	<p>Student Information &gt; Special Ed &gt; Documents &gt; Plan Outline &gt; Education Plan</p> <p>Student Information &gt; General &gt; Enrollments &gt; Special Ed Fields &gt; IEP</p>
<b>Active 504</b>	<p>Indicates if the student has an active Section 504</p>	Numeric, 1 digit	Enrollment.section504	<p>Student Information &gt; General &gt;</p>

	plan.			Enrollments > State Reporting Fields > Section 504
<b>Disadvantaged</b>	Indicates if the student is considered Economically Disadvantaged.	Numeric, 1 digit	Fram.eligibility	FRAM > Eligibility > Eligibility
<b>Instructor ID</b>	The first 3 characters of the instructor's last name.  For example, John Smith is reported as SMI.	Alphanumeric, 3 characters	TEDS.instructor	Student Information > General > Vocational Education > Vocation Education Detail > Instructor
<b>CDE Grade</b>	The student's grade level. Reporting options include: <ul style="list-style-type: none"> <li>• 090: 9th grade</li> <li>• 100: 10th grade</li> <li>• 110: 11th grade</li> <li>• 120: 12th grade</li> </ul>	Alphanumeric, 3 characters	Enrollment.grade	Student Information > General > Enrollments > General Enrollment Information > Grade
<b>Migrant Student</b>	The student's migrant status.	Numeric, 1 digit	Enrollment.migrant	Student Information > General > Enrollments > State Reporting Fields > Migrant
<b>Concentrator</b>	Indicates if the student is a program concentrator.	Numeric, 1 digit	TEDS.concentrationStatus	Student Information > General > Vocational Education > Concentration Status

				Status
<b>Completer</b>	Indicates the student's vocational education completion status. If the student has a Status of 1: Completer, a value of 1 is reported. If the student has a Status of 2, 3, 4 or 5, a NULL value is reported.	Numeric, 1 character	TEDS.status	Student Information > General > Vocational Education > Completer Status
<b>High School Graduate</b>	Indicates if the student graduated in the reporting year. Reporting logic is as follows: <ul style="list-style-type: none"> <li>• A value of 1 will report if the student graduated in the reporting school year. The student must have a Diploma Date entered in order to report as a graduate.</li> <li>• A value of 2 is</li> </ul>	Numeric, 1 digit	Graduation.cohort YearNGA  Graduation.cohort YearNCLB	Student Information > General > Graduation > NGA Cohort End Year  And  Student Information > General > Graduation > NCLB Cohort End Year/ Graduation Date

	<p>reported if the student is a high school senior that did not receive a diploma in the reporting school year and will be continuing high school for a fifth year.</p> <ul style="list-style-type: none"> <li>• A value of 3 is reported if the student is a high school senior that did not receive a diploma in the reporting school year and will be continuing high school for a sixth year.</li> <li>• A NULL value is reported if the student did not graduate in the reporting school year.</li> </ul>			
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## VE-135 Middle School Report Layout

Element	Description	Type, Format and Length	Campus Database	Campus Application
<b>Program Level</b>	The level of training assigned to the student. This field always reports 5.	Numeric, 1 character	N/A	N/A
<b>School Year</b>	The school year is reported as the last two digits of the second year in the school year ( <i>i.e.</i> , 10 is reported for the 2009-2010 school year).	Numeric, 2 digits	Calendar.endDate	System Administration > Calendar > Calendar > Calendar Info > End Date

<b>Home School ID</b>	Code assigned to the high school for all secondary level students who may be attending secondary level programs at other institutions that are not their home high school.	Numeric, 4 digits	Enrollment.resident School	Student Information > General > Enrollments > State Reporting Fields > Resident School
<b>CDE ID</b>	The school's unique 4-digit CDE school code.	Numeric, 4 digits	School.Number	System Administration > Resources > School > School Editor > School Detail > School number
<b>CIP</b>	The 6-digit CIP Code of the student's vocational education program.	Numeric, 6 digits	TEDS.cipCode	Student Information > General > Vocational Education > Vocational Education Detail > CIP Code
<b>Program ID</b>	The 5-digit VE Program Code (also known as the fiscal code or VE-115).	Numeric, 5 digits	TEDS.veProgramID	Student Information > General > Vocational Education > Vocational Education Detail > VE Program ID
<b>First Name</b>	The student's first name.  When the Report Legal Name field checkbox is marked, the first name reports from the Legal First Name field.	Alphanumeric, 50 characters	Identity.firstName Identity.legalFirstName	Census > People > Demographics > Person Information > First Name  Census > People >



				<ul style="list-style-type: none"> <li>People &gt;</li> <li>Identities &gt;</li> <li>Protected Identities Information &gt;</li> <li>Legal First Name</li> </ul>
<b>Middle Name</b>	<p>The student's middle name.</p> <p>When the Report Legal Name field checkbox is marked, the middle name reports from the Legal Middle Name field.</p>	Alphanumeric, 50 characters	<ul style="list-style-type: none"> <li>Identity.middleName</li> <li>Identity.legalMiddleName</li> </ul>	<ul style="list-style-type: none"> <li>Census &gt;</li> <li>People &gt;</li> <li>Demographics &gt;</li> <li>Person Information &gt;</li> <li>Middle Name</li>   <li>Census &gt;</li> <li>People &gt;</li> <li>Identities &gt;</li> <li>Protected Identities Information &gt;</li> <li>Legal Middle Name</li> </ul>
<b>Last Name</b>	<p>The student's last name.</p> <p>When the Report Legal Name field checkbox is marked, the last name reports from the Legal Last Name field.</p>	Alphanumeric, 20 characters	<ul style="list-style-type: none"> <li>Identity.lastName</li> <li>Identity.legalLastName</li> </ul>	<ul style="list-style-type: none"> <li>Census &gt;</li> <li>People &gt;</li> <li>Demographics &gt;</li> <li>Person Information &gt;</li> <li>Last Name</li>   <li>Census &gt;</li> <li>People &gt;</li> <li>Identities &gt;</li> <li>Protected Identities Information &gt;</li> <li>Legal Last Name</li> </ul>
<b>RITS ID</b>	The ten digit Colorado Department of Education RITS/SASID.	Alphanumeric, 10 characters	Person.stateID	<ul style="list-style-type: none"> <li>Census &gt;</li> <li>People &gt;</li> <li>Demographics &gt;</li> <li>Person Identifiers &gt;</li> <li>State ID</li> </ul>
<b>DOB</b>	The student's date of birth.	Date field, 8 characters MMDDYYYY	Identity.birthDate	<ul style="list-style-type: none"> <li>Census &gt;</li> <li>People &gt;</li> <li>Demographics &gt;</li> </ul>

		MIMDDY Y Y Y		Demographics > Person Identifiers > Birth Date
<b>CDE Gender</b>	<p>The student's gender.</p> <p>When the Report Legal Name field checkbox is marked, the gender reports from the Legal Gender field.</p>	Alphanumeric, 2 characters	<p>Identity.gender</p> <p>Identity.legalGender</p>	<p>Census &gt; People &gt; Demographics &gt; Person Information &gt; Gender</p> <p>Census &gt; People &gt; Identities &gt;</p> <p>Protected Identities Information &gt; Legal Gender</p>
<b>CDE Grade</b>	<p>Reports the student's grade level of enrollment.</p> <ul style="list-style-type: none"> <li>• 060 (6th grade)</li> <li>• 070 (7th grade)</li> <li>• 080 (8th grade)</li> </ul>	Numeric, 3 characters	Enrollment.grade	<p>Student Information &gt; General &gt; Enrollments &gt; General Enrollment Information &gt; Grade</p>