

SAT4000 - Career and Technical Education Eligible Days Report

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This report displays CTE eligible days and contact hours by **Service ID** for each six-week reporting period. Data is grouped and summarized by **CTE Course Tier**, **CTE Code**, AND **Service ID**.

Report field descriptions

Refer to the Student Attendance Accounting Handbook for the appropriate tables.

Career & Technical Ed FTE - Tier 1	The Tier 1 CTE FTE is displayed. • To calculate each reported CTE Tier 1 Service ID, multiply the sum of Career and Technical Education eligible days present (V1, V2, and V3) for each grade by the corresponding CTE Contact Hour Multiplier. (Total Eligible Contact Hours = (Number of Days x Contact Hour Value)). • Add together the Total Eligible Contact Hours for all CTE Tier 1 Service IDs and Career and Technical Education codes (V1, V2 and V3) within the track. • Divide this total by (6 x number of days taught) to get the FTE value.
Career & Technical Ed FTE - Tier 2	The Tier 2 CTE FTE is displayed. • To calculate each reported CTE Tier 2 Service ID, multiply the sum of Career and Technical Education eligible days present (V1, V2, and V3) for each grade by the corresponding CTE Contact Hour Multiplier. (Total Eligible Contact Hours = (Number of Days x Contact Hour Value)). • Add together the Total Eligible Contact Hours for all CTE Tier 2 Service IDs and Career and Technical Education codes (V1, V2 and V3) within the track. • Divide this total by (6 x number of days taught) to get the FTE value.
Career & Technical Ed FTE - Tier 3	The Tier 3 CTE FTE is displayed. • To calculate each reported CTE Tier 3 Service ID, multiply the sum of Career and Technical Education eligible days present (V1, V2, and V3) for each grade by the corresponding CTE Contact Hour Multiplier. (Total Eligible Contact Hours = (Number of Days x Contact Hour Value)). • Add together the Total Eligible Contact Hours for all CTE Tier 3 Service IDs and Career and Technical Education codes (V1, V2 and V3) within the track. • Divide this total by (6 x number of days taught) to get the FTE value.

<table>
<tr><td>CTE Code (VCode)</td><td>Displays the number of contact hours a LEA assigned to a particular section of the course.
To determine the CTE V-code to assign to the CTE course, LEA personnel must use the following chart:<table><tr><th>CTE Code</th><th>CTE Course's Average Minutes per Day</th></tr><tr><td>V1</td><td>45-89</td></tr><tr><td>V2</td><td>90-134</td></tr><tr><td>V3</td><td>135+</td></tr></table>NOTE: Each course must be reviewed separately to determine the average minutes per day students attend that course.

Three contact hours (V3) is the maximum an LEA may claim for a single course.

Auditing of a CTE course (attending a course without taking credit) is not considered CTE participation for purposes of TSDS PEIMS reporting. So a student who is auditing a CTE course and taking no other CTE courses for credit should not have CTE eligible days present or reported in submissions.</td></tr>
<tr><td>Service ID</td><td>For each Service ID calculate:
•
Eligible Days = total days of all students actively enrolled in a course for the service id during the period.
•
Contact hours = Eligible days X Contact Hour Multiplier.</td></tr>
</table>

Run the report:

Parameter	Description
Campus ID (Blank for All)	Type the three-digit campus ID, or click ⋮ to select the campus. Leave blank to select all campuses in the district. **NOTE:** If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the **Exclude from District Reporting** field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.
Attendance Track (Blank for All)	Type the two-digit attendance track. Leave blank to select all tracks.
Semester (1, 2, Leave Dates Blank)	Type the one-digit semester. Valid semesters are 1 and 2. For a four-semester campus, valid semesters are 1, 2, 3, and 4. **This field is required**.
Cycle (1, 2, 3)	Type the one-digit cycle code. The report prints cumulative totals, including totals from previous cycles. For example, if Semester 2 Cycle 2 is selected, the report includes totals from Semester 1 Cycles 1-3 and Semester 2 Cycle 1. Later cycles display 0.0. **This field is required**.


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