



ASCENDER GUIDES



Set Student CTE Indicators

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Registration > Utilities > Set Student CTE Indicators

This utility assigns CTE code 1 to all students in grade levels 6-12 who are taking at least one CTE course (i.e., the C022 service ID type is VOED). This utility can be run for Fall PEIMS or Summer PEIMS.

CTE codes of 2 or 3 are not updated and must be set manually.

Update data:

Field	Description
Campus	Select the campus for which to set student CTE indicators.

Select one:

Set CTE Indicators for Fall PEIMS	<p>Select to set CTE Indicators for fall PEIMS.</p> <p>As-of Date (MMDDYYYY) The PEIMS as-of date is displayed by default. Type a different as-of date if necessary.</p> <p>The CTE code will be set to 1 for all students enrolled in a CTE course on this date.</p>
Set CTE Indicators for Summer PEIMS	<p>Select to set CTE Indicators for summer PEIMS.</p> <p>The as-of date is the date you run the utility. The CTE code is set to 1 for students who completed a CTE course (or are expected to) during the school year.</p> <p>For one-semester courses, the student must have a semester average or currently be enrolled in the course.</p> <p>For two-semester courses, the student must have an average for the first and second semester, or currently be enrolled in the course and have a first semester average (okay to have a blank second semester average).</p> <p>For four-semester courses, the student must have an average for the first, second, third, and fourth-semester, or currently be enrolled in the course and have a first, second, and third-semester average (okay to have a blank fourth semester average).</p>

Click **Execute**.

4. Click Preview Report to view the information as a PDF. The PDF opens in the browser and displays all of the students who had the CTE indicator set to 1.



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