Set Student CTE Indicators

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This utility assigns CTE code 1 (i.e., *enrolled*) 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 should be run for Fall and Summer PEIMS.

> **NOTE:** Students with CTE code 2 (i.e., participant in a coherent sequence of courses) are *not* reset to 1. This utility does not change codes for these students.

Users must run the Set Student CTE Indicators utility before generating the following reports, extracts or logic that rely on this utility to produce correct CTE Counts:

- SAT0900
- SAT0600
- SAT0900C
- SAT920
- SAT950
- SAT2100
- SGR2500
- PEIMS Attendance Extract

Update data:

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

❑ Select one:

Set CTE Indicators for Fall PEIMS	Select to set CTE Indicators for fall PEIMS.	
	As-of Date (MMDDYYYY)	The PEIMS as-of date is displayed by default. Type a different as-of date if necessary. The CTE code will be set to *1* for all students enrolled in a CTE course on this date.

Set CTE Indicators for Summer PEIMS	Select to set CTE Indicators for summer PEIMS. 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. For one-semester courses, the student must have a semester average or currently be enrolled in the course. 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). 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).

❑ Click **Execute**.

Preview Errors	Click to view the list of students with updated codes. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

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