



## Set Student CTE Indicators



# Table of Contents

**Set Student CTE Indicators** ..... 1



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**Registration > Utilities > Set Student CTE Indicators**

This utility assigns CTE code 1 to all students 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:

<b>Set CTE Indicators for Fall PEIMS</b>	Select to set CTE Indicators for fall PEIMS.
	<p><b>As-of Date (MMDDYYYY)</b> 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>
<b>Set CTE Indicators for Summer PEIMS</b>	<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>

3. Click Execute.

Warning: CTE Indicators will be set to 1 for grades 6 to 12 for the campus and the CTE option selected.

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.



## Back Cover