Enrollment and Completion Status Instructions and Definitions (Fall 2018)

(InTERS) is the longitudinal data system used for the collection of Fall enrollments in your vocational and technical education programs. All enrollments for your school corporation will be reported to DOE through your area vocational director. The DOE Student Enrollment and Completion Form may be used by your schools for their and your own use to record the student enrollments for each of your career & technical education programs. Secondary enrollments for students enrolled in career & technical education programs are to be reported as of **official count day, Friday, September 14, 2018.** This includes item numbers A1 – 28 below.

1. **CONDUCTING SCHOOL #:** Enter your 4-digit school number. This is the code number of the school **where the students are taking (enrolled in)** a career & technical education program. This school number appears at the top of your "*Secondary (PIMAILOOS) and Adult Noncredit (PIMAILOOA) Inventory Report.*"

2. **LOCAL PROGRAM/COURSE TITLE/CODE:** Enter the local program/course title/code for the program being reported. The course code (only) must be unique within your Area District.

★3. **Session Credits 1st, 2nd, 3rd, 4th:** Must input in the number of credits based on how grading periods are set up at the school. For example; Traditional: enter # of credits for 1st semester and 2nd semester; Trimester: enter # of credits for 1st trimester, 2nd trimester, 3rd trimester; TERM: enter # of credits for 1st term, 2nd term, 3rd term, and 4th term.

4. **INSTRUCTOR'S NAME:** Enter the instructor's name. Be sure this is up-to-date each year.

5. **CERT #:** Enter the instructor's certificate number (if applicable). This is the instructor's teacher license number. (Not Required)

6. **ADULT/SECONDARY:** Enter "A" if the instructor is teaching only Adult programs or "S" for Secondary programs.

7. **STUDENT'S SSN:** Enter the student's social security number. If you are unable to obtain the number from the student, please leave blank. Please set up the InTERS system to assign unique identifiers for students without social security numbers. If no SSN is provided, the address of the student is a requirement.

* Collection of each student's social security number is being requested in order to gather better information for planning and follow-up in accordance with state law (IC 20-1-1) and federal law (PL 105-332.) Students may request that a previously given social security number be removed from existing records. (**Information gathered via SSN will only be reported in aggregate.)** *If DWD/DOE does not receive social security numbers for students that are CTE Concentrators a local follow-up of these students is required.

8. **STUDENT'S NAME:** Enter the last name, first name, and middle initial of each student enrolled in the course identified at the top of the form in the appropriate columns.

★**9. STUDENT'S GENDER:** (Not Required)

10. **RACE/ETHNIC:** (Not Required)

★**11. GRADE LEVEL CODE:** Is Required– 9, 10, 11, 12.

12. **DATE OF BIRTH:** Enter the month, day and year of birth (mm/dd/yyyy).

★**13. SENDING SCHOOL:** Enter the four digit school number for each student received from another school that attends your career & technical education program. **A Career Center can never be a sending school.**

14. **SPEC CONS (Special Consideration):** (Not Required)

15. **DIS ADV (Disadvantaged Code):** (Not Required)

16. **SINGLE PARENT/DISPLACED HOMEMAKER:** Enter an **S** for Single Parent, **H** for Displaced Homemaker, or **B** for Both, if any of your enrollees meet the following descriptions for being a Single Parent and/or Displaced Homemaker.

*S (Single Parent): An individual who is unmarried or legally separated from a spouse and has a minor child or children for which the parent has either custody or joint custody.

*H (Displaced Homemaker): An individual who is an adult and has worked as an adult primarily without remuneration to care for the home and family, and for that reason has diminished marketable skills.

*B (Both): An individual who meets both the Single Parent and Displaced Homemaker definitions.

★**17. STUDENT TEST NUMBER (STN):** Enter the 9-digit STN number that was assigned to the student by the home school.

*This is a required field; the State can use this number to obtain ISTEP scores from DOE.

18. **DUAL CREDITS TRANSCRIPTED:** Enter the number of dual credits transcripted.

★**19. ASSESSMENT TAKEN:** Enter the assessment exam that the student completed.

★**20. ASSESSMENT PASSED/FAILED:** Mark the box if the student passed the assessment**.**

21. **EARNED CREDITS:** You must enter how many credits were earned by the student.

22. **TEACHER STATE PERSONNEL NUMBER (SPN)**: 8 digit number

23. **Funding Design:** Enter **F** for sessions that are funded for the full school year. Enter **S** for the sessions that are intro and foundational that start in the second half of the school year. Enter non-funded CTE enrollments for the sessions that are not funded on the 2018-19 crosswalk.

24. **Employer:** Work Based Learning field, enter where the student is working?

25. **Employ Start:** What is the start date of the Work Based Learning employment (mm/dd/yyyy)?

26. **Employ End:** What is the end date of the Work Based Learning employment (mm/dd/yyyy)?

27. **Employ Type:** What type is the Work Based Learning course? (Paid, Unpaid, Embedded, Stand Alone, Shadowing)

28. **Employ Hours:** How many hours did the student earn in the job for the full year?

29. **Employ pathway:** Must fill in the pathway that the Work Based Learning course falls into.

★**Affects the Core Indicators**

New 2018 fall data fields

1. Media Release: You must indicate whether or not the student authorizes the voluntary release of student enrollment information (if so, the signed form must be kept on file at the school). This is a new requirement per HEA 1002.

2. Area Part Travel: You must indicate whether or not the student used school-provided transportation to attend the class at the specific location where it is being taught.

3. Teacher is PostSec: You must indicate whether or not the teacher is employed as a teacher at a Postsecondary institution.

4. Teacher Postsecondary Institution Code: You must select the appropriate postsecondary institution code where the teacher is employed.