

## MEMORANDUM

**TO:** Area Vocational Directors

**FROM:** Chris Deaton, Director  
Adult/Career & Technical Education

**DATE:** June 4, 2012

**SUBJECT:** Vocational Enrollment Reporting 2012-2013 (FY 12)

---

The Department of Workforce Development, Indiana Commission on Vocational and Technical Education (DWD/ICVTE) will use the Indiana Technical Education Reporting System (IN TERS) for the collection of Fall enrollments for your area vocational district. This mailing contains all the materials needed to report enrollments in career-technical education programs in your area vocational district for 2011-2012 (FY 12). You should find the following in your packet:

1. Authority to Collect Data Statement;
2. ICVTE Student Enrollment and Completion Status Form Instructions and Definitions;
3. Secondary (PIMAILS) Program Inventory Report;  
This report can be ran from the sync utility
4. Social Security Number Collection Memo
5. EPA Guidelines  
[End of Program Assessment Guidelines for 2011-12](#)
6. Form 30A Instructions  
[http://www.in.gov/dwd/files/Instructions\\_for\\_Form\\_30A.pdf](http://www.in.gov/dwd/files/Instructions_for_Form_30A.pdf)
7. Form 30A Frequently Asked Questions  
[http://www.in.gov/dwd/files/FORM\\_30A\\_FREQUENTLY\\_ASKED\\_QUESTIONS.pdf](http://www.in.gov/dwd/files/FORM_30A_FREQUENTLY_ASKED_QUESTIONS.pdf)
8. Fall Data Eliminated Fields

### Enrollment Information

Secondary enrollments for students enrolled in career-technical education programs are to be reported as of official count day, Friday, September 14, 2012 through October 19<sup>th</sup>, 2012. Please refer to your IN TERS technical support personnel for instructions on how to prepare the state enrollment report. The

report containing all secondary enrollments for your area vocational district should be submitted on or before **Friday, October 19, 2012**.

**No new CTE student enrollment submission will be accepted after October 19<sup>th</sup>, but corrections will be accepted until November 2, 2012. Changes will not be allowed after November 2<sup>nd</sup>.**

**The enrollments you report using the IN TERS System must replicate the counts appearing on Form 30A Reports submitted to the Department of Education. In other words, the enrollments reported in INTERS for a school corporation must match their enrollment count on the Form 30A Report submitted to the Department of Education.**

**For school year 2012-2013 please retain a duplicate copy of your Form 30A Report(s) for all schools in your area district.**

#### Completion Information

Your report containing the completion status of all secondary enrollees and all adult enrollees will be due by mid to late **June of 2013**.

If you have questions, call Chris Deaton at the office (317) 233-6697, by cell phone (317) 519-8404 or by e-mail at [cdeaton@dwd.in.gov](mailto:cdeaton@dwd.in.gov)

Thank you for your cooperation.

Enclosures