

2021-22 CTE Data Review, Step I

Division of College, Career & Technical Education

The annual data review conducted by College, Career, and Technical Education Division will start on Aug. 1 for 2021-22 data. This process is to ensure districts reported to State data is correctly reflected for each Local Educational Agency (LEA). Local career and technical education (CTE) directors are asked to complete three steps of the following data reviews by November 11, 2022.

Report	Data Review Categories	Data Location	Release Date	Review Deadline
Step I		eTIGER Locked on Aug. 31		
I	eTIGER CTE (including Middle School enrollment) & Non-CTE Enrollment & Credits	CCR SharePoint	Aug. 1	Aug. 30
II	Early Postsecondary CTE Data (Dual Credit, Dual Enrollment, and Cambridge) – Also Cross Check with Data Report “Dual Credit/Enrollment Classes or Students”	CCR SharePoint /Data Reports	Aug. 1	Aug. 30
III	CTE Concentrator of 2020 – 21	eTIGER	Aug. 2	Aug. 30
Step II		eTIGER Locked on Sept. 30		
IV	Industry Credentials	CCR SharePoint	Sept. 1	Sept. 29
V	CTE Concentrator Follow-Up Report	eTIGER	Sept. 1	Sept. 29
VI	Program of Study offering	eTIGER	Sept. 1	Sept. 29
Step III		eTIGER Locked on Nov. 13		
VII	CTSO National Membership	CCR SharePoint	Oct. 17	Nov. 11
VIII	Perkins V Indicators - Performance of CTE Concentrators: <ul style="list-style-type: none"> • 1S1 Cohort Graduation Rate • 2S1 Academic – Language Arts¹ • 2S2 Academic – Math¹ • 2S3 Academic – Science¹ • 3S1 Cohort Secondary Placement² • 4S1 Nontraditional Program Enrollment¹ (including list of nontraditional POS) • 5S1 Cohort Concentrator WBL Enrollment (including list of WBL courses) • 5S2 Cohort Ready Graduate² <p>¹ Active CTE Concentrators – students with CTE concentrator status and enrolled in the reporting school year ² One -Year lag data</p>	CCR SharePoint	Oct. 17	Nov. 11

To complete the full review of LEA-reported data, CTE Directors will need below application access:

- eTIGER **Director access** (eTIGER “user” and “ProgramofStudy” accesses)
- SharePoint **CCR folder access** (College & Career Readiness SharePoint, CTE Director access)
- Single Sign On (SSO) **Data Report access** (district user access)

Please sent the [TDOE Application Access Form](#) to [DT Support](#) for the above access request.

To update district reported data at eTIGER:

1. Un-approve the certified data at eTIGER **“District Approval”** linked page (to unlock district wide reported data)
2. Un-attest the classes (to unlock reported class data)
3. Make the changes
4. Save changes
5. Attest the classes (to lock the updated data)
6. Approve the updated data (to lock district wide reported data)
7. Check back at eTIGER to assure the updates

The department will generate and release the data files at above listed data locations for review. As reports are released by steps, the division will send detailed instructions via email to CTE directors for the review of each available report. At the subsequent pages of this document, the data review instructions will guide you through each report step-by-step in general and CORE CTE consultants will provide technical assistance, as requested.

As a reporting section is completed, check the “Attest Report #” button on the “2021-22 Data Review” page at eTIGER to indicate completion by the due date of each Step.

Data Review Instructions, by Report

- I. **eTIGER CTE and Non-CTE Enrollment & Credits**
- a. Purpose: This review is to confirm accurate data for 2021-22 CTE classes, students' enrollment and credits earned.
 - b. Source Data Notes:
 - i. The included data was generated from the 2021-22 data pulled from eTIGER as of July 23, 2022.
 - ii. In eTIGER, "School Course Listing" displays all the CTE classes that a LEA reported to State Education Information System (EIS). Only the **valid classes which were attested by instructors or CTE directors** should be included in this data review.
 - iii. A student will be excluded from the review class if this student withdrew from the class. Normally this student's "Class Assignment End Date" will be earlier than the "Class Ending Period." This can be viewed from the "All Students" (or "Withdrawn and Transferred Students") list on the "Class Roster" screen.
 - iv. Credits Earned
 1. "Number Credits Earned" column shows the credits reported to eTIGER. This is required data. "0" represents no credits earned for the student(s).
 2. "EIS Credits Earned" represents the credits reported through Student Final Grade Report in EIS and were pulled in to eTIGER as reference.
 3. "Number Credits Earned" and "EIS Credits Earned" should be consistent for all student records. If not, **make sure the credits reported to eTIGER "Number Credits earned" were accurate.**
 - v. Starting in 2013-14, general education courses included in a CTE program of study (POS) were listed and reported through eTIGER at the link "**School Course Listing (Non CTE)**" under "Class/Course Rosters." **LEAs only need to attest general education classes where earned credit or concentrators were reported for listed students.**
Note: For more guidance, refer to "Instructions of Reporting General Education Data" and "Notes for Reporting General Education Data" on the eTIGER homepage.
 - c. Data Review Process:

Overview

 - Review class enrollment-related data files including questionable data (if listed) in SharePoint.
 - In eTIGER or EIS, make any necessary updates.
 - Once complete, attest Report I on the eTIGER "2021-22 Data Review" page.

 - i. Log in to CCR SharePoint and download the following review files related to class enrollment reported data.

1. LEA I CTE class:
 - a. Lists all attested classes with valid enrollment totals.
 - b. The “Course Type” column lists below types of CTE courses:

Course_Type	Description
DE	Dual Enrollment course
DE/SP	Special Approved Dual Enrollment course
HS	High School course
HS/Cambridge	High School Cambridge course
HS/DC	High School Dual Credit course
HS/SDC	High School Statewide Dual Credit course
HS/SP	Special Approved High School course
MS	Middle School course
MS/HS	Course for Middle and High School

2. LEA I CTE student:
 - a. Includes student level records that reported in attested CTE classes.
 - b. Students enrolled in multiple CTE classes are duplicated/counted more than once in this file.
3. LEA I CTE questionable nocredit 1:
 - a. Lists students with no earned credits reported to eTIGER.
4. LEA I CTE questionable credit diff 2:
 - a. Lists students with reported different earned credits in eTIGER than in EIS.
5. LEA_I_CTE_questionable_noTLN_3:
 - a. Attested classes have no teacher information including Teacher License Number (TLN) and name (Please update the name and TLN to EIS.)
6. LEA I nonCTE class:
 - a. Lists attested non CTE classes which have student earned credits and/or concentrators reported.
7. LEA I nonCTE questionable nocredit 1
 - a. Lists students with no earned credits reported to eTIGER.
8. LEA I nonCTE questionable credit diff 2
 - a. Lists students with reported different earned credits in eTIGER than in EIS.

Note: If a specific file/report is not present in your SharePoint folder, then there is no data to review or no issues with questionable data. Data files list all valid classes by **service school** (the location at which the class was taught) with total enrollment of current students who **stayed until the end of the class**.

- ii. Make all necessary updates in eTIGER or EIS.

Note: eTIGER updates overnight, so check back in eTIGER after overnight processing to see all updates.

1. If you found that the worksheets “sch_course_list” (for CTE and non_CTE) did not include all of your 2021-22 classes, check “attestation” of the classes in eTIGER.
 - a. Only attested classes will be included in the review reports.
 - b. Any class not listed at the “sch_course_list” and not showing on the School Courses List screen in eTIGER needs to **be reported to and corrected by your local EIS person.**
2. If you found a discrepancy in the total number of students in a class, click the **“All Students”** list on the class roster screen and check the “student class assignment end date.”
 - a. It is suggested that the LEAs leave the “class assignment end date” blank or report the same or later date as “class ending period” for those in-class students who were listed as “Current Students” in eTIGER and included in the “Enrollment” column of a class in data review “sch_course_list.”
3. “Number Credits Earned” and “EIS Credits Earned” data should be consistent for all student records.
 - a. **CTE class attestation only hold the accountability for CTE data staff for the “Number Credits Earned” data reported to eTIGER.**

II. **Early Postsecondary CTE Data (Dual Credit, Dual Enrollment, and Cambridge)
Cross Check with Dual Credit/Enrollment Classes and Dual Credit/Enrollment Students
at SSO portal through “Data Reports” tile.**

- a. Purpose: This review is to assure the data of CTE Local Dual Credit, State Dual Credit, Dual Enrollment, and Cambridge classes and students in 2021-22 reporting year in addition the DC examine results, and DE postsecondary institution and credential earned were reported to eTIGER and accurate.
- b. Source Data Notes:
 - i. Early postsecondary data was generated from the reported 2021-22 data pulled from eTIGER as of July 23, 2022.
 - ii. In 2021-22, EPSO elements of CTE Dual Credit (DC), Dual Enrollment (DE), and Cambridge were reported to eTIGER by LEAs in addition to the enrollment data to State EIS.
 - iii. **CTE Dual Credit (DC):**
 1. Definition: Dual credit courses are high school courses with accompanying challenge exams that are aligned to postsecondary standards. Students earn postsecondary credit by meeting or exceeding the cut score for the exam. There are two types of dual credit courses in Tennessee:

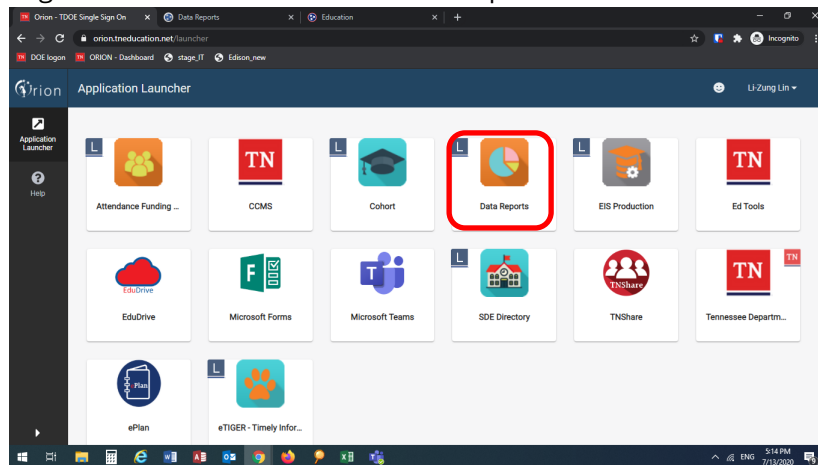
- a. Local dual credit: Earn postsecondary credit by successfully completing the courses and passing an assessment developed and/or recognized by the granting postsecondary institution.
 - b. Statewide dual credit: Earn postsecondary credit by meeting or exceeding the established cut score set for the exam that can be applied to any public postsecondary institution in Tennessee.
The CTE statewide dual credit courses (SDC) in 2021-22 were:
 - i. C12H44 – SDC: Introduction to Business
 - ii. C18H09 – SDC: Introduction to Plant Science
 - iii. C18H10 – SDC: Introduction to Agriculture Business
 - iv. C30H11 – SDC: Criminal Justice
2. The dual credit review data is compiled by student records which teachers reported to eTIGER under the column of “Dual Credit” in one of the following ways:
 - a. “Yes” the student enrolled in the course, but did not take the challenge exam; or
 - b. “Pass” the student enrolled in the course, took the challenge exam, and passed the challenge exam; or
 - c. “Fail” the student enrolled in the course, took the challenge exam, but failed the challenge exam.
- iv. **CTE Dual Enrollment (DE)**
 1. Definition: A dual enrollment course is a postsecondary course in which high school students are enrolled at the postsecondary institution (TCAT, community college, or university) and earn postsecondary credit upon completion of the course. High school credit is awarded based on the local policy.
 2. The dual enrollment review data is compiled based on student records reported to eTIGER as dual enrollment course codes listed in the online course catalog.
 3. In addition, the dual enrollment review data is compiled by student records with data “Dual Enrollment =Yes” which students were reported to eTIGER for:
 - a. Postsecondary institution; and
 - b. Postsecondary credentials.
 - v. **Cambridge courses** are part of the Cambridge International Exam program. These courses provide high school students the opportunity to earn postsecondary credit that is accepted by colleges in the U.S. and abroad. Data reported for Cambridge courses in CTE content areas is the same as other high school CTE courses.

c. Data Review Process:

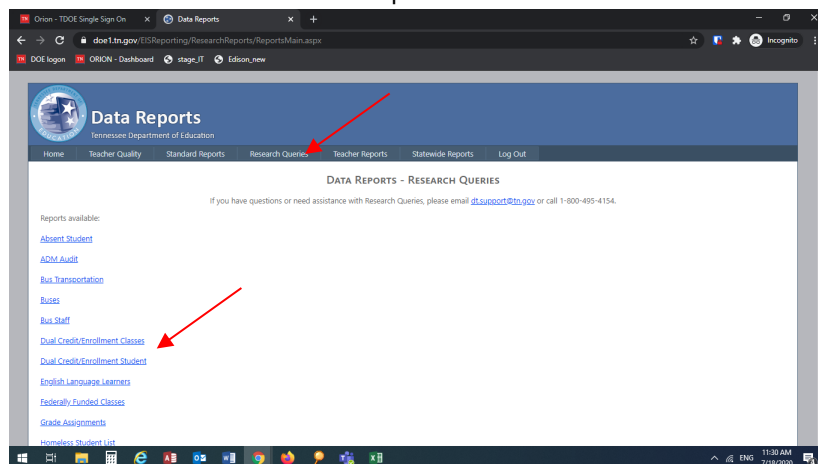
- Overview**
- Review early postsecondary related data files including questionable data (if listed) in SharePoint.
 - Cross Check the data consistency with State “Data Reports” of Dual Credit/Enrollment Classes and Dual Credit/Enrollment Students.
 - Update data changes in eTIGER or **EIS** data report **Extract 30** – Class Section for “Data Reports”.
 - Once complete, attest Report II on the eTIGER “2021-22 Data Review” page.

i. Access the EIS Data Reports

1. Login to TDOE SSO and select “Data Reports”



2. Select “Research Queries” for “Dual Credit/Enrollment Classes” and Dual Credit/Enrollment Students” reports



- ii. Log in to CCR SharePoint and download the following review files related to postsecondary reported data.
 1. LEA_II_EPSO_class:
 - a. Lists the EPSO classes offered and the total number of students enrolled by class.
 - b. Students enrolled in multiple EPSO classes will be duplicated/counted more than once in this file.
 2. LEA_II_EPSO_student:
 - a. Includes student level records that reported in attested EPSO classes.
 - b. Students enrolled in multiple EPSO classes are duplicated/counted more than once in this file.
 3. LEA_II_DC_pass:
 - a. The percentage of students reported as “Pass” or “Yes” for a dual credit course to eTIGER.
 4. LEA_II_DE_earned:
 - a. The percentage of CTE students earning postsecondary credits for dual enrollment (credit >0) and reported to eTIGER.
 5. LEA_II_EPSO_questionable_DC_1:
 - a. In DC (including SDC) classes, but did not report “yes”, “pass”, or “fail” at “Dual Credit” column for students.
 6. LEA_II_EPSO_questionable_DE_2:
 - a. In DE classes but did not report **both** “Dual Enrollment Institution” and postsecondary credentials (including earned credits or clock hours).
 7. LEA_II_EPSO_questionable_DE_3:
 - a. In DE classes, reported postsecondary credits but did not report high school credits. (Normally District will grant the high school credit for a DE class.)

Note: If a specific file/report is not present in your SharePoint folder, then there is no data to review or no issues with questionable data. EPSO (Early Postsecondary Opportunity) data includes CTE review classes of DE, DC, and Cambridge.

- iii. Once the above review has been conducted, go into eTIGER or EIS to make the necessary changes to student records.
 1. Log in to eTIGER.
 2. Select “School Course Listing” under “Class/Course Roster.”
 3. Select the course code/local class number to open the class roster.
 4. Navigate to the student’s class roster screen and click “Report Class” to report and save the data.

Note: The individual data entry screen for DE courses are not working currently. IT is working on a solution. "Report Class" will open the data entry screen for updating the student records in the class as whole.

- a. All Early Postsecondary CTE classes must be attested.
- b. Data reported for Dual Enrollment Class:
 - i. Use a dual enrollment course code.
 - ii. Report both "Dual Enrollment Credit Earned" and "Dual Enrollment Institution."
 - iii. The "Dual Enrollment" column shows "YES" at class roster screen.
 - iv. Also report the following high school-related data:
 1. Number Period
 2. Number Credits Earned
 3. EIS Credits Earned (populated from EIS)
 4. Concentrator (if applicable)
- c. Dual Credit Class:
 - i. Other than Statewide Dual Credit courses (C12H44, C18H09, C18H10, and C30H11) use a CTE high school course code.
 - ii. The "Dual Credit" column shows "Yes, Fail, or Pass."
- d. Cambridge Class, report as CTE high school classes:
 - i. Use Cambridge course codes.
 - ii. Report the following high school-related data:
 1. Number Period
 2. Number Credits Earned
 3. EIS Credits Earned (populated from EIS)
 4. Concentrator (if applicable)
 - iii. "Dual Credit" column show "NO."

Note: All changes will be pending until an overnight processing is complete. Make sure to check eTIGER the next day to ensure the changes were completed correctly.

- iv. Ask LEA EIS staff to make the changes at **EIS data report Extract 30, if any, for DE/DC class enrollment.**
- v. The EPSO class attestation only hold the accountability for CTE data staff for the EPSO data reported to eTIGER.

III. **CTE Concentrator of 2021-22**

- a. Purpose:
 - i. This review is to assure the reported concentrators and the area of concentration were compliant with the new concentrator definition.
- b. Source Data Notes:
 - i. The review concentrator data was pulled from eTIGER as the date of review.

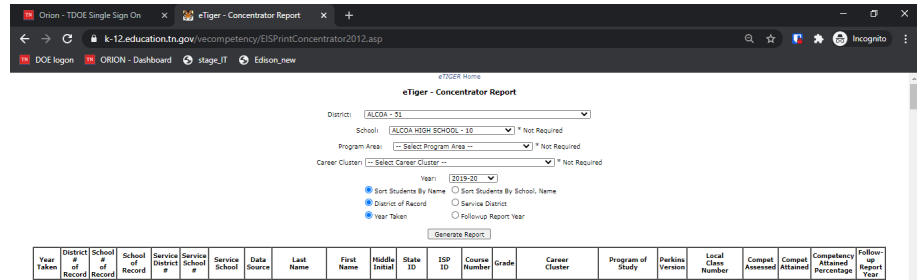
- ii. 2019-20 was the first year of Perkins V concentrator definition was applied to identify the CTE concentrators. While automatically identify CTE concentrator is under development, CTE class instructors continue to report to eTIGER for LEAs' concentrators.
- iii. Perkins V CTE concentrator is defined as a student served by an eligible recipient who has **completed at least 2 sequenced courses in a single career and technical education program or program of study**. To meet the criteria of a Perkins V concentrator:
 - 1. Earned credit (means "completed" the course) counts when –
 - a. The instructor-reported earned credit (>0) was the same as the credit pulled from student Final Grade Report in EIS; or
 - b. When the eTIGER reported credit was different from the EIS Final Grade Report but the eTIGER report class was attested.
 - 2. Two Sequence courses – within the same POS or SPOS, may earn credits in different school year:
 - a. Be the level 1 & 2 courses
 - b. Be the level 2 & 3 courses
 - c. Be the level 3 & 4 courses
 - d. For repeated courses,
 - i. If took at the same year, counted one time only for the year
 - ii. If took at the different year, counted for each year
 - e. Sequence courses CAN NOT be the same course **even** in different years
 - f. Same course, may apply as one of sequence courses for multiple POS/SPOS if listed at POS/SPOS
- iv. **Students can become concentrators in multiple POS. Students cannot become a concentrator in the same program of study multiple times.**
- v. The CTE "concentrators of the school year" includes all CTE students in any grade who were indicated as a "concentrator" in the selected school year.
 - 1. **This list can be pulled from eTIGER "Concentrators" under "Reports" by selected school year.**
- c. Data Review Process:

Overview

- Review and check concentrator data from eTIGER 2021-22 "Concentrators Report".
- Update the concentrator data at eTIGER as necessary.
- Attest Report III on the eTIGER "2021-22 Data Review".

- i. Access eTIGER "Concentrator Report"
 - 1. Log in to eTIGER and click "Concentrators" under "Reports".

2. Select school year of 2021-22, and specific school and career clusters (if you prefer to narrow down the data file).



3. **Check** if a student has been reported in the same area of concentration multiple times in the school year.
 4. **Check** if a concentrator's follow-up survey years (one year after the graduation, last column of the report) is correct.
- ii. Make the changes in eTIGER class roster at concentrator report screen (click "concentrator" column of a student) and check back after the overnight data process at "Concentrators" reports for all the updates.
 - iii. CTE class attestation only hold the accountability for CTE data staff for the concentrators shown on eTIGER "Concentrator Report".
 - iv. If the above concentrator updates involve the 2021-22 cohort graduated students, please also check at cohort graduation file the column "CTE" with the flag of "Y" for the updated concentrator status.

Congratulations, you have completed Step I of the 2021- 22 CTE Data Review. Step II instructions be shared along with the release of the Step II data files.