Learning that works for Colorado
CTE™

Postsecondary Process for 2019-2020 CTE Reporting Year

Postsecondary Level CTE Student Enrollment Reporting for:
- Aims Community College
- Colorado Mountain College (CMC)
- Technical College of the Rockies (TCR)
- Colorado Department of Corrections (DOC)
- Emily Griffith Technical College (EGTC)
- Pickens Technical College (PTC)
- Western Colorado Community College (WCCC)

Submission Deadline: August 31, 2020

The institutions listed in the box above must use this specific file format to report their postsecondary level CTE student data to CCCS. Using the main student population types reported in this file, CCCS will then populate the statewide CTE data system for the different areas of CTE accountability reporting and funding purposes. Do not use a previous year file format documents to report student data. File format documents are updated every year and the requirements may be different than previous year versions.

If your institution has secondary level CTE student data to report, then you should not use this file format. You must use the format specifically designed for secondary level CTE programs for those secondary level students. See the Documents section of the Help page or the secondary enrollment page for the secondary file format.

Contents (Ctrl + click on a title to go to that section in this document)

General Information

What is CTE Enrollment reporting?

CTE enrollment is submitted to the state CTE database that contains demographic and programmatic information for secondary and postsecondary level career and technical education (CTE) students. There are two principal components of reporting on CTE students, which are the "Enrollment" and "Follow-up". **CTE student data, because of its ties to continued federal and state funding for CTE programs, is high stakes and it is critical that the data be valid, complete, and reliable. All CTE data submitted to CCCS is subject to audits internally, by the state, and by multiple federal agencies.**

How is CTE student data used and why is it required?

- **Perkins Formula Allocation Grants** – CTE student enrollment data is used in a portion of the formula, which calculates the distribution of federal Perkins funds to secondary and postsecondary institutions. Perkins formula allocations are reported to the schools by CCCS in the spring of each year.
- **Federal Performance Reports** – CTE student information is used for the federal performance report (Perkins performance metrics) due in December of each year to the US Department of Education and also dispersed to local recipients each spring to address in their Perkins local plans. This report uses

information on special populations, gender, ethnicity, and program participation, concentration, and completion information.

- **Colorado Technical Act** - The secondary CTE data is used to generate the Colorado Technical Act (CTA) report, which is required by the state legislature each year. This report contains information on CTE programs including enrollment, completion, placement, costs, FTE, and other items.
- **Program Approval & Renewal Process** - The CTE student data populates three separate 5-year trend reports used by CCCS to evaluate new and existing CTE programs as set forth by the State Board for Community Colleges and Occupational Education (SBCCOE). Five-year trend and current approved Colorado CTE program data is available at the public reports page of the Program Approval website.
- **Civil Rights Compliance Audits** - The CCCS internal audit department uses the CTE student information to determine which schools should be visited in a compliance visit as mandated by the U.S. Department of Education, Office for Civil Rights. Selection can include such factors as concentrations of special populations, region, size, and time of the last visit.
- **Other CCCS Reports** - Many other reports are produced internally throughout the year for CCCS staff in order to maintain as well as continually improve and promote CTE in the state of Colorado.

CTE Student Enrollment

The CTE student enrollment submission for most postsecondary institutions is created in the late summer to fall following the close of each academic year. The process involves collecting demographic and program participation, concentration, and completion status for students taking CTE courses.

CTE Student Follow-up

The CTE student follow-up process is to be done by each community college and area technical college and is due March 31st of each year. The follow-up process involves the gathering of placement information on students who have completed a CTE program in the previous school year. All institutions with CTE programs should submit their follow-up data via the CTE data reporting website either on a per record entry process or file upload. See the data collection website (https://ve135.cccs.edu) for more information.

What is the privacy policy of CTE student records at CCCS?

Aggregated data reports derived from CTE student records are considered to be public information with most reports mandated as such by the federal Perkins Act. Individual student records are protected in accordance with the Family Education Rights & Privacy Act (**FERPA**) and other established policies.

Why are part-time postsecondary CTE students collected as part of the CTE enrollment reporting process, but excluded from most CTE data reports?

The original idea was that we would claim them for FTE but did not want to be held accountable for the completion and placement rate. Separating students into full and part time categories accomplished this goal. Federal reports also separate students into these 2 categories for some of the same reasons. The success rate for full time students is higher.

The reason we don't include part time students in the federal allocation formula is that area technical colleges don't report part time students by individual student. Including part time students when calculating the increase in service to special populations will be positive only if these students represent a higher percentage of these special populations than the full time students. When checking these percentages on a statewide basis, we found that the percentages of special populations in the part time group were lower than the full time group.

Note-part time and full time CTE status does not use the same criteria as academic part time and full time status.

File Instructions

Please read all the instructions and file layout below carefully *before* starting your file. Please don't just build your file based on only the table layout. It is likely to save you time, limit frustration, and help to ensure that your data is complete and accurate in the long run.

- Please direct your questions to Lauren Victor at Lauren.Victor@cccs.edu or 303-595-1527.

- CCCS always creates a new file format document each and every reporting year. **Do not use file format documents from previous reporting years** or you risk reporting your data incorrectly. Check the reporting year listed at the top of this document to make sure you are using the correct documentation.

- Use this documentation for creating a data file of students to report to CCCS for the purpose of completing required accountability reporting for your postsecondary level CTE programs from the 2019-2020 academic year. Your data file can be in Excel 97-2003 (xls) or Excel 2007 (xlsx) format.

- Once you have assembled your file in Excel, you will use the validation and upload utility built into the CTE Student Enrollment section of the CTE website

- CCCS approves middle school level, secondary level, and postsecondary level CTE programs. Secondary level programs are typically limited to just high school students, but postsecondary level programs can have both high school and postsecondary level students enrolled within them. You should report only data for postsecondary level programs in this file. Data for secondary level programs is reported via a different file format or by single record entry onto the CTE Data Collection website.

- You must use the current CCCS (not CDHE) assigned CTE CIP code and five digit program id for your postsecondary level CTE programs. **The program ID is not the same as the 4 or 5 digit program request id!** Depending on timing of your file submission, this may be different from your internal source data and what is on record at DHE. It is an ongoing process to keep CIP codes in sync between DHE and our CTE data system. Invalid CIP codes and program ids will result in errors during validation. You can look up your current CTE CIPs and program ids on the Reports page of the Program Approval website.

Building Your File

The 11-12 year was the first year to bring the district colleges Aims, CMC, and WCCC on board with this specific file format process. The Colorado Department of Corrections and Division of Youth Corrections were added to the list starting with the 12-13 reporting year. The process of building your file for submission may be complex; please feel free to share your comments and suggestions on improving this process with CCCS.

Your institution does not have to use the exact same steps we've outlined when assembling your records, but you do need to end up with correct data according to all of the rules outlined in this document. Your institution is responsible for reporting accurate and complete data to CCCS. The data that you report is tied to strict federal mandates and federal funding and is subject to CCCS, state level, and federal level monitoring visits and audits. The rules in these instructions must be followed by all participating institutions in order to ensure equitable student counts and comparisons for all.

Records to Include in Your File

To populate all the areas of the CTE data system in order to determine the CTE student population, calculate the Perkins performance metrics, and calculate the Perkins formula allocations your file will need to contain records on:
- CTE Major Completers
- CTE Major Non Completers
- CTE Major Participants

- Academic Major Participants
- Undeclared Major Participants
- AGS Major Full Time CTE

Your institution may not have all of the above listed types of students, but if they are present, then you need to report them.

The following is a walkthrough on how you can go about capturing these records followed by the file format layout.

Steps for Capturing Completers (Academic and CTE)

You will first need to capture records of all students who earned a certificate or degree during the 19-20 academic year (Summer 2019, Fall 2019, and Spring 2020) and then narrow those down to one record per student per CIP (both academic and CTE).

Example

Greg Brown earned 3 awards during the academic year. He earned 2 certificates in CIP (major) 520201 and one AS degree which is CIP 240199. He should get two records in the Excel file, one for 520201 and one for 240199 even though he received 3 awards. You will have the opportunity to mark his record with the number of certificates or degrees earned per CIP (academic or CTE).

In the past, CCCS used the SURDS full year Degrees Awarded files for Aims, CMC, and WCCC to get these records. Colleges are encouraged to follow the same process because completers should be verifiable in the institution's IPEDS submission for the same academic year. In other words, do not submit records for students who did not *officially* receive a certificate or degree in the academic year. Area technical colleges should use the same data sources they use to submit for IPEDS if they do that. For institutions that do not submit for IPEDS, then use what makes sense at your institution. It should be something that you can back up with student records in case of an audit.

Once you have narrowed down the completer records in your Excel file to one record per student per CIP, then perform the following steps:

- **Where the award in the record is a CTE certificate or degree** (determined by CIP):
  - Mark the Completer field with a "1". By doing this, you will then have flagged all CTE completers in your file.
  - Mark the Full Time CTE, Participant, and Concentrator fields with "1". Students who received a CTE certificate or degree are considered to be full time CTE, participants, and concentrators within the CTE CIP they received the award in, and they will all go into CTE enrollment as long as there is a CCCS approved CTE program to match.
  - Make sure the CIP CTE field is populated with the current CTE CIP code approved by CCCS.
  - Fill in the Program ID with the current CTE Program ID.
  - Some colleges may offer an AGS/CTE type of award within a CTE program. If your college has this type of program completer, then make sure the CTE CIP field is populated with the CTE program CIP code and not 240102. The AGS/CTE award is currently a rare situation and it must be written into the CTE program approval documentation. Do NOT mark students who received a standard AGS degree of 240102 with a CTE CIP code.
  - Records will be accepted two years after CTE programs are closed.
  - Fill in all other fields in each record.
- **Where the award in the record is an academic certificate or degree** (determined by CIP):
  - Leave the Completer field blank because these are not CTE completer records.
  - Leave the Concentrator field blank.
  - Now mark the Participant field with a "1" if the student completed at least one (1) CTE course in the CTE program within the reporting year. Participant has changed per the new Perkins V definition.

- o If this is a an academic AGS record, mark the Full Time CTE field with a "1" if the student met the definition for full time CTE enrollment as described in the next section on Steps for Capturing non-completers (Academic and CTE).
- o Make sure the CIP Academic field is populated with the academic CIP (either 240101, 240102, or 240199 or other CIP that is not a CTE program at your institution). Leave the Program ID field blank.
- o Be sure to put a "1" in the new AGS/Academic field if the student received an AGS/Academic award (240102).
- o Fill in all other fields in each record.

Steps for Capturing Non-Completers (Academic and CTE)

The next step is to add student records to the Excel file where there were no certificates or degrees awarded (neither academic nor CTE) in the academic year. This process is much more complex than capturing completers.

In the past, CCCS used the SURDS Term Enrollment files for Aims, CMC, and WCCC to get these records. The colleges are encouraged to follow the same process because enrollment should be verifiable in the institution's IPEDS submission for the same academic year. Area technical colleges should also use the same data sources they use to submit for IPEDS if they do that. For institutions that do not submit for IPEDS, then use what makes sense at your institution.

- ▪ **Calculating Full Time CTE Enrollment:** In a temporary dataset, capture one record per student from the three SURDS term enrollment files and calculate the total CTE (vocational) credit hours per term divided by the number of terms attended. You will also need to use the SURDS course files (DHE first developed in AY12-13) to get CTE credit hours. In addition, you must capture the declared major of the last term attended. You should end up with just one record per student in your dataset with this process. You will then need to *calculate* Full Time CTE enrollment for all these noncompleter records (both academic and CTE).

Example:
Paula Smith was enrolled in the summer, fall, and spring semesters of the 19-20 academic year, but she was not eligible to receive a program certificate or degree for the year.

Paula declared her major as 520201 (Business Administration) for the summer semester, her major as 520302 (Accounting) for the fall semester, and her major as 520201 (Business Administration) for the spring semester. Business Administration and Accounting are both CTE approved programs at Paula's institution.

Paula's SURDS Term Enrollment Records Show:

Term	Major (CIP)	Total CTE Credit Hours
2019 (Summer)	520201	2
2019 (Fall)	520302	8
2020 (Spring)	520201	12

An average of the CTE credit hours is calculated for all three terms that she attended (if she had attended only 2 terms then divide by 2). If the average is 6 or greater hours per the number of terms attended, the student is considered Full Time CTE.
Paula's average CTE credit hours for the year: (2+8+12) / 3 = **7.3** CTE credit hours.
Her declared major for the last term attended was 520201 which is a CTE CIP.

Important Note: It does not matter if the major codes are academic or CTE; you still need to determine Full Time CTE enrollment status for all the non-completer records. So, even if the major code of the last term attended for Paula was 240101, she would still make the Full Time CTE status. The record would not go into the CTE enrollment because the last term attended is academic, but the record could be used for other Perkins reporting purposes. An example of

this would be AGS students that are also Full Time CTE used in the Perkins Formula Allocations. *You will also need to perform the Full Time CTE calculation for the academic AGS completers and flag their records too! See above section on Steps for Capturing Completers (Academic and CTE).*

- At this point you can add the records from this dataset to your Excel file and complete the following steps, but be aware that you should make the following changes to just your non completer dataset, **not** to the completer records you already added.

- For each record, enter the CIP (major) of the last term attended. Enter academic CIP codes into the CIP Academic field and CTE CIP codes into the CIP CTE field. If the CIP is undeclared for the last term attended, then enter 999999 into the CIP Academic field. However, undeclared CIP codes will not go into the VE-135. You should **not** have any blank CIP fields in your file.

- If the CIP is that of an approved CTE program, then populate the Program ID field for the record.

- Leave the Program ID field blank for academic and undeclared CIP codes. Program ID is for CTE CIP codes only.

- Some colleges may offer an AGS/CTE type of award within a CTE program. It your college has this type of program, then make sure the CTE CIP field is populated with the CTE program CIP code and not 240102. The AGS/CTE award is currently a rare situation and it must be written into the CTE program approval documentation. Do **not** mark students pursuing a standard AGS major of 240102 with a CTE CIP code.

- For *all* records, mark the Full Time CTE field with a "1" in records where you calculated the average CTE credit hours of 6 or greater. If the average is less than 6, then leave the Full Time CTE field blank.
    - For all non-completer records that you did mark as Full Time CTE:
        - Mark them as a Participant also because non completer students who are Full Time CTE are also considered to be Participants. However, they are not considered to also be Concentrators automatically. Concentration has to be calculated for these students and instructions follow below.
    - For all non-completer records that you did **not** mark as Full Time CTE:
        - Mark them as a Participant if they have completed more than one course, per the new Perkins V participant definition.

- Perkins V Concentrator definition has changed. Mark Concentrator with a "1" only if the student is Full Time CTE *and* the declared major of the last term attended is a CTE CIP *and* the student either, a) earned at least twelve (12) CTE credits within the single CTE program or b) completed such a program if the program is twelve (12) or fewer credits.
Remember that you only need to calculate concentration for Full Time CTE students (both completers and non-completers), not for academic students.
At this time, CCCS simply uses the total CTE (vocational) credit hours for the entire year to determine concentrator status. We don't track total CTE credit hours within a single program by course, as we do not have the resources to do that.

- Back up your data at this time and review your non completer records. You may now exclude any **non-completer** records from your Excel file where Full Time CTE, Concentrator, and Participant are all blank within a single record. The CIP can be either CTE, academic, or undeclared or other non CTE. These are students who don't need to be counted in any accountability reporting or funding formula. If you don't exclude these records, you will receive an error during the file validation.

- The last non-completer step if you haven't already done so is to fill in all required fields for each record in your Excel file.

- **Important note for Aims and CMC -** you should end up with some AGS completer and non-completer records marked as Full Time CTE and participant plus some marked as just participants.

If you do not, then contact CCCS and we'll explore why those are not showing up in your dataset. This is very important for the Perkins Formula Allocations.

Finalizing your Excel File

- To finalize your Excel file, make sure that you clean out any duplicate records for a single student where they are listed with the same CTE CIP code. This can happen if you accidentally added multiple completer records for different awards within a single CIP. It can also happen if you have one completer record and one non completer record for the same student within a single CIP. You should keep the completer record in this case.

- Once you have finalized your file, you are ready to upload it to the [CTE data collection website](#)

- There are no specific requirements for the filename but it is suggested that you name the file in such a way that it can be clearly distinguished from any other files that you upload, e.g. <schoolname>_<year>.xls,

- To upload your enrollment data file, log into the [CTE data collection website](#) go to the CTE Student Enrollment link, then click on the "Upload Enrollment File" button and follow the onscreen instructions. **Do not email or mail your data file(s) to CCCS!**

- You must have an account to login to the CTE website. Check with your college or CCCS to see who the main CTE contact(s) are with account logins. If all contacts have left their employment, then contact CCCS so that we can update our records and assign new account logins.

- You may use either the "Validation Only" or the "Validate and Import" buttons that will check your file for errors and report them back to you immediately for you to fix. **Your file will not be accepted for import until *all* errors are corrected.** Typically, you would use the Validation Only button until your file is error free, then use the Validate and Import button to actually upload your file for import. Once your file is uploaded, it will be imported into the CTE data system and you will then be able to review the results within 24 hours. You'll have the opportunity to overwrite the data (up to the August 31 deadline) with another file version if you find that you need to amend records. See the CTE Student Enrollment section of the CTE data collection website for additional instructions on validating and uploading your file.

File Layout

Your final file version should contain **only one record per student per CIP**.
Changes made for the 19-20 reporting year are highlighted in yellow.

Is Data Required or Optional?	Column Header (Row 1 of your Excel file must match exactly)	Description	Values	Field Length (Number of characters)
Required	Program Level	This is the level of the CTE approved program. This file layout will only allow postsecondary level records. This field serves as an important identifier of the level of these records.	Postsecondary level = **2** Error if blank or not 2.	1
Required	School Year	The school year is the last two digits of the spring year of the school year. For example, if a student record is listed with the year 20 that means the data of that record reflects the status of that student in the 2019-2020 school year. Enrollment terms that would be included in the 2019-2020 school year include Summer 2019, Fall 2019, and Spring 2020. This field serves as an important identifier of the AY of these records.	Enter the 2-digit year Error if blank or not correct for the current reporting year.	2
Required	Institution Code	The unique 4-character code designated to each Colorado postsecondary institution. See codes listed in the column to the right. For most institutions, this code is the same as the code you report to CDHE.	Enter the 4-digit code for your institution: ▪ **6326** = Technical College of the Rockies ▪ **0000** = DOC ▪ **5124** = Emily Griffith Technical College ▪ **6109** = Pickens Technical College ▪ **0505** = Aims Community College ▪ **0501** = Colorado Mountain College ▪ **0518** = Western Colorado Community College Error if blank or invalid (doesn't match CTE Data Collection website login account holder).	4

Is Data Required or Optional?	Column Header (Row 1 of your Excel file must match exactly)	Description	Values	Field Length (Number of characters)
Required	SSN	The student's official social security number. CCCS uses the SSN to determine students who receive Pell or State aid as part of the Perkins formula allocation. If SSN is left blank, then those students cannot be identified as receiving Pell or State Aid and will not be used in that criteria of the Perkins formula allocation. We understand that some students do not disclose an SSN to the institution and are not eligible for financial aid.	Enter the numeric, 9-digit SSN. Leave blank only if SSN was not reported by student. Error will be generated if SSN entered is invalid.	9
Required	Student Identification Number	The official number that uniquely identifies a student at an Institution up to nine characters. This is not the SSN. It is your internal institution identifier and will be used as the main identifier in our CTE data system. • **Pickens** prefix a "P" to the left of your 8 digit internal ID • **Emily Griffith** prefix "EGO" plus the 6 digit internal ID *or* "EG" plus the 7 digit internal ID. You may also still use "S" numbers from the legacy CCCS Banner system where needed • **TCR** use your internal id –supposed to be the first 2 letters of the last name followed by a 7 digit numeric code • **DOC** prefix "DOC" to the left of your 6 digit numeric internal identifier. If identifier is less than 6 digits, then pad with leading zeros • **District colleges** should use the internal identifier that you would report in your SURDS submissions.	Enter the 9-digit value. Error if blank.	9
Optional, but encouraged	SASID	SASID is the "State Assigned Student Identification Number". The 10-digit Colorado Department of Education student ID. Also sometimes called the State ID, CDE ID or RITS ID. CCCS would like to have this ID in order to track the successes of all CTE students across secondary and postsecondary levels.	Enter the 10-digit numeric value. Error if SASID is invalid (according to CDE rules).	10
Required	First Name	First Name of student.	Enter the first name. Two words separated by a space is okay. One apostrophe is allowed in the middle or at the end. Double apostrophes not allowed. Error if blank.	50

Is Data Required or Optional?	Column Header (Row 1 of your Excel file must match exactly)	Description	Values	Field Length (Number of characters)
Optional	Middle Name	Middle name of student.	Two or three words separated by spaces or hyphens are okay. No apostrophes or periods. Contiguous spaces and hyphens are not allowed. Single initial okay.	50
Required	Last Name	Last name of student.	Enter the last name. Can contain up to one space, one apostrophe, or one dash. Double apostrophes not allowed. Error if blank.	50
Required	DOB	The date of birth as designated on the individual's legal birth registration or certificate.	Enter either MMDDYYYY with no slashes or hyphens (Ex. 09171992) or mm/dd/yyyy format (Ex. 9/17/1992). The format for all dates in the file must be the same. Do not mix formats. Error if blank or mixed formatting.	8-10
Optional	Area Code	Area code of student. Provide if you wish to contact students by phone during the CTE Follow-up process. Needed only for CTE completers.	Enter 3 digits, no parenthesis.	3
Optional	Phone	Phone number of student. Provide if you wish to contact students by phone during the CTE Follow-up process. Needed only for CTE completers.	Enter 7 digits, no hyphens.	7
Optional	Email	Email address of student. Provide if you wish to use email to contact students for the CTE Follow-up process. Needed only for CTE completers.	Enter up to 50 character email. Error if invalid general email format (i.e. missing @ symbol or period before domain name).	50
Required	Gender	Gender of the student. Gender is required for CTE federal accountability reports. If unknown, then use the DHE rule where students having a Student Identification Number that ends with an even digit report as male; students having a Student Identification Number that ends with an odd number report as female. This field is specifically needed to determine nontraditional status of program enrollment under Perkins V.	▪ **1** = Male ▪ **2** = Female Error if blank. Note that these values are opposite the values in the secondary level file format.	2

Is Data Required or Optional?	Column Header (Row 1 of your Excel file must match exactly)	Description	Values	Field Length (Number of characters)
Required	Hispanic	A flag that indicates whether a student specified this ethnicity as describing themselves to the school. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic/Latino or Latino." This is a required special population field under Perkins V and your institution must develop a process for reporting this data. You are required to report this data if students have self-reported it to your institution.	▪ **1** = yes ▪ **0** = no (student did not self-identify Error if blank.	1
Required	American Indian	A flag that indicates whether a student specified this race as describing themselves to the school. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment. This is a required special population field under Perkins V and your institution must develop a process for reporting this data. You are required to report this data if students have self-reported it to your institution.	▪ **1** = yes ▪ **0** = no (student did not self-identify Error if blank.	1
Required	Asian	A flag that indicates whether a student specified this race as describing themselves to the school. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. This is a required special population field under Perkins V and your institution must develop a process for reporting this data. You are required to report this data if students have self-reported it to your institution.	▪ **1** = yes ▪ **0** = no (student did not self-identify) Error if blank.	1

Is Data Required or Optional?	Column Header (Row 1 of your Excel file must match exactly)	Description	Values	Field Length (Number of characters)
Required	African American	A flag that indicates whether a student specified this race as describing themselves to the school. A person having origins in any of the Black racial groups of Africa. This is a required special population field under Perkins V and your institution must develop a process for reporting this data. You are required to report this data if students have self-reported it to your institution.	▪ **1** = yes ▪ **0** = no (student did not self-identify) Error if blank.	1
Required	White	A flag that indicates whether a student specified this race as describing themselves to the school. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. This is a required special population field under Perkins V and your institution must develop a process for reporting this data. You are required to report this data if students have self-reported it to your institution.	▪ **1** = yes ▪ **0** = no (student did not self-identify) Error if blank.	1
Required	Pacific Islander	A flag that indicates whether a student specified this race as describing themselves to the school. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. This is a required special population field under Perkins V and your institution must develop a process for reporting this data. You are required to report this data if students have self-reported it to your institution.	▪ **1** = yes ▪ **0** = no (student did not self-identify) Error if blank.	1

Is Data Required or Optional?	Column Header (Row 1 of your Excel file must match exactly)	Description	Values	Field Length (Number of characters)
Required	Limited English	This field is used to determine if a student does not speak and understand the English language in an instructional setting well enough to benefit from the instruction and complete the objectives of the program without special assistance. Federal definition: A student who has limited ability in speaking, reading, writing, or understanding the English language, and 1) whose native language is a language other than English, or 2) who lives in a family or community environment in which a language other than English is the dominant language. Mark students as limited English if they have taken an ESL course during the academic year. If your institution does not offer ESL courses to English language learners, then you may use an alternate resource such as a self-report question on the institution application, but report for the current academic only. This is a required special population field under Perkins V and your institution must develop a process for reporting this data.	▪ **1** = Student is limited English proficient ▪ **0** = Student is **not** limited English proficient Error if blank.	1
Required	PS Disability	This field is used to determine if a student has an ADA handicapping condition. The student could have self-reported a disability to the institution or have sought special services at the institution. This is a required special population field under Perkins V and your institution must develop a process for reporting this data.	▪ **1** = Student has a disability ▪ **0** = Student does **not** have a disability Error if blank.	1
Required	Economically Disadvantaged	This field is used to determine if a student is a Pell recipient during the academic year. This is a required special population field under Perkins V and your institution must develop a process for reporting this data.	▪ **1** = Student is economically disadvantaged ▪ **0** = Student is **not** economically disadvantaged Error if blank.	1

Is Data Required or Optional?	Column Header (Row 1 of your Excel file must match exactly)	Description	Values	Field Length (Number of characters)
Required	Out-of-Workforce Individual (new term in Perkins V, replaces previous term of Displaced Homemaker)	An out-of-workforce individual is someone who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment AND has one or more of the following scenarios: • Has been working primarily in the home without being paid (such as a stay at home parent or caretaker of family member) and for that reason has fewer marketable skills • Has been working unpaid in the home (such as a stay at home parent or caretaker of family member) and has been dependent on the income of another family member but is no longer supported by that income • Is the dependent spouse of a member of the Armed Forces on active duty and the family income is significantly reduced due to deployment, permanent change of station, or service-related death or disability • Is a parent whose youngest dependent child will become ineligible to receive Social Security Assistance. Usually self-reported to institution on student application. This is a required special population field under Perkins V and your institution must develop a process for reporting this data.	▪ **1** = Student is an Out-of-Workforce Individual ▪ **0** = Student is **not** an Out-of-Workforce Individual Error if blank.	1
Required	Single Parent	Federal definition: Single parents, including single pregnant women. Usually self-reported to institution on student application. This is a required special population field under Perkins V and your institution must develop a process for reporting this data.	▪ **1** = Student is a single parent ▪ **0** = Student is **not** a single parent Error if blank.	1

Is Data Required or Optional?	Column Header (Row 1 of your Excel file must match exactly)	Description	Values	Field Length (Number of characters)
Required	Grade Level	This field is used to identify the student grade level for the academic year.	▪ **13** = 0-44 Quarter Hours *or* 0-29 semester hours successfully completed ▪ **14** = greater than 44 quarter hours *or* greater than 29 semester hours successfully completed	2
Optional, but encouraged	Colorado Resident	Residency of student determined by tuition classification. CCCS would like to have this information in order to track the successes of all CTE students across secondary and postsecondary levels.	▪ **1** = Colorado resident ▪ **2** = **not** a Colorado resident ▪ **Blank** = Unknown	1
Optional, but encouraged	Military Status	This field is used to determine if a student is a veteran and if so, whether he or she receives veteran's benefits. CCCS would like to have this information in order to track the successes of all CTE students across secondary and postsecondary levels.	▪ **1** = Student is a veteran, receives veteran's benefits, but is not on active duty ▪ **2** = Student is on active duty in the military ▪ **3** = Student is a veteran but does not receive veteran's benefits ▪ **Blank** = not applicable	1
Optional, but encouraged	Educational Plan	This field is used to determine if a student is pursuing a certificate, an associate degree, or is upgrading skills. CCCS would like to have this information in order to track the successes of all CTE students across secondary and postsecondary levels.	▪ **1** = Student is pursuing a certificate ▪ **2** = Student is pursuing an associate degree ▪ **3** = Student is upgrading skills ▪ **Blank** = not applicable	1

Is Data Required or Optional?	Column Header (Row 1 of your Excel file must match exactly)	Description	Values	Field Length (Number of characters)
Required	CIP Academic	The **academic** 6-digit CIP code – "Classification of Instructional Program". **This would be CIP codes that are not for CCCS, CTE approved programs.** **District colleges-**For non-completer students whose last term enrolled was undeclared, fill in this field with 999999. If the student received an academic award, then enter that academic CIP. If the student did **not** receive an academic award but was pursuing an academic path, enter the academic CIP (declared major) from the last term attended (see the calculating Full Time CTE in the instructions).	Enter the 6-digit non-CTE code *or* undeclared code of 999999; no extra characters such as dots or dashes. Error if invalid or is a CTE CIP (except for non-approved CTE programs) or if blank and CIP CTE field is also blank. **TCR, DOC, Pickens, and Emily Griffith:** this field should be blank for all of your records because all programs at your institutions are CTE.	6
Required	CIP CTE	The **CTE** 6-digit CIP code – "Classification of Instructional Program". If you don't know the CIP id of an approved CTE program, you can look it up by going to [the Reports page on the Program Approval website]().	Enter the 6-digit approved CTE code; no extra characters such as dots or dashes. **Completers:** enter the CIP for the CTE award. **Non-completers**: enter the CIP (declared major) from the last term attended (see the calculating Full Time CTE in the instructions). Error if invalid or is an academic CIP or if blank and CIP Academic field is also blank.	6

Is Data Required or Optional?	Column Header (Row 1 of your Excel file must match exactly)	Description	Values	Field Length (Number of characters)
Required	Program ID	The 5-digit Program ID of the CTE approved program. This unique identifier is assigned during CCCS program approval process and follows the program throughout its existence. *This is **not** the same as the 4 or 5 digit Program Request ID.* If you don't know the program id of the approval, you can look it up by going to [the Reports page on the Program Approval website](#). This field is required in order to match a student up to the correct CTE programs at your institution.	Enter the 5-digit code; no extra characters such as dots or dashes. Leave blank if CIP ID field is academic: 240101 (AA), 240102 (AGS), or 240199 (AS), other non CTE CIP, or undeclared-999999. **Completers:** enter the program ID for the award. **Non-completers:** enter the program id that matches the declared major (CIP) from the last term attended. Error if invalid. Error if CIP CTE field is blank.	5
Required	Full Time CTE	This field is used to identify those students meeting the CTE full-time definition of taking 6 or greater CTE (vocational) credits **averaged** over the number of terms attended in the reporting year. This field is required under Perkins IV in order to determine the CTE student population, calculate the Perkins performance metrics, and calculate the Perkins formula allocations. This is **not** the same as the part time or full time general attendance at your institution. You **must** use the calculation described in the instructions to determine this value. Students who are not full time CTE will **not** be listed in the CTE enrollment. Students who are full time CTE but do not have a valid CTE program id and CTE CIP (major) in their record will **not** be listed in the VE-135 enrollment. **Important note for AIMS and CMC** - you should end up with some AGS completer and non-completer records marked as Full Time CTE and participant plus some marked as just participants. If you do not, then contact CCCS and we'll explore why those are not showing up in your dataset. This is very important for the Perkins Formula Allocations.	▪ **1** = Student is full time CTE ▪ **0** = Student is **not** full time CTE Error if blank. CIP can be academic or undeclared for either answer.	1

Is Data Required or Optional?	Column Header (Row 1 of your Excel file must match exactly)	Description	Values	Field Length (Number of characters)
Required	Participant *(New Perkins V definition starting 19/20 academic year)*	This field is used to identify all students who have completed at least one (1) CTE course within any CTE program area (defined by CIP code) within the reporting year.	▪ **1** = Student is a participant ▪ **0** = Student is **not** a participant Error if blank. CIP can be academic or undeclared for either answer.	1
Required	Concentrator *(New Perkins V definition)*	This field is used to identify those students who are Full Time CTE and meet the CTE Concentrator definition. This field is required under Perkins V in order to calculate the Perkins performance metrics. Only mark students as concentrators if: the student, within the reporting year, has: a) earned at least twelve (12) CTE credits within a *single* CTE program (defined by CIP code), or b) completed such a program if the program is twelve (12) or fewer credits.	▪ **1** = Student is a concentrator ▪ **0** = Student is **not** a concentrator Error if blank. Error if marked with a 1 and Full Time CTE is blank and CIP CTE is blank or invalid.	1
Required	Completer	This field is used to identify those students who have completed the minimum CTE credit hours required within a single CTE program area (defined by CIP code) for a CTE certificate or degree. This field is needed under Perkins V in order to calculate the Perkins performance metrics. Data entered in this field should be verifiable in the institution's IPEDS submission for the same academic year. In other words, do not report a student as a completer if the student was not reported as having received a CTE award (certificate or degree) on your IPEDS submission within the same academic year.	▪ **1** = Student is a CTE completer ▪ **0** = Student is **not** a CTE completer Error if blank. Error if marked with a 1 and all certificate or degree total count fields below are blank. Error if marked with a 1 and CIP CTE is blank or invalid.	1
Required	One-Year CTE Certificate	This field identifies the number of one-year CTE certificates awarded to this student this academic year in just this program CIP. Must be verifiable in the institution's IPEDS submission for the same academic year.	Enter total number of CTE one-year certificates awarded to this student under just this program CIP during the academic year. Error if Full Time CTE, Completer, CIP CTE and Program ID fields are blank.	1

Is Data Required or Optional?	Column Header (Row 1 of your Excel file must match exactly)	Description	Values	Field Length (Number of characters)
Required	Two-Year CTE Certificate	This field identifies the number of two-year CTE certificates awarded to this student this academic year in just this program CIP. Must be verifiable in the institution's IPEDS submission for the same academic year.	Enter total number of CTE two-year certificates awarded to this student under just this program CIP during the academic year. Error if Full Time CTE, Completer, CIP CTE and Program ID fields are blank.	1
Required	AAS	This field identifies the number of AAS degree awards to this student this academic year in just this program CIP. Must be verifiable in the institution's IPEDS submission for the same academic year.	Enter total number of AAS degrees awarded to this student under just this program CIP during the academic year. Error if Full Time CTE, Completer, CIP CTE and Program ID fields are blank.	1
Required	AGS/CTE	This field identifies the number of AGS/CTE degree awards to this student this academic year. Must be verifiable in the institution's IPEDS submission for the same academic year. Can be identified by a combination of major and minor codes. CTE/AGS degree options must be documented and approved within an institution's program approval to be counted in the VE-135. **This field is not to be used for general academic AGS degrees.**	Enter total number of AGS/CTE degrees awarded to this student under just this program CIP during the academic year. Error if Full Time CTE, Completer, CIP CTE and Program ID fields are blank.	1
Required	AGS/Academic	This field identifies the number of AGS degree awards to this student this academic year in just this AGS academic CIP. Must be verifiable in the institution's IPEDS submission for the same academic year. **Important note for AIMS and CMC**—you should end up with some AGS completer and non-completer records marked as Full Time CTE and participant plus some marked as just participants. If you do not, then contact CCCS and we'll explore why those are not showing up in your dataset. This is very important for the Perkins Formula Allocations.	Enter total number of AGS academic degrees awarded to this student under just this academic CIP during the academic year. Error if CIP Academic field is blank.	1

End of File Layout

Postsecondary Enrollment Frequently Asked Questions (FAQ)

Screenshot of Postsecondary Starter Enrollment file (not all columns are displayed):

	A	B	C	D	E	F	G	H	I	J	K	L
1	Program Level	School Year	Institution Code	SSN	Student Identification Number	*SASID*	First Name	*Middle Name*	Last Name	DOB	*Area Code*	*Phone*
2	2	17	505	123456789	A12345678		1234567890	John	Daniel	Smith	2051999	303	5551234567
3												

Screenshot of Postsecondary Enrollment Report (not all columns are displayed):

	A	B	C	D	E	F	G	H	I	J	K	L
1	Program Level Desc	Program Level	School Year	Institution Code	CIP CTE	Program Name	Program ID	First Name	Middle Name	Last Name	SASID	SSN
2	P	2	17	0505	100304	GRAPHIC DESIGN	76530	John	Daniel	Smith	1234567890	123456789
3												

1. Why are there bold and italics in the column headers in the file when I "Download All Follow-Up Students or a "Follow-up Student List?

   a. The follow-up student file column headers are encoded as follows:

      i. **Bold** fields are required during the upload process.
      ii. *Italic* fields are optional and will be reported where available.

2. What is the difference between the "Validate and Import" button and the "Validate Only" button and which one should I use?

   a. The "Validate Only" button does all the validity checking on your file but will not accept the file for import. Thus if there are no errors in your file, you will be notified that there are no errors but you would then need to upload the file again and click on the "Validate and Import" button to finish the process.
   b. The "Validate and Import" button does all the validity checking on your file and if and when no errors are found, it will then prompt you for your email address and accept the file for import. The import process runs later in the day and when your file is imported, an automatic email is generated and sent to the email address you put in earlier, indicating that the import is complete.
   c. Each time you run the "Validate and Import", if any errors are detected an email is sent to the technical support person indicating the current status of the validation. This way the technical support person can monitor your progress and contact you to help you if you are having problems cleaning up errors. The "Validate Only" process does not send any emails to the technical support person. Typically, you would use the "Validate Only" button until your file is error free unless you are working with technical support or want technical support to be aware of your progress.

3. Why is there a little green triangle in the upper left corner of some of the cells in my Excel spreadsheet?

   a.

1	09	0640	19
1	09	0640	19
1	09	0640	19
1	09	0640	19
1	09	0640	19
1	09	0640	19
1	09	0640	19
1	09	0640	19
1	09	0640	19
1	09	0640	19

   The little green triangle (see picture) indicates that there is text data in a numeric field. Excel automatically determines what type of data is in a column by looking at the first few lines of data. If the data is all numbers then Excel assumes that the entire column is numeric. If the first few lines contain dates then Excel assumes that the entire column contains dates. If the first few cells contain non-numeric text then Excel assumes that the entire column contains text data. You

can override this behavior by formatting the cells as text or by preceding the data in the cell with a single apostrophe ('). If you do this, then the green triangle appears.

4. Why do leading zeros disappear in the Excel spreadsheet?

    a. This is related to the discussion in 3 above. In numeric fields, leading zeros are always removed by Excel. To get the leading zero to appear you have to either format the cell as text or prepend a single apostrophe to the number in the cell, e.g. enter '09 in a cell instead of just 09. **If you do not wish to retype values in cells manually in order to retain leading zeros**, [follow the directions on the TechWalla website](#) to convert entire columns in just a few quick steps to the correct, consistent text format*.*

5. Why does the error report say that various fields have no value found but when I look in the spreadsheet there is a value there?

    a. This is closely related to items 3 and 4 above. If you, for instance, download the active teacher report in order to add more records to it, the data in the downloaded Excel file will generally be formatted as text. Hence numeric fields such as Program ID will be numbers formatted as text and will appear with the green triangle in the upper left corner of each cell. If you add more records and put numeric data in (no green triangle in the cell, no apostrophe preceding the value in the cell) then the validator cannot read that data. Excel looks at the first few lines, determines that the column contains text and then cannot read the numeric data you added in later rows. This works (or fails to work as the case may be) conversely as well. If you download the starter file there is no data in it. If you put numeric values in the first few rows of data then add rows with text data in the numeric columns, the validator will be unable to read the differently formatted data. The main point of this is that all the fields in any given column must be the same type – either text or numeric.

6. Do I have to put leading zeros into fields such as CDE ID and Program ID?

    a. That depends. The data file format above shows leading zeros required in CDE ID, CIP, and Program ID. If you are modifying or adding records in a file that already has data in it with leading zeros (see the discussion in 3, 4, and 5 above) then you must format your new data to match what is already in the file. So if you download the Follow-up Student list and it has, for example, 01122 for program ID, then any rows you add or modify should have the leading zeros or you will get the error described in 5 above. If you are starting with an empty file then it is not necessary to put leading zeros in any of the fields – the validation process will put them in for you.

7. Why can't I use a normal date in the DOB field?

    a. You can if *all* the dates are normal dates. The validator will accept dates in the format such as 1/5/1993 if all the dates in the column are done the same way. All dates should either be the eight character string such as 03302014, or all should be normal dates such as 3/30/2014.

8. There are columns in my file that should not be there. What should I do with them?

    a. If you download the Follow-up Student List for a program or All Follow-up Students, then all identifying and updateable columns will be included in the file. As you can see from the data file format above, not all of those columns are required for upload. You can simply ignore any columns that are not required, or you can delete those columns.

End of FAQs