

**DEPARTMENT OF WORKFORCE DEVELOPMENT
INDIANA COMMISSION ON VOCATIONAL AND TECHNICAL EDUCATION**

DWD/ICVTE ENROLLMENT AND COMPLETION STATUS INSTRUCTIONS AND DEFINITIONS

The new Indiana Technical Education Student Reporting System (IN TERS) is the method to be used for the collection of fall enrollments in your vocational and technical education programs. All enrollments for your school corporation will be reported to DWD/ICVTE through your area vocational director.

The DWD/ICVET 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 by 4-digit DOE code, credit hours, and instructor.

Secondary enrollments for students enrolled in career-technical education programs are to be reported as of **official count day, Friday, September 16, 2011**. This includes item numbers A1 – 28 below.

Adult noncredit career-technical program enrollments are due to your area vocational director at the close of each program. Adult noncredit career-technical program enrollments for 2011-2012 must be reported to DWD/ICVTE by mid to late June of 2012.

INSTRUCTIONS (SEE ATTACHED SAMPLE)

NEW ITEM:

A1. ADDRESS: This is the home address of the student. If a student refuses to give the SSN the home address of the student **MUST** be entered.

A2. DOE COURSE CODE

- 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 for the program being reported. The course code (only) must be unique within your Area District.
- 3. CREDIT HOURS:** Enter a number (1 to 4) to designate the average daily hours for the program.

NOTE: Co-op Programs can only be 3 credit hours.

- 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 this 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/ICVTE 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 CIP code designated program 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:** Not Required
12. **DATE OF BIRTH:** Enter the month, day and year of birth (mm/dd/yy).
13. **SENDING SCHOOL:** Enter the four digit school number for each student received from another school that attends your career-technical program. **A Career Center can never be a sending school – not even for adults.**
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 the Department of Education.

18. NOT A STATE APPROVED VOCATIONAL PROGRAM: Mark the field with an “N” for non-vocational education if the program on the form is not a State approved vocational program at the school. If the class is on your secondary vocational inventory, leave this field blank or “V”.

19. CONCENTRATORS: See the concentrator definition supplied by DWD.

20. DUAL CREDITS TRANSCRIPTED: Enter the number of dual credits transcribed.

21. ASSESSMENT TAKEN: Enter the assessment exam that the student completed.

22. ASSESSMENT PASSED/FAILED: Mark the box if the student passed the assessment.