Appendix D

CTE Single Parent Subgroup – Guidance

EMIS CTE Student Program Code 305010
Version 1.0 – August 19, 2011

CTE Single Parent Subgroup – 305010

Student participates in a Career-Technical program and should be included in the Federal Single Parent subgroup due to being a single parent, including single pregnant students. (*EMIS Manual, Appendix E*).

Additional Guidance, Office of Career-Technical Education:

- Expanded explanation: The term "single parent" refers to a student who, at some time during the school year, is either a pregnant female student who is unmarried; or a male or female student who is unmarried or legally separated from a spouse and has a minor child or children.
- The Carl D. Perkins Career and Technical Education Act of 2006 identifies "single parents, including single pregnant women" as a special populations student subgroup. Data for each of the Career-Technical Education indicators of performance must be disaggregated for each student subgroup, including the "single parent" subgroup.
- Report this program code for a "single parent" who is enrolled in any CTE course in the school district (for JVSDs, this includes JVSD satellite courses). CTE courses include Workforce Development, Career-Based Intervention and Family and Consumer Sciences (including GRADS). Do NOT report this program code for a student who is NOT enrolled in a CTE course in the school district.
- School districts must determine how to document which CTE students are "single parents" and maintain records for EMIS reporting. Guidance counselors and CTE teachers (including GRADS teachers) are good resources for this information.
- Report program code 305010 in the Student Program Record (GQ) in the Yearend (N) EMIS reporting period.