

CTAE Report Edit Codes Appearing on CTAE EMIS Data Verification Reports

TXT_2007K_STU_CTA_AGG – FY2007 Career-Technical Education Course Listing and Edit Report (October (K))

TXT_2007C_STU_CTA_AGG – FY2007 Career-Technical Education Course Listing and Edit Report (February (C)) **(NEW in FY 2007)**

TXT_2007D_STU_CTAYE_AGG – FY2007 Career-Technical Education Follow-Up Listing and Error Report (March (D))

TXT_2007N_STU_CTAYE_AGG – FY2007 Career-Technical Education Course Listing and Edit Report (Yearend (N))

TXT_2007N_STU_CTAYE_PERFORM – FY2007 Career-Technical Education Performance Measures Report (Yearend (N))



2006-2007 CTAE EMIS Report Edit Codes

Version 1.0
November 27, 2006

FY 2007 CTAE Report Edit Codes

Version	Date	Owner/Source	Description
1.00	11-27-2006	Office of Data Services	FY 2007 EMIS CTAE Edit Codes

Table of Contents

2006-2007 CTAE EMIS Report Edit Code Information 4
October (K) and February (C) Report Edit Codes 6
February (C) ONLY Report Edit Codes (*Under Construction*) 13
March (D) Report Edit Codes 14
Yearend (N) Report Edit Codes 14



2006-2007 CTAE EMIS Report Edit Code Information

The following CTAE Data Verification Reports are referenced in this document:

- TXT_2007K_STU_CTA_AGG – FY2007 Career-Technical Education Course Listing and Edit Report (October (K))
- TXT_2007C_STU_CTA_AGG – FY2007 Career-Technical Education Course Listing and Edit Report (February (C))
- TXT_2007D_STU_CTAYE_AGG – FY2007 Career-Technical Education Follow-Up Listing and Error Report (March (D))
- TXT_2007N_STU_CTAYE_AGG – FY2007 Career-Technical Education Course Listing and Edit Report (Yearend (N))
- TXT_2007N_STU_CTAYE_PERFORM – FY2007 Career-Technical Education Performance Measures Report (Yearend (N))

The edit codes used on CTAE EMIS data verification reports generated by ODE have differing levels of severity and different meanings.

• **October (K) and February (C) data reporting periods – Course Listing and Edit Report:**

○ **Edit Codes:**

- CXX – Course edit codes related to course master and CTAE correlated class records
- EXX – Enrollment edit codes related to student demographic, attendance and course records
- TXX – Teacher edit codes related to staff demographic and employment records
- MXX – Miscellaneous edits

○ **Severity levels:**

- **Fatal error** – Course does not meet CTAE requirements to be an approvable course and does not qualify for career-technical state funding
 - In October (K) and February (C) reporting periods, fatal error results in loss of career-technical state funding for that part of the year.
 - Course *NOT FUNDED* in October (K) and/or February (C) reporting periods is NOT included in the career-technical performance measure calculations in Yearend (N) and the subsequent March (D) reporting periods:
 - ALL YEAR course (semester code '3') *NOT FUNDED* in October (K) AND February (C) reporting periods (NOTE: An ALL YEAR course that is funded in one or both of these reporting periods is included in career-technical performance measure calculations)
 - Course that is not All Year (semester codes '1', '2', '4', '5', '6') and is *NOT FUNDED* in October (K) OR February (C) reporting periods
- **Warning note** – Recommended guidelines for best practice
 - Course may not meet CTAE recommended guidelines for career-technical programs
 - A warning does NOT result in loss of career-technical weighted funds in October (K) and February (C) reporting periods.
 - Notes should be reviewed for program delivery changes in future years.
- **Informational note**
 - T16 & T17 notes – Notes inform about GRADS teacher hours and GRADS teacher FTE.
 - M14 note – Course does not qualify for career-technical funding, so is *NOT FUNDED*. No change in reporting will result in this course being fundable.

• **March (D) reporting period – Follow-Up Listing and Error Report:**

○ **Edit Codes:**

- FXX – Edit codes related to CTAE Workforce Development Completer Follow-Up Record reported during March (D) reporting period

○ **Severity levels:**

- No severity levels are reported. Data may be inaccurate or missing, which may affect career-technical performance measures calculations.
- **Yearend (N) reporting period – Course Listing and Edit Report AND Performance Measures Report:**
 - **Edit Codes:**
 - JXX – Edit codes related to course, enrollment and performance data reported during Yearend (N) reporting period
 - **Severity levels:**
 - **Fatal error**
 - Course master record data does not match course master data reported in October (K) and/or February (C)
 - Student course record data does not match student course data reported in October (K) and/or February (C)
 - Data are inaccurate or missing, which may affect career-technical enrollment or career-technical performance measures calculations
 - **Warning note**
 - Data may be inaccurate, which may affect career-technical enrollment or career-technical performance measures calculations

NOTE: Edit codes may be updated each reporting period. ODE recommends that users check for updated versions of this list on the ODE Web site. Messages will be added to help users understand and correct data reporting errors.

October (K) and February (C) Report Edit Codes

Edit Code	Edit Code Messages	Severity
C01	Not a valid SUBJECT CODE for EMIS. See Appendix C of the EMIS Manual for all valid SUBJECT CODES. Make the correction to the COURSE MASTER RECORD.	Fatal
C03	This SUBJECT CODE requires a specific COURSE TYPE. For the valid COURSE TYPE/SUBJECT CODE combinations, check the CTAE Program Matrices located on the ODE Web site: http://www.ode.state.oh.us/ (search for Workforce Development Program Matrix; or Work & Family Studies and CBI Matrix).	Fatal
C06	Not a valid SEMESTER CODE. See the EMIS Manual, Chapter 3, Semester Code Element, for valid reporting options. Make the correction to the COURSE MASTER RECORD. NOTE: Option '8' (Other) is not a valid semester code for career-technical courses (course types VV1, VV2, VT1, VV3 and VA1).	Fatal
C08	Required GRADS instructional support time (course type VV3) is missing. GRADS instructional support time (course type VV3) must be correlated with a GRADS ANCHOR class (course type VV1). See the CORRELATED CLASS RECORD (EMIS screen EMSVEP): The local classroom code of the GRADS instructional support time (course type VV3) must be in 1ST CORR. ACADEMIC OR TECH. RELATED LCC (second) column; and a GRADS ANCHOR class (course type VV1) local classroom code must be in the ANCHOR/LAB/CO-OP LOCAL CLASSROOM CODE (first) column.	Fatal
C09	This VV3 course type class must be correlated to an ANCHOR class (course type VV1, VV2, VT1). See the CORRELATED CLASS RECORD (EMIS screen EMSVEP): The local classroom code of the VV3 course type class must be in 1ST CORR. ACADEMIC OR TECH. RELATED LCC (second) column or 2ND CORR. ACADEMIC OR TECH. RELATED LCC (third) column; and the local classroom code of the ANCHOR class must be in the ANCHOR/LAB/CO-OP LOCAL CLASSROOM CODE (first) column.	Fatal
C11	ACADEMIC SUBJECT CODE is not valid for CTA funding. Only English Language Arts (subject codes 05XXXX), Mathematics (subject codes 11XXXX), Science (subject codes 13XXXX) and Social Studies (subject codes 15XXXX) are valid as fundable Academic classes for CTA Workforce Development classes. In addition to these, any of the Career Based Intervention academic subject codes (250510, 250519, 251110, 251310, 251510) are valid for Career Based Intervention academics as long as the academic class is taught by a CBI teacher. The COURSE TYPE may need to be changed to something other than VA1 or VV3. Make the correction in the COURSE MASTER RECORD.	Fatal
C15	LOCATION IRN (SCHOOL BUILDING IRN) is not valid. Please make the correction in the COURSE MASTER RECORD.	Warning
C17	The LENGTH OF SCHEDULED INSTRUCTION (HOURS/COURSE HOURS) is less than the minimum allowed. For the allowable minimum hours of instruction for this CTA course, please check the CTAE Program Matrices on the ODE Web site: http://www.ode.state.oh.us/ (search for Workforce Development Program Matrix; or Work & Family Studies and CBI Matrix). The formula to calculate LENGTH OF SCHEDULED INSTRUCTION (in hours) is: (Number of minutes class meets each day X Number of days class meets) / 60 minutes. Please make the correction in the COURSE MASTER RECORD. Also, please read Mapping	Fatal

FY 2007 CTAE Report Edit Codes

Edit Code	Edit Code Messages	Severity
	Courses in the CTAE Appendix L to the EMIS Manual, to see if mapping applies. The EMIS screen to use for "mapping" is EMSVXR.	
C18	GRADS (subject code 090192, 090193, 090194) classes must be scheduled as All Year classes (SEMESTER CODE '3'). Please make the correction in the COURSE MASTER RECORD.	Fatal
C21	This class must not be scheduled as an All Year class (SEMESTER CODE '3'). It may only be taught for a semester's worth of time. The minimum number of hours (LENGTH OF SCHEDULED INSTRUCTION) for the class is 60. The maximum number of hours for this class is 90. Please change the Semester Code and/or the Length of Scheduled Instruction for this class in the COURSE MASTER RECORD. If you have questions, please contact the CTAE state supervisor at the top of this page for further instruction.	Fatal
C22	LENGTH OF SCHEDULED INSTRUCTION (HOURS/COURSE HOURS) is greater than the maximum allowed. For the allowable maximum hours of instruction for this CTA course, please check the FY2007 CTAE Program Matrices found on the ODE Web site: http://www.ode.state.oh.us/ (search for Workforce Development Program Matrix; or Work & Family Studies and CBI Matrix). The formula to calculate LENGTH OF SCHEDULED INSTRUCTION (in hours) is: (Number of minutes class meets each day X Number of days class meets) / 60 minutes. Please make the correction in the COURSE MASTER RECORD. Also, read Mapping Courses in the CTAE Appendix L to the EMIS Manual, to see if mapping applies. The EMIS screen to use for "mapping" is EMSVXR.	Fatal
C23	This intervention/remedial academic course subject code, reported as course type VA1, does not qualify for CTAE funding. Intervention/remedial academic courses not fundable as a VA1 course type include Intervention English (050014), Intervention Reading (050119), Intervention Mathematics (111950), Intervention Science (132900), Intervention Social Studies (150400) and Transition to High School Mathematics (110190). Please change this course type in the COURSE MASTER RECORD. (UPDATED in FY2007)	Fatal
C24	SEMESTER CODE '8' (Other) is not a valid semester code option for career-technical courses (course types VV1, VV2, VT1, VV3 and VA1). Please report a different valid semester code option in the COURSE MASTER RECORD. See the EMIS Manual, Chapter 3, Course Master Record, for the different valid reporting options. (NEW in FY2007)	Fatal
E01	No students reported in the class. A minimum of 1 student is required for funding. For students to appear on the CTAE report, students must be reported with the following: COURSE STATUS in the STUDENT COURSE RECORD of zero (0) (active); STUDENT PERCENT OF TIME in the STUDENT DEMOGRAPHIC RECORD greater than zero; attendance days and/or excused absence days in the STUDENT ATTENDANCE RECORD; and a valid Statewide Student Identifier (SSID).	Fatal
E02	Number of students reported is greater than the RECOMMENDED maximum of 25.	Warning
E05	Disadvantaged (DIS), Students With Disabilities (SWD), Limited English Proficient (LEP), or Other (OTH) is greater than the Total (TOT) number of students in the class. Please correct this reporting error in the STUDENT DEMOGRAPHIC RECORD.	Fatal
E06	All Career Based Intervention students must be Disadvantaged (DIS) (economic, academic or both economic and academic) or have a Disability Condition (SWD). Please correct this reporting error in the STUDENT DEMOGRAPHIC RECORD.	Fatal

FY 2007 CTAE Report Edit Codes

Edit Code	Edit Code Messages	Severity
E08	Student GENDER was not reported as Male (M) or Female (F) for one or more students in this class. This student(s) is not counted in any totals, causing the course to not be funded. Please correct this reporting error in the STUDENT DEMOGRAPHIC RECORD.	Fatal
E09	WECEP student(s) must not be in the 11th, 12th, 13th or 23rd grade. In the STUDENT PROGRAM RECORD, please remove the WECEP program code, 305007, from this 11th, 12th, 13th or 23rd grade student(s). The WECEP PROGRAM CODE 305007, is only to be reported for those students in a Career Based Intervention program, 14 or 15 years of age, working as part of the program, and being PAID. The student must meet all four of these criteria in order to be coded with the WECEP program code.	Fatal
E10	SUBJECT CODE 090185 is limited to students in GRADE LEVELS 7, 8 and 9. Students in other grades are not counted in any totals, causing the course to not be funded.	Fatal
E11	No students below GRADE LEVEL 9 are to be enrolled in this class. Students below grade level 9 are not counted in any totals, causing the course to not be funded.	Fatal
E13	No students below GRADE LEVEL 7 are to be enrolled in this Career Based Intervention (CBI) class. Students below grade 7 are not counted in any totals, causing the course to not be funded.	Fatal
E14	All Students in this CTA Workforce Development Academic class (course type VA1) are required to also be enrolled in a CTAE Career Field Workforce Development Anchor class (course type VV1, VV2, VT1). One or more students in this class are not also enrolled in the required class, causing the course to not be funded. Please change the course type in the COURSE MASTER RECORD.	Fatal
E15	All students in this CTAE Career Field Workforce Development Cooperative Anchor class (course type VV2) are required to also be enrolled in a CTAE specialized technical class (course type VV3). One or more students in this class are not also enrolled in the required class, causing the course to not be funded.	Fatal
E16	All students in this CTAE specialized technical class (course type VV3) are required to also be enrolled in a CTAE Career Field Workforce Development Anchor class (course type VV1, VV2, VT1). One or more students in this class are not also enrolled in the required class, causing the course to not be funded. The required Anchor class cannot be a CTAE foundation course (subject codes 010001, 040001, 070001, 090001, 140001, 170002, 170003, 170004, 172809).	Fatal
E17	All students in this Career Based Intervention (CBI) course type VV3 class are required to also be enrolled in a CBI Anchor class (course type VV1, VV2). One or more students in this class are not also enrolled in the required class, causing the course to not be funded.	Fatal
E18	All students in this Career Based Intervention (CBI) Academic class (course type VV3) are required to also be enrolled in a CBI anchor class (course type VV1, VV2). One or more students in this class are not also enrolled in the required class, causing the course to not be funded. If all students in this academic class are not CBI students, please change the course type in the COURSE MASTER RECORD and remove this local classroom code from the CORRELATED CLASS RECORD (EMIS screen EMSVEP).	Fatal
E19	All students in this Employability Skills (subject code 990362) or Entrepreneurship (subject code 990361) class are required to also be enrolled in a CTAE Career Field Workforce Development Anchor class (course type VV1, VV2, VT1). One or more students in	Fatal

FY 2007 CTAE Report Edit Codes

Edit Code	Edit Code Messages	Severity
	this class are not also enrolled in the required class, causing the course to not be funded. The anchor class must not be a CTAE foundation course (subject codes 010001, 040001, 070001, 090001, 140001, 170002, 170003, 170004, 172809).	
E20	All students in this Business English (SUBJECT CODE 030600) class are required to also be enrolled in a CTAE Career Field Workforce Development Business Anchor (course type VV1, VV2, VT1, subject code 14XXXX). One or more students in this class are not also enrolled in the required class, causing the course to not be funded. The anchor class must not be the Business and Management Foundation course (subject code 140001). Please change the course type in the COURSE MASTER RECORD.	Fatal
E21	Students in this CTAE class must not be marked with a 'Y' in the CONCENTRATOR field. Please enter an 'N' in the concentrator field in the STUDENT COURSE RECORD for all students in this class. The CONCENTRATOR field is only for those students in a CTAE Career Field Workforce Development Anchor class (course type VV1, VV2, VT1) who meet the Concentrator definition. Please see the EMIS Manual, Chapter 2, CTAE Concentrator Element.	Fatal
E22	All students in this Career Based Intervention (CBI) Cooperative anchor class (course type VV2) are required to also be enrolled in a CBI related class (course type VV3). One or more students in this class are not also enrolled in the required class, causing the course to not be funded.	Fatal
T01	TEACHER ID not valid or missing. If the instructor is employed by another district, DO NOT REPORT any Staff Demographic, Staff Employment, or Course Master Records for this person in EMIS.	Fatal
T02	TEACHER GENDER not valid or missing. Please make this correction in the STAFF DEMOGRAPHIC RECORD. See EMIS Manual, Chapter 3, STAFF DEMOGRAPHIC RECORD, for valid reporting options.	Warning
T03	TEACHER RACE not valid or missing. Please make this correction in the STAFF DEMOGRAPHIC RECORD. See EMIS Manual, Chapter 3, STAFF DEMOGRAPHIC RECORD, for valid reporting options.	Warning
T06	TEACHER NAME is missing. Please make this correction in the STAFF DEMOGRAPHIC RECORD. See EMIS Manual, Chapter 3, STAFF DEMOGRAPHIC RECORD, for valid reporting options. If the teacher is employed by another district, report 999999999 as the Teacher ID on the EMIS screen EMSFCL for this class, and report no Staff Demographic Record or Staff Employment Record for this person.	Fatal
T07	The teacher does not have the appropriate certificate/license to teach this SUBJECT CODE. See the Certification and Licensure Dictionary on the ODE Web site: http://www.ode.state.oh.us/ (search for Certification and Licensure Dictionary) for valid certificate/license code and subject code combinations.	Fatal
T08	TEACHER EDUCATION LEVEL (DEGREE) is not valid or is missing. Please make this correction in the STAFF DEMOGRAPHIC RECORD. See EMIS Manual, Chapter 3, STAFF DEMOGRAPHIC RECORD, for valid reporting options.	Fatal
T12	TEACHER INFORMATION for this proprietary cosmetology class is not required. TEACHER ID should be changed to 999999999 in the EMIS screen, EMSFCL.	Fatal
T14	AUTHORIZED TEACHING EXPERIENCE YEARS is greater than TOTAL EXPERIENCE YEARS. Please make this correction in the	Fatal

FY 2007 CTAE Report Edit Codes

Edit Code	Edit Code Messages	Severity
	STAFF DEMOGRAPHIC RECORD. See EMIS Manual, Chapter 3, STAFF DEMOGRAPHIC RECORD, for valid reporting options.	
T15	Total of LENGTHS OF SCHEDULED INSTRUCTION for this teacher is greater than 1080 hours. Please check the LENGTH OF SCHEDULED INSTRUCTION on all classes for this teacher. Make the correction to the COURSE MASTER RECORD. If LENGTHS OF SCHEDULED INSTRUCTION are correct, do any of the classes have to be "mapped" together? For Mapping classes, read Mapping Courses in the CTAE Appendix L to the EMIS Manual. The "mapping" screen is EMSVXR. If mapping does not apply, contact the STATE SUPERVISOR listed at the top of this page and send (e-mail, regular mail, or FAX 614-644-6720) a copy of the teacher's schedule containing the beginning and ending times for each class this teacher teaches. Make sure local classroom codes are included. The formula to calculate LENGTH OF SCHEDULED INSTRUCTION (in hours) is: (Number of minutes class meets each day X Number of days class meets) / 60 minutes.	Fatal
T16	The GRADS TEACHER FTE was reduced to 1.00. No GRADS teacher may have more than 1.00 GRADS TEACHER FTE. (690 hours length of scheduled instruction in GRADS = 1.00 GRADS TEACHER FTE)	Information
T17	The total number of GRADS hours (subject codes 090194, 090193, 090192) for this GRADS teacher is less than 360. Funding will be based on CTA FTE TO WEIGHT instead of TEACHER FTE.	Information
M02	No aggregate student data reported for this class. Please check the EMIS screen EMSCLASS for students. For students to appear on the CTAE report, students must be reported with the following: COURSE STATUS in the STUDENT COURSE RECORD of zero (0) (active); STUDENT PERCENT OF TIME in the STUDENT DEMOGRAPHIC RECORD greater than zero; attendance days and/or excused absence days in the STUDENT ATTENDANCE RECORD; and a valid Statewide Student Identifier (SSID).	Fatal
M04	STAFF DEMOGRAPHIC DATA missing for this teacher. Report only demographic and employment information for teachers your district employs (issues a paycheck). If the teacher is not employed by your district, report 999999999 as the TEACHER ID in the EMIS screen EMSFCL, and remove all Staff Demographic and Staff Employment information for this person.	Fatal
M05	The students in this VV3 class do not match the students in the CORRELATED Anchor class. All students must be enrolled in both the ANCHOR and the VV3 class. Compare the EMIS screen EMSCLASS for the Anchor and VV3 class for missing students.	Warning
M07	CORRELATED CLASS RECORD missing for this class. Please check the EMIS screen EMSVEP for this local classroom code. On the EMSVEP screen, the ANCHOR/LAB/CO-OP LOCAL CLASSROOM CODE (first) column is only for course with course types VV1, VV2, or VT1. The 1 ST CORR. ACADEMIC OR TECH. RELATED LCC (second) and 2 ND CORR. ACADEMIC OR TECH. RELATED LCC (third) columns are only for classes with course type VV3.	Fatal
M09	This class cannot be listed in the ANCHOR/LAB/CO-OP LOCAL CLASSROOM CODE (first) column in the CORRELATED CLASS RECORD (EMIS screen EMSVEP). The ANCHOR/LAB/CO-OP LOCAL CLASSROOM CODE (first) column is only for a course with course types VV1, VV2, or VT1. The 1 ST CORR ACADEMIC OR TECH. RELATED LCC (second) and 2 ND CORR ACADEMIC OR TECH. RELATED LCC (third) columns are only for classes with course type VV3.	Fatal
M11	The STAFF EMPLOYMENT RECORD is missing or has invalid information for CTAE funding. Report only Staff Demographic and	Fatal

FY 2007 CTAE Report Edit Codes

Edit Code	Edit Code Messages	Severity
	Staff Employment information for teachers your district employs (issues a paycheck). If the teacher is not employed by your district, report 999999999 as the TEACHER ID (SSN) in the EMIS screen EMSFCL, and remove all Staff Demographic and Staff Employment information for this person. If the teacher is employed by your district, use the EMIS screen EMSFEM to verify the following information. For a CTAE teacher, the position code must be 207. If the teacher teaches academic classes for the CTAE program, the position code must be 205. If the CTAE teacher teaches both CTAE courses and academic courses, report two STAFF EMPLOYMENT RECORDS, one with position code 207 for the CTAE courses and one with position code 205 for the academic courses. The TYPE OF APPOINTMENT should be a 1, 3, 4 or 5. The POSITION TYPE should be R. The POSITION STATUS should be C, N, R, A, I, D or O. The FUNDING SOURCE CODE should be L. For information about these data elements, see the EMIS Manual, Chapter 3, STAFF EMPLOYMENT RECORD.	
M14	No corresponding 1 st semester, 2 nd semester, 12-week, 9-week or 6-week class to base CTA FTE TO WEIGHT. This course is not fundable.	Information
M16	Anchor class of this program is not fundable, causing all correlated classes (EMIS screen EMSVEP) to not be fundable. If all errors are corrected for the Anchor class (class with course type VV1, VV2, or VT1), this error will be corrected.	Fatal
M17	One or more required components of this CTAE program are missing or not correlated (EMIS screen EMSVEP). For CBI programs, check for a related class with course type VV3, subject code 252525; for GRADS programs, check for GRADS teacher instructional support time with course type VV3 and a GRADS subject code; for Cooperative programs, course type VV2, check for a CTAE technical related class with course type VV3.	Fatal
M21	Invalid correlation in the CORRELATED CLASS RECORD (EMIS screen EMSVEP). The ANCHOR/LAB/CO-OP LOCAL CLASSROOM CODE (first) column on this screen is only for classes with course types VV1, VV2, or VT1. The 1 ST CORR. ACADEMIC OR TECH. RELATED LCC (second) and 2 ND CORR. ACADEMIC OR TECH RELATED LCC (third) columns are only for classes with course type VV3.	Fatal
M22	THIS COURSE IS NOT APPROVED BY THE OFFICE OF CTAE. This combination of SUBJECT CODE/COURSE TYPE/SCHOOL BUILDING IRN was not a funded CTAE course the previous year. Filing of a CTE-26 APPLICATION FOR APPROVAL OF SECONDARY CAREER-TECHNICAL EDUCATION PROGRAMS for this subject code/course type/school building IRN combination is necessary. The CTE-26 form and instructions are on the ODE Web site: http://www.ode.state.oh.us/ (search for CTE-26).	Fatal
M25	TECH PREP students MUST NOT be in GRADE LEVELS below 11. Please remove the TECH PREP program code 305005 from STUDENT PROGRAM RECORD of students who are in GRADE LEVELS below 11. EXCEPTION: Students enrolled in ENGINEERING TECHNOLOGIES--EMERGING (subject code 171815) Tech Prep course (course type VT1) may be in grade levels 9-12. (Exception is NEW in FY2007)	Fatal
M26	This course has been designated as CTAE TECH PREP by the COURSE TYPE VT1. Some or all students MUST be coded with the TECH PREP PROGRAM CODE 305005 on the STUDENT PROGRAM RECORD. If this is not a CTAE TECH PREP program, please change the COURSE TYPE for this class to VV1 in the COURSE MASTER RECORD.	Fatal

FY 2007 CTAE Report Edit Codes

Edit Code	Edit Code Messages	Severity
M27	This class is not an approved CTAE TECH PREP course (course type VT1). For TECH PREP guidelines, please contact the STATE SUPERVISOR listed at the top of this page.	Fatal
M29	CTAE students enrolled in a CTAE Career Field Workforce Development course should not also be enrolled in this foundation course. Please contact the State Supervisor at the top of this page for technical assistance on program redesign to avoid fatal errors in the future.	Warning
NOTE	Funded Workforce Development ACADEMIC (course type VA1) course hours are capped at 54% of the funded CTAE Career Field Workforce Development hours. Funded CBI ACADEMIC (course type VV3) course hours are capped at 100% of the funded CBI courses (subject code 252525). This course exceeds the allowable ACADEMIC hour limit for CTA weighted funding, so is funded with 0 (zero) CTA FTE TO WEIGHT or partial CTA FTE TO WEIGHT.	Information

FY 2007 CTAE Report Edit Codes

February (C) Report Edit Codes (Additional Edit Codes for February (C))

Edit Code	Edit Code Messages	Severity
XXX	Under Construction.	XXX

March (D) Report Edit Codes

Edit Code	Edit Code Messages	
F01	No March CTA EMPLOYMENT INFORMATION reported for these completers identified in FY2006 Yearend (N) report.	
F02	NO YEAREND COURSE INFORMATION reported for this LOCAL CLASSROOM CODE.	
F03	Total number of completers (Males or Females) reported for MARCH does not equal those reported for FY2006 Yearend (N) report.	

Yearend (N) Report Edit Codes

Edit Code	Edit Code Messages	Severity
J01	No student data reported for this class. Please check the EMIS screen EMSCLASS for students. In order for students to appear on the CTA report, the COURSE STATUS of the student must be zero (0) or one (1). The students must have attendance days (EMIS screen EMSUDM, screen 2, field name Days Attended), excused absence days (EMIS screen EMSUDM, screen 2, field name Authorized) and/or unexcused absence days (EMIS screen EMSUDM, screen 2, field name Unauthorized). The students must also have a valid Statewide Student Identifier (SSID). If students meet the above requirements, using the EMIS screen EMSFCL, compare the COURSE TYPE and SUBJECT CODE for this class in the October (K), February (C) and Yearend (N) databases. The Yearend COURSE TYPE and SUBJECT CODE MUST MATCH what was submitted in the October (K) and February (C) reporting. The COURSE TYPE and SUBJECT CODE shown on the CTA report are what were submitted in October and February.	Fatal
J04	No Male Workforce Development completers (COMPLETERS) were reported for this class. If no students were considered to be completers, ignore this message. If students were completers, please enter a Y in the field CAREER WFD COMPLETER for the student using the EMIS screen EMSCLASS. See the FY2007 EMIS Manual, Chapter 2, CTAE Completer Element, for a definition.	Warning
J05	No Female Workforce Development completers (COMPLETERS) were reported for this class. If no students were considered to be completers, ignore this message. If students were completers, please enter a Y in the field CAREER WFD COMPLETER for the student using the EMIS screen EMSCLASS. See the FY2007 EMIS Manual, Chapter 2, CTAE Completer Element, for a definition.	Warning
J06	WECEP students must not be in the 11 th , 12 th , 13 th or 23 rd grade. Using the EMIS screen, EMSPGM, please remove the WECEP program code, 305007, from these 11 th , 12 th , 13 th or 23 rd grade students. The WECEP PROGRAM CODE 305007, is only for those students in a Career Based Intervention program, 14 or 15 years of age, working as part of the program, and being PAID. The student must meet all four of these criteria in order to be coded with the WECEP program code.	Fatal
J07	Career Based Intervention students who were 14 or 15 years of age, working and getting paid sometime during the school year, MUST BE designated as WECEP (PROGRAM CODE 305007). Please enter the WECEP PROGRAM CODE 305007 for these	Fatal

FY 2007 CTAE Report Edit Codes

Edit Code	Edit Code Messages	Severity
	students using the EMIS screen EMSPGM.	
J08	The SUBJECT CODE and/or COURSE TYPE submitted for this class in Yearend EMIS does not match what was submitted for this class in October. Using the EMIS screen EMSFCL, compare the COURSE TYPE and SUBJECT CODE for this class in the October (K), February (C) and Yearend (N) databases. The YEAREND COURSE TYPE and SUBJECT CODE MUST MATCH what were submitted in the October (K) and February (C) reporting. The COURSE TYPE and SUBJECT CODE shown on the CTA report are what were submitted in October and February. Please make the COURSE TYPE and/or SUBJECT CODE changes to the Yearend (N) database using the EMIS screen EMSFCL.	Fatal
J09	All students reported as COMPLETERS must also be reported as CONCENTRATORS. Please enter a Y in the CTAE CONCENTRATOR field on the EMIS screen EMSCLASS or if the student is not a CTA COMPLETER, remove the Y in the CAREER WFD COMPLETER field from the students that are in error.	Fatal
J11	TECH PREP students MUST NOT be in GRADE LEVELS below 11. Please remove the TECH PREP program code 305005 from student PROGRAM records who are in GRADE LEVELS below 11. Use the EMIS screen EMSPGM. EXCEPTION: Students enrolled in ENGINEERING TECHNOLOGIES-EMERGING (subject code 171815) Tech Prep program (course type VT1) may be in grade levels 9-12, but students below GRADE LEVEL 11 are not included in the Tech Prep student count. (Exception is NEW in FY2007)	Fatal
J15	This CTA class MUST NOT have students marked as CTA CONCENTRATORS. Please enter an N in the CTAE CONCENTRATOR field on the EMIS screen EMSCLASS for all students in this class.	Fatal
J16	This CTA class MUST NOT have students marked as CTA COMPLETERS. Please enter an N in the CAREER WFD COMPLETER field on the EMIS screen EMSCLASS for all students in this class.	Fatal
J17	CAREER PASSPORTS are only for students in specialized CTAE Workforce Development (WFD) classes. If students are only in this CTA class, using the EMIS screen EMSUDM, screen 2, please enter an N in the CAREER PASSPORT field. If students are also in a specialized CTAE WFD program, ignore this message. See the FY2007 EMIS Manual, Chapter 2, Career Passport Element, for a definition.	Warning
J18	TECH PREP students are enrolled in this non TECH PREP course. If the students are in another CTA Workforce Development TECH PREP course (course type VT1), contact the state supervisor at the top of this page. Foundation courses (subject codes 010001, 040001, 070001, 090001, 140001, 170001, 170002, 170003, 170004, 172809) cannot be Tech Prep courses (course type VT1). If students are not in a CTA Workforce Development TECH PREP course (course type VT1), please remove the TECH PREP program code 305005 from the students using the EMIS screen EMSPGM.	Fatal
J20	All Career Based Intervention (CBI) students must be Disadvantaged (DIS) or have a Disability Condition (SWD). Please check the EMIS screen EMSUDM, screen 1, field Disadvantage or field Handicapping Condition for all students in the OTH column for this class.	Fatal
J22	Some or all students have a COURSE STATUS that is not a 0 or 1. Only students with COURSE STATUS of 0 or 1 will be counted.	Fatal

FY 2007 CTAE Report Edit Codes

Edit Code	Edit Code Messages	Severity
	Please check the STATUS column on the EMIS screen EMSCLASS to ensure all students have a course status of 0 or 1 for this local classroom code. See the FY2007 EMIS Manual, Chapter 2, Course Status Element.	
J23	This course has been designated as CTA TECH PREP by the COURSE TYPE. One or more students MUST be coded with the TECH PREP PROGRAM CODE 305005 (use EMIS screen EMSPGM). If this is not a CTA TECH PREP program, the COURSE TYPE should not have been VT1.	Fatal
J24	No CONCENTRATORS were reported for this class. If no students were considered to be concentrators, ignore this message. If students were concentrators, please enter a Y in the CTAE CONCENTRATOR field for the student using the EMIS screen EMSCLASS. See the FY2007 EMIS Manual, Chapter 2, CTAE Concentrator Element, for a definition of a CTA Concentrator.	Warning
J25	No students below GRADE LEVEL 9 are to be enrolled in this class.	Fatal
J26	No students below GRADE LEVEL 7 are to be enrolled in this class.	Fatal
J27	Subject code 090185 is designed for students in GRADE LEVEL 7, 8, and/or 9.	Fatal
J28	All students in this CTA Workforce Development Academic class (course type VA1) are not enrolled in a CTA specialized Workforce Development Anchor (course type VV1, VT1, VV2). All students in a CTA Workforce Development Academic class (course type VA1) MUST be enrolled in a CTA specialized Workforce Development Anchor (course type VV1, VT1, VV2). In FY2008, report this as a different course type.	Fatal
J29	All students in this CTA Workforce Development (WFD) Cooperative anchor class (course type VV2) must also be enrolled in a specialized technical related class (course type VV3).	Fatal
J30	All students in this CTA Workforce Development (WFD) specialized technical class (course type VV3) must also be enrolled in a specialized CTA Workforce Development anchor class (course type VV1, VV2, VT1). The anchor class must not be a CTAE foundation course (subject codes 010001, 040001, 070001, 090001, 140001, 170001, 170002, 170003, 170004, 172809).	Fatal
J31	All students in this Career Based Intervention (CBI) Cooperative anchor class (course type VV2) must also be enrolled in a CBI related class (course type VV3).	Fatal
J32	All students in this Career Based Intervention (CBI) related class (course type VV3) must also be enrolled in a CBI anchor class (course type VV1, VV2).	Fatal
J33	All students in this Career Based Intervention (CBI) academic class (course type VV3) must also be enrolled in a CBI anchor class (course type VV1, VV2).	Fatal
J34	All students in this Employability (subject code 990362) or Entrepreneurship (subject code 990361) class must also be enrolled in a specialized CTA Workforce Development anchor class (course type VV1, VV2, or VT1). The anchor class must not be a CTAE foundation course (subject codes 010001, 040001, 070001, 090001, 140001, 170001, 170002, 170003, 170004, 172809).	Fatal
J35	All students in this Business English (SUBJECT CODE 030600) course must also be enrolled in a specialized CTA Workforce Development Business anchor (course type VV1, VV2, or VT1). The anchor class must not be the Business and Management Foundation course (subject code 140001).	Fatal

FY 2007 CTAE Report Edit Codes

Edit Code	Edit Code Messages	Severity
J36	One or more students reported in this class in October and/or February are not being reported in this class for Yearend. Compare class lists between October, February and Yearend using the EMIS screen EMSCLASS. If a student dropped the course, moved, etc. sometime during the school year, the student MUST BE REPORTED in the class with a COURSE STATUS of 1 - Inactive. Use the EMIS screen EMSCLASS to make these changes. If the class lists match, check the EMIS screen EMSUDM, screen 2, to make sure students have attendance information (Days Attended, Days Absent: Authorized and Unauthorized).	Fatal
J37	One or more students were marked as a CTAE CONCENTRATOR in October and/or February but are not marked as a CTAE CONCENTRATOR in Yearend. Please make sure that all students who are considered to be CTAE Concentrators are marked as such. To enter a student as a CTAE CONCENTRATOR, please enter a Y in the CTAE CONCENTRATOR field on the EMIS screen EMSCLASS for the student. See the FY2007 EMIS Manual, Chapter 2, CTAE Concentrator Element, for a definition of a CTA Concentrator.	Warning
J38	One or more portfolio scores are missing. All students identified as Concentrators and have left school must have a portfolio score of 0-98 reported. Score CANNOT be reported as *.	Fatal
J39	CTA students in specialized Workforce Development (WFD) programs should not be enrolled in this foundation course. Please contact the State Supervisor at the top of this page for technical assistance on program redesign to avoid fatal errors in the future.	Warning
J40	CTA Concentrator(s) is reported as attaining High School Diploma (diploma date reported) who has NO or PARTIAL Ohio Graduation Tests records reported. Please correct this reporting error. NOTE: The J40 Edit Code appears on the <i>Career-Technical Education Performance Measures Report</i> only.	Fatal
J41	DRAFT – JVSds ONLY: Report Diploma Date, Diploma Type and test results ONLY for non-public and home schooled students (identified with program code 305125). Diploma Date, Diploma Type or test results have been reported for one or more students who are not reported with program code 305125. Diploma Date, Diploma Type and test results will be used ONLY for those students reported with program code 305125. (NEW in FY2007) NOTE: The J41 Edit Code appears on the <i>Career-Technical Education Performance Measures Report</i> only	Fatal
J42	DRAFT – Withdrawal Date and Withdrawal Reason have not been reported for some or all CTA Concentrators. Please check data reporting for accuracy. (NEW in FY2007) NOTE: The J42 Edit Code appears on the <i>Career-Technical Education Performance Measures Report</i> only	Warning
J43	DRAFT – Diploma Date and Diploma Type have not been reported for some or all CTA Concentrators. Please check data reporting for accuracy. (NEW in FY2007) NOTE: The J43 Edit Code appears on the <i>Career-Technical Education Performance Measures Report</i> only	Warning

FY 2007 CTAE Report Edit Codes