CTA COURSE LISTING AND EDIT REPORT EXPLANATION (.TXT_CCYY?_STU_CTA_AGG) (.TXT_CCYY?_STU_CTA_PAGE_INDEX) (.CSV_CCYY?_STU_CTA)

Education Management Information System (EMIS)

Revision Date February 9, 2007

Prepared by
Office of Data Services

Table of Contents

C:\Documents and Settings\lanicka.shepherd-mas\Desktop\New Folder (2)\CTA Course Listing and Edit EXP.doc
Revision Date December 20, 2006

Page 2 of 27

Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
August 18, 2006		Derived from reports, programs
December 20, 2006	ODE, IPM	Derived from report, program changes for FY2007
February 9, 2007	ODE, IPM	Updated for February reporting

C:\Documents and Settings\lanicka.shepherd-mas\Desktop\New Folder (2)\CTA Course Listing and Edit EXP.doc
Revision Date December 20, 2006

Page 3 of 27

Report Overview

General Description and Significance

These three reports are allied in reporting CTA data submitted by a district and can be used to verify that the information has been successfully received at ODE.

The first report, .TXT_CCYY?_STU_CTA_AGG, presents detailed information about the CTAE staff and classes. The second report, .TXT_CCYY?_STU_CTA_PAGE_INDEX, provides an index, by teacher name, for easy reference to details in the first report. The third report, CSV_CCYY?_STU_CTA, is a comma-delimited file providing more detailed information about the data presented in the first report; it contains the individual student data used to aggregate the class headcounts and FTEs.

The accuracy of this information impacts CTA funding. There are flags on the CTA_PAGE_INDEX report that indicate error conditions. There are full explanations of the errors on the CTA_AGG report. Both of these can be used to correct error conditions and improve the quality of the data.

Tips for Reading This Document

- EMIS data elements are written in SMALL CAPITAL LETTERS.
- Report field names are written in **BOLD SMALL CAPITAL LETTERS**.
- Options (values) for each data element are indicated in *ITALICIZED CAPITAL LETTERS* and are enclosed in quotation marks.
- Record names are displayed in ***italicized bold letters***.
- File names are displayed in **CAPITALIZED BOLD LETTERS**.
- CCYYP denotes the century and year and processing period.

Report Name and Timing

The file name for the detailed report is:
DAS_IRN_COORD_CCYYMMDD.TXT_CCYY?_STU_CTA_AGG; its components are described below ('?' may be used to represent the current reporting period when the report is used for multiple reporting periods). This report is produced during the October (K) and February (C) reporting periods.

C:\Documents and Settings\lanicka.shepherd-mas\Desktop\New Folder (2)\CTA Course Listing and Edit EXP.doc
Revision Date December 20, 2006

Page 4 of 27

District IRN		Date Generated at ODE (Year/Month/Date)	
	DAS_IRN_COORD_CCYYMMDD.TXT_CCYY?_STU_CTA_AGG		Fiscal Year
Data Acquisition Site	Area Coordinator	Report Topic	
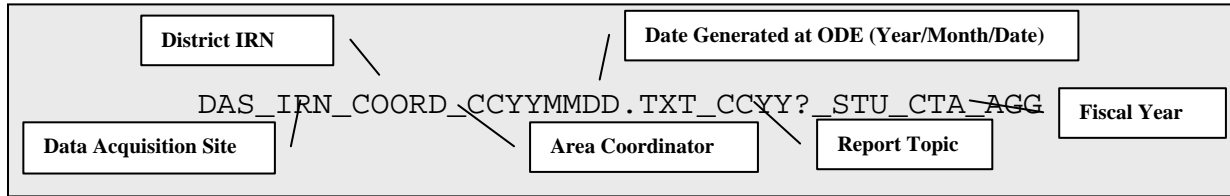
The file name for the index is:

DAS_IRN_COORD_CCYYMMDD.TXT_CCYY?_STU_CTA_PAGE_INDEX; its components are described below ('?' may be used to represent the current reporting period when the report is used for multiple reporting periods). This report is produced during the October (K) and February (C) reporting periods.

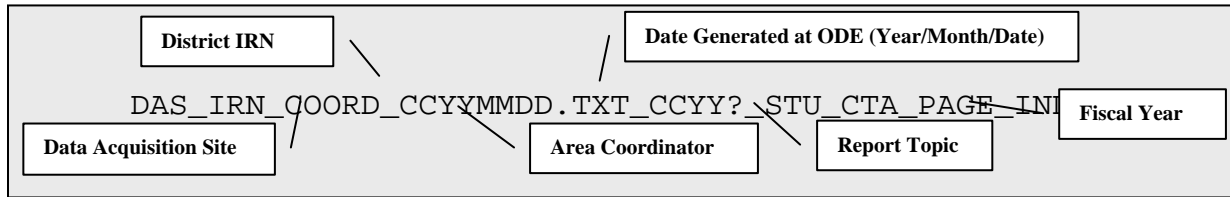| District IRN		Date Generated at ODE (Year/Month/Date)	
	DAS_IRN_COORD_CCYYMMDD.TXT_CCYY?_STU_CTA_PAGE_INI		Fiscal Year
Data Acquisition Site	Area Coordinator	Report Topic	

The file name for the comma-delimited file is:

DAS_IRN_COORD_CCYYMMDD.CSV_CCYY?_STU_CTA; its components are described below ('?' may be used to represent the current reporting period when the report is used for multiple reporting periods). This report is produced during the October (K)and February (C) reporting periods.

District IRN		Date Generated at ODE (Year/Month/Date)	
	DAS_IRN_COORD_CCYYMMDD.CSV_CCYY?_STU_CTA		Fiscal Year
Data Acquisition Site	Area Coordinator	Report Topic	

ODE Processing

Process Description

These reports are generated during each week of the October and February processing cycle and distributed to districts who submitted data in that processing week. This cycle runs through an aggregation of student data at the ITC and those files are transferred to ODE for further processing and report production.

C:\Documents and Settings\lanicka.shepherd-mas\Desktop\New Folder (2)\CTA Course Listing and Edit EXP.doc
Revision Date December 20, 2006

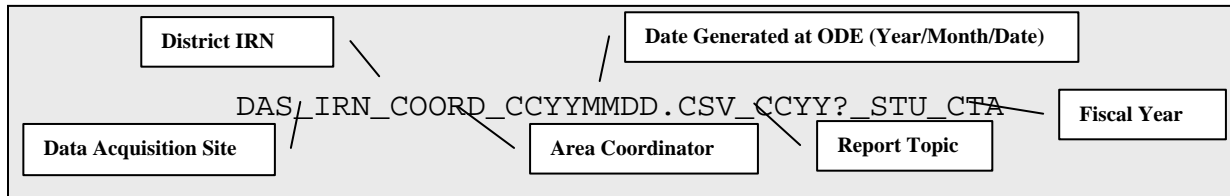Page 5 of 27

Data Source

The teacher information comes from the ***Staff Demographic, Staff Employment***, and ***Course Maste****r* records submitted by the district.

The student information comes from the ***Student Demographic, Student Attendance, Student Course***, and ***CTAE Correlated Class*** records. During the aggregation process, the ACVE file is created from these data to provide student counts.

Other files in the CTAE system at ODE provide additional information for the reports: ***Supervisor*** file containing contact information for state supervisors, ***GIVE*** file containing CTAE options, and a ***Subject*** file containing short descriptions of the CTAE subjects, ***Grads*** file containing information about CTAE graduates.

Submitted Data Used in Report

The data printed on the outputs or used in filtering come from a number of files. They are listed below in alphabetical order by element name.

Element Name	Record Field #	File Name	Special Notes
Attending/Home District IRN	CK300	*Student Attendance*	
Attending/Home District IRN Indicator	CK305	*Student Attendance*	
Authorized Teaching Experience Years	CI200	*Staff Demographic*	
Building IRN			
BUILDING IRN	CK090	*Staff Employment*	
BUILDING NAME		*OEDS*	
CBI INDICATOR	GN120	*Student Course*	
COUNTY		*OEDS*	
COURSE LEVEL	CN080	*Course Master*	
COURSE STATUS	GN090	*Student Course*	
COURSE TYPE	CN130	*Course Master*	
CTAE CONCENTRATOR	GN120	*Student Course*	
CTAE WORKFORCE DEVELOPMENT COMPLETER	GN140	*Student Course*	
DISABILITY CONDITION	GI160	*Student Demographic*	
DISADVANTAGEMENT	GI170	*Student Demographic*	
DISTRICT IRN	CK040	*Staff Employment*	
DISTRICT NAME		*OEDS*	
EDUCATION LEVEL	CI100	*Staff Demographic*	
EMPLOYEE ID	CI050	*Staff Demographic*	
EMPLOYEE NAME	CI060	*Staff Demographic*	
GENDER	GI080	*Student Demographic*	

C:\Documents and Settings\lanicka.shepherd-mas\Desktop\New Folder (2)\CTA Course Listing and Edit EXP.doc
Revision Date December 20, 2006

Page 6 of 27

Element Name	Record Field #	File Name	Special Notes
GENDER	CI090	*Staff Demographic*	
GRADE LEVEL	GI130	*Student Demographic*	
HOMELESS STATUS	GI190	*Student Demographic*	
LENGTH OF SCHEDULED INSTRUCTION	CN100	*Course Master*	
LIMITED ENGLISH PROFICIENCY	GI230	*Student Demographic*	
LOCAL CLASSROOM CODE	GN080	*Student Course*	Must match in *Course Master, Correlated Class*
LOCATION IRN NUMBER	CN110	*Course Master*	
MIGRANT STATUS	GI240	*Student Demographic*	
POSITION CODE	CK060	*Staff Employment*	
POSITION FUND SOURCE	CK130	*Staff Employment*	
POSITION STATUS	CK070	*Staff Employment*	
POSITION TYPE	CK140	*Staff Employment*	
PROGRAM BUILDER CODE	CN190	*Course Master*	
RACIAL/ETHNIC GROUP	GI090	*Student Demographic*	
RACIAL/ETHNIC GROUP	CI080	*Staff Demographic*	
SEMESTER CODE	CN090	*Course Master*	
SEMESTER HOURS	CI110	*Staff Demographic*	
SSID	GI310	*Student Demographic*	
STUDENT PERCENT OF TIME	CI150	*Student Demographic*	
SUBJECT CODE	CN050	*Course Master*	
TYPE OF APPOINTMENT	CK150	*Staff Employment*	

Derived Data Used in Report

Element Name	Record Field #	File Name	Field Value	Conversion factors
ACTIVITY		*Give* file		CTA Options file
ADULT SEC INDICATOR		*Give* file		CTA Options File
ATTENDING HOME STATUS	A1051	*ACVE*	1ST character = "1", 2nd character = STUDENT STATUS	ENROLLED STUDENT and GK305 = "0"
ATTENDING HOME STATUS	A1051	*ACVE*	1st character = "2", 2nd character = STUDENT STATUS, FTE calculated	ENROLLED STUDENT, GK305 not = "0", GI150 = "0"
ATTENDING HOME STATUS	A1051	*ACVE*	1ST character = "1" and 2nd character = STUDENT STATUS, FTE calculated, flagged as Not Open Enrollment	ENROLLED STUDENT, GK305 not = "0", GI150 > "0", GI120 not = "9", "2", "3", or "B"

C:\Documents and Settings\lanicka.shepherd-mas\Desktop\New Folder (2)\CTA Course Listing and Edit EXP.doc
Revision Date December 20, 2006

Page 7 of 27

Element Name	Record Field #	File Name	Field Value	Conversion factors
ATTENDING HOME STATUS	A1051	*ACVE*	1ST character = "1" and 2nd character = STUDENT STATUS, FTE calculated, flagged as Open Enrollment	ENROLLED STUDENT, GK305 not = "0", GI150 > "0", GI120 = "9", "2", "3", or "B"
COURSE-SVC		*In program*	First two characters of SUBJECT CODE	Used in program for setting flags: fundable, error
CTA FTE FOR WEIGHT		*VE Course Master*		Determined in ODE process as ACVE is translated to ODE file
ENROLLED STUDENT	C001		YES	Many factors including valid building IRN, first and last day, admit date, student status
ERROR-FLAG		*Error* file		Set in build program when error condition is encountered
FUNDABLE		*In program*	"Y", "N"	Set in program that builds the data files for the report
Mapped LCC				determined in ODE process
STATE EQUIVALENT GRADE LEVEL	A1255	*ACVE*	KH	"GRADE LEVEL (GI1330) is "KG" with a numeric DISABILITY CONDITION (GI160)
STATE EQUIVALENT GRADE LEVEL	A1255	*ACVE*	PH	GRADE LEVEL (GI1330) = "PS" with a numeric DISABILITY CONDITION (GI160)
STATE EQUIVALENT GRADE LEVEL	A1255	*ACVE*	PK	GRADE LEVEL(GI1330) = "KG" with a DISABILITY CONDITION (GI160) = "11"
State Supervisor		*Supervisor file*		Separately maintained name
STF-SUBMIT-ODE-DATE		*AUDIT*	CCYYMMDD	Determined by date on which staff data was processed by ODE
STU-SUBMIT-ODE-DATE		*AUDIT*	CCYYMMDD	Determined by date on which student data was processed by ODE
SUBJECT DESCRIPTION		*Subject* file		Short description of subject
Supervisor E-Mail		*Supervisor file*		Separately maintained
Supervisor Phone		*Supervisor file*		Separately maintained
TECH PREP	A1344	*ACVE*	"Y" if PROGRAM CODE = "305005"	Determined in aggregation routine
TOTAL STUDENT COUNT		*ACVE*	three-digit number	Determined in aggregation routine
VEPD		*Give* file		

C:\Documents and Settings\lanicka.shepherd-mas\Desktop\New Folder (2)\CTA Course Listing and Edit EXP.doc
Revision Date December 20, 2006

Page 8 of 27

Element Name	Record Field #	File Name	Field Value	Conversion factors
WECEP	A1353	*ACVE*	"*Y*" if PROGRAM CODE = "*305007*" and age = "*14*" or "*15*"	Determined in aggregation routine

Report Selection Criteria

After the records are sent to ODE without fatal warnings on the aggregations, the following filters are applied in the program that builds the report records.

Any one of the following <u>excludes</u> the record from the reports:
- EMPLOYEE ID = "999999999"
- COURSE TYPE = "S00" or "S01"
- MAPPED LCC = spaces

Any ONE of the following allows the record to be <u>included</u>:
> COURSE TYPE = "*VV1*", "*VV2*", '*VV3*", "*VA1*", "*VT1*", "*V91*"," *V99*"
>
> <u>or</u>
>
> SUBJECT CODE = "*990371*" "*990361*" "*990362*"
>
> <u>or</u>
>
> Course SVC = "*01*", "*04*", "*07*", '*09*", "*14*", "*17*", "*25*"

" *10*", "*11*", "*17*", "*18*", "*1A*", "*1C*", "*1D*", "*1P*", "*1S*", "*1T*", "*1M*","*1W*", "*12*", "*1B*", or *"19"* and the BUILDING IRN must be a valid JVS building IRN.

There are a number of relationships that create <u>error conditions</u>; these do not exclude the data from being reported. Since the purpose of the reports is to allow the district to rectify such conditions, these are well noted so that the district can take corrective action.

Report Sample, Course Listing and Edit

Header Information

The first area of the header describes information about the report generation. The upper left section names the program from which the report was generated and the data source. The middle information identifies the producer of the report and the report title. The upper right section states the date on which the report was generated, the page number, and the reporting period to which the report belongs.

C:\Documents and Settings\lanicka.shepherd-mas\Desktop\New Folder (2)\CTA Course Listing and Edit EXP.doc
Revision Date December 20, 2006

Page 9 of 27

The second area of the header pertains to the recipient of the report. It identifies the district for which the report was produced, its IRN, COUNTY, and VEPD of the district.

The third area of the header pertains to the state supervisor; NAME, PHONE, and E-MAIL are provided.

Detail Information

The detail level has several sections:
1. Teacher information
2. Teacher schedule information
3. Funded course and teacher information for each class on the schedule

1. The first section contains:
- **TEACHER NAME**   Last, First, Middle initial
- **TEACHER ID**   Certification number or Z-ID
- **GENDER**   "*M*" or "*F*"
- **RACE**   see EMIS manual for RACIAL/ETHNIC CATEGORY
- **DEGREE**   see EMIS manual for EDUCATION LEVEL
- **SEMESTER HOURS**   3-digit number
- **AUTHORIZED EXP**   2-digit number of years
- **POSITION CODE**   see EMIS Appendix D for POSITION CODES
- **POSITION STATUS**   see EMIS Manual for POSITION STATUS codes
- **POSITION FUND SOURCE**   see EMIS Manual for POSITION FUND SOURCE codes
- **POSITION TYPE**   see EMIS Manual for POSITION TYPES
- **TYPE APPOINT**   see EMIS Manual for TYPE OF APPOINTMENT

2. The second section contains:
- **BUILDING**   IRN where class is held
- **LOCAL CLASSROOM CODE**   LCC for this course
- **COURSE TYPE**   see EMIS Manual
- **SUBJECT**   see EMIS Manual, Appendix C for Subject codes
- **SEMESTER**   "*1*" = first only, "*2*" = second only, "*3*" = all year
- **HEAD COUNT**   based on counts in aggregations
- **ATTEND FTE**   based on counts and student percent of time
- **CTA FTE**
- **HOURS**   Number of hours course is scheduled to meet
- **STATUS**   spaces or "*FUNDED*"

C:\Documents and Settings\lanicka.shepherd-mas\Desktop\New Folder (2)\CTA Course Listing and Edit EXP.doc
Revision Date December 20, 2006

Page 10 of 27

3. The third section contains

Course Identifying Information

Repeats the first five elements of the second section and the hours and adds:

- o **SUBJECT NAME**
- o **LEVEL**
- o **MULTHAND**
- o **PROGRAM BUILDER CODE**

Teacher Identifying Information

Repeats the first seven elements of the first section

Headcounts by gender, grade, special condition in three categories:

- o **HEAD COUNT**
- o **HEAD COUNT BASED ON ATTENDANCE** for student ATTENDING/HOME STATUS codes of "*10*", "*11*", "*17*", "*18*", "*1A*", "*1C*", "*1D*", "*1P*", "*1S*", "*1T*", "*1M*", "*1W*"
- o **HEAD COUNT BASED ON ATTENDANCE** for student ATTENDING/HOME STATUS codes of "*12*", "*1B*", "*19*"

The counts by race, gender, disability, disadvantagement, and LEP are determined in the aggregations. The relationships between the numbers are indicated on the last page of this report sample.

A count is included in DIS if the DISADVANTAGEMENT code = "*1*", "*2*", or "*3*".

A count is include in LEP if the LEP value = "Y"

A count is included in SWD if the DISABILITY CODE = "*01*" through "*06*" or "*08*" through "*15*".

A count is included in OTH if none of the above apply.

NOTE: the summary page in the sample was not extracted from the same report. Its results will not match with the detail lines above it.

C:\Documents and Settings\lanicka.shepherd-mas\Desktop\New Folder (2)\CTA Course Listing and Edit EXP.doc
Revision Date December 20, 2006

Page 11 of 27

```
     PROGRAM: EMIS2007-???-DIST-SUPV-REPORT        OHIO DEPARTMENT OF EDUCATION                   DATE: 03/30/2007
       SOURCE: OEDS,GIVE,SECOCT,SECERR               OFFICE OF DATA SERVICES                        PAGE:     1
  EMIS REPORT: TXT_2007?_STU_CTA_AGG         EDUCATION MANGAGEMENT INFORMATION SYSTEM      REPORTING PERIOD: ? (???????)
                  STAFF DATA SUBMITTED TO ODE AS OF 02/24/2007        STUDENT DATA SUBMITTED TO ODE AS OF 02/24/2007
                          FY2007 CAREER-TECHNICAL EDUCATION COURSE LISTING AND EDIT REPORT

   DISTRICT: 050505  SUPERB LOCAL SD                COUNTY: InOhio        CTPD: 030  YOUR COUNTY JVSD CTPD

   STATE SUPERVISOR: John Smith                  PHONE: 614-644-5923     E-MAIL:  John.Smith@ode.state.oh.us
        OTHER HELP SOURCE: Your Data Acquisition Site
   ******************************************************************************************************************
        +------------------------ C A R E E R - T E C H N I C A L   T E A C H E R   I N F O R M A T I O N ------------------------+
        TEACHER NAME: EDISON, THOMAS A.                        TEACHER ID: OS1029970       GENDER: M   RACE: W
            DEGREE: 0                                SEMESTER HOURS: 000        AUTHORIZED EXP: 01
        POSITION CODE:  205   POSITION STATUS: C   POSITION FUND SOURCE: L      POSITION TYPE: R   TYPE APPOINT: 1


        +----------------------------------------------- T E A C H E R   S C H E D U L E ----------------------------------------------- +
          BUILDING   LOCAL CLASSROOM CODE     COURSE TYPE    SUBJECT    SEMESTER    HEAD COUNT    ATTEND FTE    CTA FTE    HOURS    STATUS
          030303     CLRM-804-01              R00            300010     2             0            .00           .00       90
          030303     CLRM-805-01              R00            300010     1             0            .00           .00       90
          030303     CLRM-849-01              VV1            010001     3            19           18.00          2.16     126      FUNDED
          030303     CLRM-853-01              VV1            010001     3            10           10.00          1.20     126      FUNDED
          030303     CLRM-854-01              VV1            010301     3             1            1.00           .12     126      FUNDED


          3.48  TOTAL CTA FUNDED FTES FOR THIS TEACHER (10,11,17,18,1A,1C,1D,1P,1S,1T,1W,1M   FUNDED ON LINE 9 OF SF3)
          0.12  TOTAL CTA FUNDED FTES FOR THIS TEACHER (12,1B,19   FUNDED ON LINE 23F OR LINE 23D OF SF3)
   ==================================================================================================================
             ************ F U N D E D ************  COMMENT:
             +----------C O U R S E   I N F O R M A T I O N-----------+  +----------------- OCTOBER HEAD COUNT ------------------+
    CTA      SCHOOL BUILDING: 030303 SUPERB HIGH SCH                     <9  UNG  9  10  11  12  13  23  TOT  DIS  SWD  LEP  OTH
  FTE FOR    CLRM-849-01           LOCAL CLASSROOM CODE         M                      5   3           8    3    4         2
  WEIGHT     SUBJECT CODE: 010001       SUBJECT NAME: ENV & AG SCIENC  F                  8   1           9    3    1         5
    6.72     COURSE TYPE: VV1   LEVEL: *  SEMESTER: 3    MULTIHAND: N
             COURSE HOURS: 0126   PROGRAM BUILDER CODE:           +----------------- FEBRUARY HEAD COUNT -----------------+
  (12,1B,19)                                                         <9  UNG  9  10  11  12  13  23  TOT  DIS  SWD  LEP  OTH
    .42                                                            M
                                                                  F
             +----------T E A C H E R   I N F O R M A T I O N-----------+
             TEACHER NAME: EDISON, THOMAS A.                     + HEAD CNT BASE ATTEND(10,11,17,18,1A,1C,1D,1P,1S,1T,1M,1W)+
             TEACHER ID#: OS1234567   GENDER: M  RACE: W    DEGREE: 0    <9     UNG      9    10    11    12    13    23    TOT
                      AUTH EXP: 10  SEMESTER HRS: 000          M
                                                              F               1.00                               1.00

                                                              +------- HEAD COUNT BASED ON ATTENDANCE (12,1B,19) --------+
                                                                   <9     UNG      9    10    11    12    13    23    TOT
                                                              M
                                                              F

             NOTES:   NONE

             EDIT CODES:        NONE
   ==================================================================================================================
             ************ F U N D E D ************  COMMENT:
             +----------C O U R S E   I N F O R M A T I O N-----------+  +----------------- OCTOBER HEAD COUNT ------------------+
    CTA      SCHOOL BUILDING: 030303 SUPERB HIGH SCH                     <9  UNG  9  10  11  12  13  23  TOT  DIS  SWD  LEP  OTH
  FTE FOR    CLRM-853-01           LOCAL CLASSROOM CODE         M              2   5   1           8    2    2         4
  WEIGHT     SUBJECT CODE: 010001       SUBJECT NAME: ENV & AG SCIENC  F              2               2    1    1
    6.72     COURSE TYPE: VV1   LEVEL: *  SEMESTER: 3    MULTIHAND: N
             COURSE HOURS: 0126   PROGRAM BUILDER CODE:           +----------------- FEBRUARY HEAD COUNT -----------------+
  (12,1B,19)                                                         <9  UNG  9  10  11  12  13  23  TOT  DIS  SWD  LEP  OTH
    .42                                                            M
                                                                  F
             +----------T E A C H E R   I N F O R M A T I O N-----------+
             TEACHER NAME: EDISON, THOMAS A.                     + HEAD CNT BASE ATTEND(10,11,17,18,1A,1C,1D,1P,1S,1T,1M,1W)+
```

```
PROGRAM: EMIS2007-???-DIST-SUPV-REPORT        OHIO DEPARTMENT OF EDUCATION                  DATE: 03/30/2007
  SOURCE: OEDS,GIVE,SECOCT,SECERR               OFFICE OF DATA SERVICES                      PAGE:      2
EMIS REPORT: TXT_2007?_STU_CTA_AGG         EDUCATION MANAGEMENT INFORMATION SYSTEM       REPORTING PERIOD: ? (???????)
                  STAFF DATA SUBMITTED TO ODE AS OF 02/24/2007        STUDENT DATA SUBMITTED TO ODE AS OF 02/24/2007
                            FY2007 CAREER-TECHNICAL EDUCATION COURSE LISTING AND EDIT REPORT

 DISTRICT: 050505  SUPERB LOCAL SD                    COUNTY: InOhio        CTPD: 030  YOUR COUNTY JVSD CTPD

            TEACHER ID#: OS1234567   GENDER: M  RACE: W    DEGREE: 0      <9    UNG    9    10   11   12   13   23    TOT
                  AUTH EXP: 10  SEMESTER HRS: 000          M                         5.00       1.00                   6.00
                                                          F                                     1.00                   1.00

                                                     +------- HEAD COUNT BASED ON ATTENDANCE (12,1B,19) --------+
                                                          <9    UNG    9    10   11   12   13   23    TOT
                                                      M
                                                      F

            NOTES:   NONE

            EDIT CODES:        NONE
============================================================================================================
            ************ F U N D E D ************  COMMENT:
            +----------C O U R S E  I N F O R M A T I O N-----------+  +----------------- OCTOBER HEAD COUNT -------------------+
   CTA      SCHOOL BUILDING: 030303 SUPERB HIGH SCH            <9  UNG  9   10  11  12  13  23   TOT  DIS  SWD  LEP  OTH
 FTE FOR    CLRM-854-01        LOCAL CLASSROOM CODE         M
  WEIGHT    SUBJECT CODE: 010301      SUBJECT NAME: AGRIBUS & PROD   F              1        1                           1
   6.72     COURSE TYPE: VV1   LEVEL: *  SEMESTER: 3   MULTIHAND: N
            COURSE HOURS: 0126   PROGRAM BUILDER CODE:          +----------------- FEBRUARY HEAD COUNT ------------------+
(12,1B,19)                                                     <9  UNG  9   10  11  12  13  23   TOT  DIS  SWD  LEP  OTH
   .42                                                      M
                                                           F
            +----------T E A C H E R  I N F O R M A T I O N-----------+
            TEACHER NAME: EDISON, THOMAS A.                   + HEAD CNT BASE ATTEND(10,11,17,18,1A,1C,1D,1P,1S,1T,1M,1W)+
            TEACHER ID#: OS1234567   GENDER: M  RACE: W    DEGREE: 0      <9    UNG    9    10   11   12   13   23    TOT
                  AUTH EXP: 10  SEMESTER HRS: 000          M
                                                          F                         1.00                               1.00

                                                     +------- HEAD COUNT BASED ON ATTENDANCE (12,1B,19) --------+
                                                          <9    UNG    9    10   11   12   13   23    TOT
                                                      M
                                                      F

            NOTES:   NONE

            EDIT CODES: FATAL    T07 The teacher does not have the appropriate certification/license to teach this SUBJECT CODE.
```

C:\Documents and Settings\lanicka.shepherd-mas\Desktop\New Folder (2)\CTA Course Listing and Edit EXP.doc
Revision Date December 20, 2006

Page 13 of 27

```
 PROGRAM: EMIS2007-???-DIST-SUPV-REPORT        OHIO DEPARTMENT OF EDUCATION                    DATE: 03/30/2007
  SOURCE: OEDS,GIVE,SECOCT,SECERR      OFFICE OF INFORMATION POLICY AND MANAGEMENT             PAGE:   327
EMIS REPORT: TXT_2007?_STU_CTA_AGG           EDUCATION MANGAGEMENT INFORMATION SYSTEM          REPORTING PERIOD: ? (???????)
             STAFF DATA SUBMITTED TO ODE AS OF 02/24/2007          STUDENT DATA SUBMITTED TO ODE AS OF 02/24/2007
                  FY2007 CAREER-TECHNICAL EDUCATION COURSE LISTING AND EDIT REPORT

   DISTRICT: 050505  SUPERB LOCAL SD              COUNTY: InOhio       CTPD: 030  YOUR COUNTY JVSD
```

PROGRAM AREA	WEIGHT FACTOR	STUDENT COUNT BASED ON ATTENDANCE (10,11,17,18,1A 1C,1D,1P,1S,1T)	CTA FTE TO WEIGHT	STUDENT COUNT BASED ON ATTENDANCE (12,19,1B)	CTA FTE TO WEIGHT (12,19,1B)	TOTAL STUDENT COUNT BASED ON ATTENDANCE	TOTAL CTA FTE TO WEIGHT
WORKFORCE DEVELOPMENT							
AGRICULTURE...................	.57	347.40	64.50	15.80	5.64	363.20	70.14
MARKETING.....................	.57	.00	.00	.00	.00	.00	.00
BUSINESS & INFORMATION TECH...	.57	232.22	52.44	6.00	1.71	238.22	54.15
FAMILY AND CONSUMER SCIENCES..	.57	145.02	44.64	6.00	1.98	151.02	46.62
HEALTH CAREERS................	.57	93.60	26.74	4.00	1.43	97.60	28.17
INDUSTRIAL & ENGINEERING......	.57	983.03	256.44	57.00	18.09	1040.03	274.53
JOB TRAINING COORD. UNIT......	.57	.00	.00	.00	.00	.00	.00
ENTREPRENEURSHIP/EMPLOYABILITY	.57	154.21	16.97	18.00	.99	163.21	17.96
ACADEMIC......................	.57	1277.38	135.89	75.00	8.36	1352.38	144.25
TOTAL WORKFORCE DEVELOPMENT.....	.57	3232.86	597.62	172.80	38.20	3405.66	635.82
WORK AND FAMILY STUDIES.........	.28	2696.60	164.72	49.00	3.02	2745.60	167.74
CAREER BASED INTERVENTION.......	.28	589.00	119.41	15.00	2.83	604.00	122.24
							TEACHER FTE
GRADS...........................		74.40		7.00		81.40	3.00

Numerical Relationships

Class HEAD COUNT = M + F in class

Class FTE = M + F in class

```
+--------------------------------------------- T E A C H E R   S C H E D U L E ------------------------------------------------- +
    BUILDING    LOCAL CLASSROOM CODE     COURSE TYPE    SUBJECT    SEMESTER    HEAD COUNT    ATTEND FTE    CTA FTE    HOURS    STATUS
    030303      CLRM-804-01              R00            300010     2           0             .00          .00        90
    030303      CLRM-805-01              R00            300010     1           0             .00          .00        90
    030303      CLRM-849-01              VV1            010001     3           19            18.00        2.16       126      FUNDED
    030303      CLRM-853-01              VV1            010001     3           10            10.00        1.20       126      FUNDED
    030303      CLRM-854-01              VV1            010301     3           1             1.00         .12        126      FUNDED

            3.48   TOTAL CTA FUNDED FTES FOR THIS TEACHER (10,11,17,18,1A,1C,1D,1P,1S,1T,1W,1M   FUNDED ON LINE 9 OF SF3)
            0.12   TOTAL CTA FUNDED FTES FOR THIS TEACHER (12,1B,19   FUNDED ON LINE 23F OR LINE 23D OF SF3)
===========================================================================================================================
```

Sum of grades = TOT

```
===========================================================================================================================
          ************* F U N D E D ************   COMMENT: Certificate conversion in progress
          +----------C O U R S E   I N F O R M A T I O N------------+  +---------------- H E A D   C O U N T -----------------+
  CTA      SCHOOL BUILDING: 030303 SUPERB HIGH SCH                       <9   UNG   9   10   11   12   13   23   TOT   DIS   SWD   LEP   OTH
 FTE FOR   CLRM-849-01           LOCAL CLASSROOM CODE                 M         6        1                       7     2     4           3
 WEIGHT    SUBJECT CODE: 010001       SUBJECT NAME: ENV & AG SCIENC   F         10   2                           12    2     2           9
  2.16     COURSE TYPE: VV1    LEVEL: *   SEMESTER: 3    MULTIHAND: N
           COURSE HOURS: 0126   PROGRAM BUILDER CODE:                 + HEAD CNT BASE ATTEND(10,11,17,18,1A,1C,1D,1P,1S,1T,1M,1W)+
(12,1B,19)                                                               <9      UNG      9       10      11    12    13    23    TOT
    .12                                                              M            5.00        1.00                              6.00
                                                                    F            10.00   2.00                                  12.00
           +----------T E A C H E R   I N F O R M A T I O N-----------+
           TEACHER NAME: EDISON, THOMAS A.                             +------- H(12,1B,19) --------+
           TEACHER ID#: OS1234567   GENDER: M   RACE: W    DEGREE: 0      <9      UNG      9    10    11    12    13    23    TOT
                   AUTH EXP: 01   SEMESTER HRS: 000                   M            1.00                                    1.00
                                                                    F

           NOTES:   NONE

           EDIT CODES: FATAL    T07 The teacher does not have the appropriate certification/license to teach this SUBJECT CODE.
```

Sum each grade Attend Category = top grade count

Report Sample, Page Index

Header Information

The first area of the header describes information about the report generation. The upper left section names the program from which the report was generated and the data source. The middle information identifies the producer of the report and the report title. The upper right section states the date on which the report was generated, the page number, and the reporting period to which the report belongs.

The second area of the header pertains to the recipient of the report. It identifies the district for which the report was produced, its IRN, COUNTY, and VEPD of the district.

That is followed by column headers indicating the data described on each detail line.

Detail Information

Each detail line on this report contains the following information:

TEACHER NAME	Last, First, Middle Initial
TEACHER ID#	Certificate or Z-ID
LOCATION/SCHOOL NAME	IRN where classes are held
HOURS	Total class scheduled hours
TEACHER FTE	from POSITION FTE
GRADS TEACHER FTE	from *GRADS* file
CTA FTE TO WEIGHT	from *VE Master Course* file
PAGE	Page number where the detail can be found on "Course Listing and Edit"
ERROR	*"F", "W"*, or *"I"* if error was found during report build, detail of error can be found on indicated page on "Course Listing and Edit"

```
    PROGRAM: EMIS2007-???-DIST-PAGE-INDEX          OHIO DEPARTMENT OF EDUCATION                      DATE: 03/30/2007
     SOURCE: FY2007 EMIS ???????              EDUCATION MANGAGEMENT INFORMATION SYSTEM                PAGE:     1
EMIS REPORT: TXT_2007?_STF_CTA_PAGE_INDEX                                                REPORTING PERIOD: ? (???????)
                    FY2007 CAREER-TECHNICAL EDUCATION COURSE LISTING AND EDIT REPORT TEACHER PAGE INDEX

    DISTRICT: 050505   SUPERB LOCAL SD                   COUNTY: InOhio        VEPD: 030  YOUR COUNTY JVSD CTPD
=====================================================================================================================
                                                                              GRADS        CTA FTE
    TEACHER NAME                    TEACHER ID#      LOCATION/SCHOOL NAME      HOURS   TEACHER FTE   TO WEIGHT   PAGE   ERROR
    -----------------------------   -----------  ------------------------------   ------   -----------   -----------   ----   -----
    EDISON, THOMAS A.               ...OS1234567...SUPERB HIGH SCH              ...   378.....     .....          3.48...  1.... F

    EDISON, THOMAS A.               ...OS1234567...SUPERB HIGH SCH              ...   .....     .....              ...  2.... F


    TOTAL CTA FTE TO WEIGHT.................................................................      3.48
    TOTAL GRADS TEACHER FTE...............................................................
```

Report Sample, CSV File

CSV File Format, General Information

This Comma Separated Value (CSV) format file contains a record for each student in each CTA course that a district submits during any reporting period.

In basic terms, the CSV file will contain the data element values separated by a comma to denote the end of one data element value and the start of a new one. For example, if you were to take the district IRN, its name, and county and convert it into a CSV file it would look like this:

012345, My District, Franklin

When imported into Excel, this string of comma separated values would be split into corresponding columns:

District IRN	District Name	County Name
012345	My District	Franklin

TIP: When importing data from a CSV file containing a numerical value that starts with a zero, like an IRN, it is important to import that type of data element as text and not a number in Excel. If imported as a numerical value, the first zero will be removed.

Header Information

The following is the header as it appears in the original CSV file. Note: the comma between each element name allows the data to be opened in Excel as a comma-delimited file without any additional formatting on the user's part.

The header record for the CSV file contains:

FIELD NAME	STARTING POSITION	ENDING POSITION	FIELD LENGTH
STAFF-NAME	1	10	10
,	11	11	1
STATE-ID	12	19	8
,	20	20	1
LOC-IRN	21	27	7
,	28	28	1
LOC-NAME	29	36	8
	37	37	1
LCC	38	40	3
,	41	41	1
CT	42	43	2
,	44	44	1

SUBJ	45	48	4
,	49	49	1
SID	50	52	3
,	53	53	1
A/H-IRN	54	60	7
,	61	61	1
A/H-CODE	62	69	8
,	70	70	1
RES-IRN	71	77	7
,	78	78	1
GRADE-LEVEL	79	89	11
,	90	90	1
EQ-GRADE-LEV	91	102	12
,	103	103	1
RACE	104	107	4
,	108	108	1
GENDER	109	114	6
,	115	115	1
DISABL	116	121	6
,	122	122	1
DISADV	123	128	6
,	129	129	1
LEP	130	132	3
,	133	133	1
HOMELESS	134	141	8
,	142	142	1
MIGRANT	143	149	7
,	150	150	1
CONCENT	151	157	7
,	158	158	1
TECHPREP	159	166	8
,	167	167	1
CBI-WBL	168	174	7
,	175	175	1
WECEP	176	180	5
,	181	181	1

CRSE-STAT	182	190	9
,	191	191	1
ATT-FTE	192	198	7
,	199	199	1
STF-SUBMIT-ODE-DATE	200	218	19
,	219	219	1
STU-SUBMIT-ODE-DATE	220	238	19

Detail Information

Each detail line in the CSV file contains data pertaining to a student whose records were submitted by the district.

FIELD NAME	STARTING POSITION	ENDING POSITION	FIELD LENGTH	DATA
STAFF-NAME	1	42	42	Last Name, First Name, Middle Init
COMMA SEPARATOR	43	43	1	,
STATE-ID	44	52	9	9-character certification or Z-ID
COMMA SEPARATOR	53	53	1	,
LOC-IRN	54	59	6	6-digit assign IRN
COMMA SEPARATOR	60	60	1	,
LOC-NAME	61	90	30	From OEDS
COMMA SEPARATOR	91	91	1	,
LCC	92	111	20	Local Classroom Code
COMMA SEPARATOR	112	112	1	,
CT	113	115	3	See EMIS Manual for codes
COMMA SEPARATOR	116	116	1	,
SUBJ	117	122	6	See EMIS Manual for codes
COMMA SEPARATOR	123	123	1	,
SID	124	132	9	9-character ID assigned to student
COMMA SEPARATOR	133	133	1	,
A/H-IRN	134	139	6	Attending/Home IRN
COMMA SEPARATOR	140	140	1	,
A/H-CODE	141	142	2	ATTENDING/HOME STATUS as determined in aggregations
COMMA SEPARATOR	143	143	1	,
RES-IRN	144	149	6	6-digit IRN of resident district

COMMA SEPARATOR	150	150	1	,
GRADE-LEVEL	151	152	2	As submitted
COMMA SEPARATOR	153	153	1	,
EQ-GRADE-LEV	154	155	2	As determined in aggregations
COMMA SEPARATOR	156	156	1	,
RACE	157	157	1	See EMIS Manual
COMMA SEPARATOR	158	158	1	,
GENDER	159	159	1	See EMIS Manual
COMMA SEPARATOR	160	160	1	,
DISABL	161	162	2	See EMIS Manual
COMMA SEPARATOR	163	163	1	,
DISADV	164	164	1	See EMIS Manual
COMMA SEPARATOR	165	165	1	,
LEP	166	166	1	See EMIS Manual
COMMA SEPARATOR	167	167	1	,
HOMELESS	168	168	1	See EMIS Manual
COMMA SEPARATOR	169	169	1	,
MIGRANT	170	170	1	"*Y*" or "*N*"
COMMA SEPARATOR	171	171	1	,
CONCENT	172	172	1	"*Y*" or "*N*"
COMMA SEPARATOR	173	173	1	,
TECHPREP	174	174	1	Determined in Aggregation routine
COMMA SEPARATOR	175	175	1	,
CBI-WBL	176	176	1	Determined in Aggregation routine
COMMA SEPARATOR	177	177	1	,
WECEP	178	178	1	Determined in Aggregation routine
COMMA SEPARATOR	179	179	1	,
CRSE-STAT	180	180	1	"*F*" when funded
COMMA SEPARATOR	181	181	1	,
ATT-FTE	182	189	8	Number in 99999V99 format
COMMA SEPARATOR	190	190	1	,
STF-SUBMIT-ODE-DATE	191	198	8	CCYYMMDD when staff data submitted
COMMA SEPARATOR	199	199	1	,
STU-SUBMIT-ODE-DATE	200	207	8	CCYYMMDD when student data submitted

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Revision Date August 17, 2006

Page 21 of 27

C:\Documents and Settings\lanicka.shepherd-mas\Desktop\New Folder (2)\CTA Course Listing and Edit EXP.doc
Revision Date August 17, 2006

Page 22 of 27

```
STAFF-NAME,STATE-ID,LOC-IRN,LOC-NAME,LCC,CT,SUBJ,SID,A/H-IRN,A/H-CODE,RES-IRN,GRADE-LEVEL,EQ-GRADE-LEV,RACE,GENDER,DISABL,DISADV,LEP
,HOMELESS,MIGRANT,CONCENT,TECHPREP,CBI-WBL,WECEP,CRSE-STAT,ATT-FTE,STF-SUBMIT-ODE-DATE,STU-SUBMIT-ODE-DATE
EDISON, THOMAS A.                      ,OS1234567,030303,SUPERB HIGH SCH              ,CLRM-849-01            ,VV1,010001,AH1104467
,043679,19,043679,09,09,W,M,10,*,N,*,N,N,N,*,N,0,00001.00,20060224,20060224
EDISON, THOMAS A.                      ,OS1234567,030303,SUPERB HIGH SCH              ,CLRM-849-01            ,VV1,010001,AJ8486568
,050658,10,050658,09,09,W,F,**,1,N,*,N,N,N,*,N,0,00001.00,20060224,20060224
EDISON, THOMAS A.                      ,OS1234567,030303,SUPERB HIGH SCH              ,CLRM-849-01            ,VV1,010001,AQ1362709
,050658,10,050658,11,11,M,M,10,1,N,*,N,N,N,*,N,0,00001.00,20060224,20060224
EDISON, THOMAS A.                      ,OS1234567,030303,SUPERB HIGH SCH              ,CLRM-849-01            ,VV1,010001,AQ1610686
,050658,10,050658,10,10,W,F,**,*,N,*,N,N,N,*,N,0,00001.00,20060224,20060224
EDISON, THOMAS A.                      ,OS1234567,030303,SUPERB HIGH SCH              ,CLRM-849-01            ,VV1,010001,AQ1618737
,050658,10,050658,09,09,W,M,**,*,N,*,N,N,N,*,N,0,00001.00,20060224,20060224
EDISON, THOMAS A.                      ,OS1234567,030303,SUPERB HIGH SCH              ,CLRM-849-01            ,VV1,010001,AQ1621131
,050658,10,050658,09,09,W,F,09,*,N,*,N,N,N,*,N,0,00001.00,20060224,20060224
EDISON, THOMAS A.                      ,OS1234567,030303,SUPERB HIGH SCH              ,CLRM-849-01            ,VV1,010001,AQ1622243
,050658,10,050658,09,09,W,F,**,*,N,*,N,N,N,*,N,0,00001.00,20060224,20060224
EDISON, THOMAS A.                      ,OS1234567,030303,SUPERB HIGH SCH              ,CLRM-849-01            ,VV1,010001,AQ1633489
,050658,10,050658,09,09,W,F,**,*,N,*,N,N,N,*,N,0,00001.00,20060224,20060224
EDISON, THOMAS A.                      ,OS1234567,030303,SUPERB HIGH SCH              ,CLRM-849-01            ,VV1,010001,AQ1634490
,050658,10,050658,09,09,W,F,**,*,N,*,N,N,N,*,N,0,00001.00,20060224,20060224
EDISON, THOMAS A.                      ,OS1234567,030303,SUPERB HIGH SCH              ,CLRM-849-01            ,VV1,010001,AQ1643197
,050658,10,050658,09,09,W,F,**,*,N,*,N,N,N,*,N,0,00001.00,20060224,20060224
EDISON, THOMAS A.                      ,OS1234567,030303,SUPERB HIGH SCH              ,CLRM-849-01            ,VV1,010001,AQ1653544
,050658,10,050658,09,09,W,F,**,*,N,*,N,N,N,*,N,0,00001.00,20060224,20060224
EDISON, THOMAS A.                      ,OS1234567,030303,SUPERB HIGH SCH              ,CLRM-849-01            ,VV1,010001,AQ1654712
,050658,10,050658,09,09,W,M,**,*,N,*,N,N,N,*,N,0,00001.00,20060224,20060224
EDISON, THOMAS A.                      ,OS1234567,030303,SUPERB HIGH SCH              ,CLRM-849-01            ,VV1,010001,AQ1665657
,050658,10,050658,09,09,W,F,**,*,N,*,N,N,N,*,N,0,00001.00,20060224,20060224
EDISON, THOMAS A.                      ,OS1234567,030303,SUPERB HIGH SCH              ,CLRM-849-01            ,VV1,010001,AQ1666242
,050658,10,050658,09,09,W,M,**,*,N,*,N,N,N,*,N,0,00001.00,20060224,20060224
EDISON, THOMAS A.                      ,OS1234567,030303,SUPERB HIGH SCH              ,CLRM-849-01            ,VV1,010001,AS5320494
,050658,10,050658,09,09,W,M,09,*,N,*,N,N,N,*,N,0,00001.00,20060224,20060224
EDISON, THOMAS A.                      ,OS1234567,030303,SUPERB HIGH SCH              ,CLRM-849-01            ,VV1,010001,AS5334461
,050658,10,050658,09,09,W,M,05,1,N,*,N,N,N,*,N,0,00001.00,20060224,20060224
EDISON, THOMAS A.                      ,OS1234567,030303,SUPERB HIGH SCH              ,CLRM-849-01            ,VV1,010001,AS5342960
,050658,10,050658,09,09,W,F,**,*,N,*,N,N,N,*,N,0,00001.00,20060224,20060224
EDISON, THOMAS A.                      ,OS1234567,030303,SUPERB HIGH SCH              ,CLRM-849-01            ,VV1,010001,IL5563600
,050658,10,050658,10,10,W,F,10,1,N,*,N,N,N,*,N,0,00001.00,20060224,20060224
EDISON, THOMAS A.                      ,OS1234567,030303,SUPERB HIGH SCH              ,CLRM-849-01            ,VV1,010001,JW1860380
,050658,10,050658,09,09,W,F,**,*,N,*,N,N,N,*,N,0,00001.00,20060224,20060224
EDISON, THOMAS A.                      ,OS1234567,030303,SUPERB HIGH SCH              ,CLRM-853-01            ,VV1,010001,AQ1316374
,050658,10,050658,12,12,W,M,**,*,N,*,N,N,N,*,N,0,00001.00,20060224,20060224
EDISON, THOMAS A.                      ,OS1234567,030303,SUPERB HIGH SCH              ,CLRM-853-01            ,VV1,010001,AQ1339387
,050658,10,050658,11,11,W,F,**,*,N,*,N,N,N,*,N,0,00001.00,20060224,20060224
EDISON, THOMAS A.                      ,OS1234567,030303,SUPERB HIGH SCH              ,CLRM-853-01            ,VV1,010001,AQ1343438
,050658,10,050658,11,11,W,M,**,*,N,*,N,N,N,*,N,0,00001.00,20060224,20060224
EDISON, THOMAS A.                      ,OS1234567,030303,SUPERB HIGH SCH              ,CLRM-853-01            ,VV1,010001,AQ1358479
,050658,10,050658,11,11,W,M,**,*,N,*,N,N,N,*,N,0,00001.00,20060224,20060224
EDISON, THOMAS A.                      ,OS1234567,030303,SUPERB HIGH SCH              ,CLRM-853-01            ,VV1,010001,AQ1359367
,050658,10,050658,11,11,W,M,**,*,N,*,N,N,N,*,N,0,00001.00,20060224,20060224
```

Error Detection and Correction

If an error condition exists, the PAGE INDEX report has an error code on the far right:
- F   Fatal error
- W   Warning
- I   Informational

Using the page numbers provided on the index, look up the full text of the error on the "Course Listing and Edit" report. This will provide sufficient information for taking corrective action.

The following relationships create fundable flag values or error messages, although they do not list the entire set of possible error conditions. Each situation can be evaluated to determine whether or not the student, employee, and course master records are properly coded to reflect the true district situation.

All of the following set the FUNDABLE flag to "*N*" and denote an error condition:

- If COURSE TYPE = "VA1"
    If Course SVC = "*05*", "*11*", "*13*", '*03*", or "*15*"
    Or
    Course SVC = "*03*" and SUBJECT CODE not = "*030600*".

- MASTER COURSE CODE does not match a code on the Subject file.

- MASTER COURSE CODE = spaces.

- MASTER COURSE CODE starts with "*999*".

- If Course SVC = "*01*', "*04*", "*07*", "*09*", "*14*", "*17*", or "*25*"
    Or
    MASTER COURSE CODE = "*990371*", "*990362*", "*990361*"
    then
        If *Give* file ACTIVITY not = "*A*"
        Or
        Give file ADULT SEC INDICATOR not = "*B*" or "*S*"

- MASTER COURSE CODE = "*010001*", "*040001*", "*070001*", "*090001*", "*140001*", "*170002*", "*170003*", "*170004 or "172809*" and COURSE TYPE not = "*VV1*".

- MASTER COURSE CODE = "*074820*", "*074830*", "*074840*", "*174890*", "*171807*", "*171808*", "*171809*", "*140200*", "*179960*" and COURSE TYPE not = "*VT1*" or "*VV3*".

- MASTER COURSE CODE = "*040820*" and COURSE TYPE not = "*VV1*", "*VT1*", or "*VV3*".

- MASTER COURSE CODE = "*179960*" and COURSE TYPE not = "*VV2*" or "*VV3*".

- *Master Course Code = "140200" and course type not = "VV1" or "VV3".*

- MASTER COURSE CODE = "*070005*" or "*170005*" or "*170006* or "*172812*" or "*172815*" and COURSE TYPE not = "*VV1*" or "*VT1*".

- SEMESTER CODE is not numeric or = zero.

- SEMESTER CODE = "*8*"

- MASTER COURSE CODE = "*090194*", "*090192*", "*090193*" and SEMESTER CODE not = "*3*".

- MASTER COURSE CODE = "*090101*", "*090102*", "*090106*", "*090107*", "*090108*", "*090111*" and SEMESTER CODE = "*3*".

- LENGTH OF SCHEDULED INSTRUCTION is not numeric or = zero or is less than CT Minimum Hours.

- MASTER COURSE CODE = "*090101*", "*090102*", "*090106*", "*090107*", "*090108*", "*090111*", "*090112*", "*090185*", "*090193*", "*090194*"
  And
  COURSE TYPE = "*VV3*"
  And
  LENGTH OF SCHEDULED INSTRUCTION > CT Maximum Hours.

- MASTER COURSE CODE = "*252525*"
  And
  COURSE TYPE = "*VV1*"
  And
  LENGTH OF SCHEDULED INSTRUCTION > CT Maximum Hours.

- If MASTER COURSE CODE = "*990371*"
  And
  COURSE TYPE = "*VV1*" or "*VV2*"
  And
  LENGTH OF SCHEDULED INSTRUCTION < 450.

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Revision Date August 17, 2006

Page 25 of 27

Semester Code = "*3*" and Length of Scheduled Instruction < CT Minimum Hours

- SEMESTER CODE not = "*3*"
  And
  COURSE TYPE = "*VA1*"
  And
  LENGTH OF SCHEDULED INSTRUCTION > CT Minimum Hours
  And
  COURSE SVC = "*15*"
  Multiply CLASS HOURS by .5
  If LENGTH OF SCHEDULED INSTRUCTION < result in line above

- MASTER COURSE CODE = "*090185*" and EQUIVALENT GRADE LEVEL not = "*07*", "*08*", "*09*"

- EQUIVALENT GRADE LEVEL = "*IN*", "*KG*", "*PS*", "*PH*". "*01*" through "*08*"
  And any one of the following is true:
    - COURSE SVC = "*01*", "*04*", "*07*", "*14*" or "*17*"
    - MASTER COURSE CODE = "*090101,*" "*090102*", "*090106*", "*090107*", "*090108*", "*090111*", "*090112*", "*990371*", "*990362*", "*990361*", "*090001*"
    - MASTER COURSE CODE starts with "*0902*"
    - COURSE TYPE = "*VA1*"

- Equivalent Grade Level = "*IN*", "*KG*", "*PS*", "*PH*". "*01*" through "*06*"
  And any one of the following is true:
    - Master Course Code = "*252525*
    - Course Type = "*VV3*" and Course SVC = "*05*", "*11*", "*13*", "*15*" or "*25*"

INDEX

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Revision Date August 17, 2006

Page 27 of 27