



Mike DeWine, Governor  
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Due the transition to Perkins V, Education Management Information System (EMIS) data is now used to derive (CTE) concentrator status. As such, it is critical to resolve any CTE Program of Concentration (FN290) element data reporting issues in the current reporting year. Issues that are not resolved during the reporting year can result in students counting in current year accountability measures, including Technical Skill Attainment, Performance Index, Non-traditional Program Enrollment and the District Quality Program Reviews.

If there are data reporting and/or derived concentrator issues after the close of normal EMIS reporting, those issues need resolved during the Student (S) appeal window of the reporting year in which the error occurs.

To assist districts in determining what data may be appealed during Student (S) appeals, the Department has developed the following guidance on potential CTE Program of Concentration appeal scenarios. Districts should review the guidance below prior to requesting an appeal of the CTE Program of Concentration element.

Please note, the following guidance outlines scenarios which could occur, but is not an exhaustive list. If there are questions regarding a potential appeal, please work with your Information Technology Center (ITC) to submit an EMIS Helpdesk ticket as soon as possible. The appeal guidance for the scenarios listed below does not guarantee appeals will be approved. Each appeal is individually evaluated based on the details provided by the appealing district.

As of the 2018-2019 school year, the transition to Perkins V updated the definition of a CTE concentrator to include students who have at least two CTE workforce development courses completed within a single program. For more detail on the definition of concentrator status and course completion under Perkins V, please see the [Perkins V Data and Accountability Guidebook](#).

Appeals will only be considered on CTE concentrator status for the 2021 school year. Districts should no longer carry forward the CTE Program of Concentration element in EMIS for a student as long as they are enrolled. The CTE Program of Concentration element is only reported in the year(s) that a student has a completed course(s) aligned to their CTE program.

The Department has created several reports to assist in identification of CTE Concentrators. Districts should reference these reports to determine if a data appeal for the CTE Program of Concentration element during Student appeals is necessary. The relevant reports are listed below:

EMIS Level 2 Reports:

- CTAC-102: CTE Concentrator Accountability FY POC Missing
- CTAC-103: CTE Concentrator Accountability FY POC Unexpected

<http://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/FY16-EMIS-Validation-and-Report-Explanation-Docume/CTE-Concentrator-Report-Explanation-03-31-2021.pdf.aspx?lang=en-US>

Files in the Data Collector:

- 2021\_CTE\_CURRENT\_YEAR\_CONCENTRATORS

<http://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/FY16-EMIS-Validation-and-Report-Explanation-Docume/File-Descriptions#2021>

## Potential CTE Program of Concentration Appeal Scenarios

*Removing a CTE Program of Concentration:*

- 1) Student was incorrectly reported as a CTE concentrator during the 2021 school year.

**Department Guidance:** Appeal may be considered. Please note this applies only to CTE concentrators who were reported as concentrators, not those that have been derived as CTE concentrators under Perkins V.

- 2) Student was derived as a concentrator by EMIS and should not have been. A student was not a CTE Concentrator in the district during the 2021 school year, but the Department derived them as a CTE concentrator due to one of the following reasons:
  - a) Student was incorrectly reported in a course,
  - b) Student withdrew from a course early and an incorrect course end date was reported,
  - c) Course subject code was reported incorrectly,
  - d) Course curriculum code was reported incorrectly,
  - e) Course hours were reported incorrectly,

- f) Student course credit was reported incorrectly,
- g) Student completed one course in the district before withdrawing to another district and meeting CTE concentrator status.

**Department Guidance:** Appeal may be considered.

3) Student only earned partial credit

**Department Guidance:** Appeal will **not** be considered. Courses assigned partial credit count towards concentrator status.

4) District believes a student's completed course is not part of the derived program of concentration.

**Department Guidance:** Appeal may be considered. The district should file an appeal providing detail as to why a course should not be considered in calculating CTE concentrator status.

5) Completed course(s) from another district and/or previous year should not count towards concentrator status.

**Department Guidance:** Appeal will **not** be considered.

*Adding a Program of Concentration:*

- 1) Student was not derived in a CTE Program of Concentration. The Department did not derive student in a CTE Program of Concentration due to one of the following reasons:
  - a) Student was not reported in a course,
  - b) Student course credit was reported incorrectly,
  - c) Course curriculum code was reported incorrectly,
  - d) Course hours were reported incorrectly,
  - e) Course completion occurred outside of Ohio public schools,
  - f) SSID change

**Department Guidance:** Appeal may be considered.

2) Student workforce development course(s) were not funded due to:

- i) Reporting issues,
- ii) Licensure issues, CTE teacher licensure override was not submitted or was not approved.

**Department Guidance:** Appeal will **not** be considered.

3) Student's CTE completed courses were only prior to the 2020-2021 school year.

**Department Guidance:** Appeals will **not** be considered. Students who have no completed courses aligned to their CTE Program of Concentration in the 2020-2021 school year should not be reported as concentrators during the 2020-2021 school year.

4) Student completed CTE course(s) the district considers electives.

**Department Guidance:** Appeals will **not** be considered. Courses aligned to an approved workforce development program are not electives.

*Revising a student's CTE Program of Concentration:*

1) Student is a CTE concentrator in a CTE Program of Concentration other than the derived and chosen CTE Program of Concentration:

**Department Guidance:** Appeal may be considered.

2) District is revising a reported program of concentration.

**Department Guidance:** Appeal may be considered.