

# Career and Technical Education Reporting System User's Manual

## Introduction

The Career and Technical Education Reporting System (formerly known as the VEIS) is a web-based program in which users submit data related to approved career and technical education programs, career and technical education adult/short term courses, apprenticeship programs, and Business/Industry courses. Each institution with approved career and technical education programs/courses must provide this information.

## Background

The Kansas State Department of Education (KSDE) and the Kansas Board of Regents (KBOR) have legislative responsibility to administer career and technical education in the State of Kansas. KSDE and KBOR maintain information relating to each institution in Kansas offering approved career and technical education activities in order to carry out the agencies' responsibilities.

Two groups of information exist:

1. Programs and Courses
2. Student Enrollment (Demographics, Student Completer Status, and Completer/Leaver/Met Goal Follow-up)

There are four types of education institutions in Kansas with career and technical education funding:

1. Unified School Districts (USD) - Secondary
2. Area Technical Schools/Technical Colleges (ATS/TC) – Secondary and Post-secondary
3. Community Colleges (CC) – Post-secondary
4. Universities – Post-secondary

In addition, there are five program levels:

1. Adult Supplemental
2. Apprenticeship
3. Business/Industry
4. Secondary
5. Post-secondary

## General Information

1. School Year information:
  - a. The enrollment/completer information is for the most current school year (July 1 to June 30) only. Applies to the following files:
    - 1.) Educational Sites
    - 2.) Program Data
    - 3.) Instructor Data
    - 4.) Student Data
    - 5.) Student Enrollment
    - 6.) Student Flags
    - 7.) Pell Count
  - b. Follow-up information is for the previous school year's program completers, leavers and met goal. Applies to the following file:
    - 1.) Student Follow-up
2. Educational Sites information – An educational site is a college attendance center where comprehensive postsecondary student services support is available. Include your main campus as a site.
  - a. Educational Site Code
  - b. Educational Site Name
  - c. Educational Site Location (city & state)
3. Program/course information – Include all approved career and technical programs/courses taught during the school year being reported.
  - a. Educational Site Code
  - b. Program CIP Code
  - c. Program Number
  - d. Program/course level
  - e. Program Hours and Type
  - f. Start/End Dates
  - g. Tech Prep flag
4. Instructor information – Include all instructors who taught approved career and technical programs/courses during the school year being reported.
  - a. Instructor SSN
  - b. Name
  - c. Demographics
  - d. Program CIP Code

5. Student demographic information – Include all students who were enrolled in an approved career and technical program/course during the school year being reported.
  - a. Student's SSN or College ID
  - b. Name
  - c. Demographics
  
6. Student Flags information (special populations) – Include all students who were enrolled in an approved career and technical program/course during the school year being reported. If special population information is not available, you must report the student with "N" in the appropriate fields.
  - a. Student's SSN or College ID
  - b. Disability flags
  
7. Student Enrollment information – Include all approved career and technical programs/courses the student was enrolled in during the school year being reported.
  - a. Student's SSN or College ID
  - b. Program/course enrollment information
  - c. Student Level
  - d. Tech Prep flag
  - e. Student Status
  - f. Completer information
  
8. Student Follow-up information – Include all students who were identified as completers, leavers, or met goal in a career and technical program during the previous school year except for secondary students in a Family and Consumer Science (Home Ec.) program, CIP Code 200101..
  - a. Student's SSN or College ID
  - b. Educational Site Code
  - c. Program CIP Code
  - d. Program Number
  - e. Program/course level
  - f. Follow-up information
  
9. Pell Count File – Include all students who received the Pell grant during the previous school year.
  - a. Student SSN or College ID
  - b. Student Name
  - c. Student Demographics
  - d. Program CIP Code
  - e. Enrolled Hours by semester
  - f. Type of Hours

10. Special Populations data should be included for all students when available.
11. All students enrolled in a career and technical approved program should be reported. The following students are considered to be enrolled in a career and technical program:
  - a. Secondary: A student with a career and technical objective who is enrolled in or will complete an approved sequence of career and technical courses as approved in the approved program inventory. If a career and technical objective is not indicated, the student must have completed at least two courses of a program's sequence to be considered a career and technical enrollee. Enrollment is entered for the program, not by course. Students cannot be in more than one program.
  - b. Post-secondary: A student with a career and technical objective who is enrolled in or will complete an approved sequence of career and technical courses as approved in the approved program inventory. Students who were enrolled in more than one program during the academic year can be reported multiple times. Students who were in an approved program as well as in adult or business/industry courses may be reported multiple times.
12. Students enrolled in an adult course or program or a business/industry course that is career and technically approved must also be reported. Enrollment information is reported, however, completer and follow-up information is not required.

## Deadlines

Data for the Career and Technical Education Reporting System is submitted three times a year, depending upon the type of data being submitted. Following are the due dates and the required data files for that data collection cycle.

- **August 15** – Most current school year data
  - o Educational Sites Data
  - o Instructor Data
  - o Program Data
  - o Student Data
  - o Student Enrollment Data
  - o Student Flags Data
- **November 15** – Most current school year data
  - o Pell Count File

- **March 15** – Completers, leavers, and met goal from the previous school year data
  - o Student Follow-up Data

**Note:** At this time, only one set of files can be submitted at a time. Whenever you upload a file, it will overwrite any file that currently exists for that reporting year. If you have multiple offices preparing files, they must be merged into one set of files before submitting to the KBOR.

Each year, the Career and Technical Education Team sends each institution a copy of the calendar of due dates, including the due dates for this reporting system. It is suggested that you get a copy of this calendar and keep it with this manual.

## Website Address

To use the Career and Technical Education Reporting System, go to the following website:

<http://kspsd.org>

## KBOR Contacts

For questions about the program content, such as the Carl D. Perkins Vocational and Technical Education program requirements, definitions, program approvals, etc., please contact the following KBOR staff member:

Rita Johnson  
Senior Associate Director of Career and Technical Education  
Kansas Board of Regents  
1000 SW Jackson, Suite 520  
Topeka, KS 66612-1368  
Phone: (785) 296-4921  
Email: [rjohnson@ksbor.org](mailto:rjohnson@ksbor.org)

For technical questions about the website or the data submission process, please contact the IR Help Desk. Your question or problem will be routed to the appropriate staff members.

Email: [irhelp@ksbor.org](mailto:irhelp@ksbor.org)

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