**Checklist for CTA Reporting of Instructional Costs – Course Reporting & Student Enrollment**

**GENERAL SETTINGS**

* **Terms and credits per year**
	+ Enter term per year and credits per year for each school.
	+ Refer to student transcripts for each school. Confirm with registrars if there are classes that offer different credits than normal.
	+ *This will automatically calculate contact hours and auto-populate credits per term for instructor course reporting. Courses that are different will need to be manually adjusted.*

**INSTRUCTIONAL COSTS –** *Administrator’s Handbook Section 7.2.1.1 Instructional Costs and 7.2.5.4 Student FTE Calculation*

* **Instructor’s CTE Schedule**
	+ *Enter* *all classes for each term, CTE and non-CTE, for which the teacher is teacher of record and credit was awarded.*
	+ Refer to CTE teacher master schedules and student transcripts or contact SIS data reporting team for a report.
	+ Exception to this rule - student aid or student assistants granting credit are not reported.
	+ Independent study, credit recovery, homeroom, or advisory classes that *award credit* are reported for the teacher of record. These types of classes may vary by school as to whether credit is granted or not. Ask the registrar.
	+ Enter each class separately for each term including stacked classes, multiple classes taught in a single period.
	+ If there are two credentialed CTE co-teachers of record, class is reported for both and student enrollment is split in half.
	+ Variable credit classes, where credits are granted according to hours worked require changing default credits to the *lowest credit awarded*.
	+ Keep program approvals updated and ensure course names match the approved district or state course name.
* **Student enrollment**
	+ Enter the number of students as of the *last day of class for each term*.
	+ Refer to student rosters. Teacher schedules may not have accurate end of term enrollments but show initial registered students.
	+ Enrollment as of the *last day of class*, not necessarily the *last day of the term*. This ensures seniors, foreign exchange, or concurrent enrollment students from other schools are included and avoids issues with registrars end dating students on the last day of the term.
	+ All students in seats and enrolled on the last day of class are counted including those that failed the class.
	+ Enrollment for stacked classes, multiple classes taught by a teacher in a single period, are reported separately. *Enrollments and classes are never combined.*
	+ It is highly recommended to retain schedules and rosters used for reporting.

**SUPPORT FOR REPORTED COURSES AND ENROLLMENTS**

* Reported courses must be supported by master schedules or report.
* Student rosters must support reported enrollments.
* Automatically generated or manual over-ride course credits must match student transcripts for the class.

**RETAIN RECORDS SUPPORTING REPORTED INFORMATION –** *Administrator’s Handbook section 7.3.5.1*

* Upload support for instructor schedules and student enrollments into a single electronic (PDF or XLS) and upload it using the “upload document” field in CTE Gateway for each section.
	+ Required assurances prior to report submission include the district's obligation to retain all records associated with costs reported. Documents must be maintained and available for seven years.

**HELPFUL CTE GATEWAY REPORTS –** Check that CTE Gateway calculations are accurate. *Summary reports help identify errors*!

* Course Details Report – course summary report includes high level info, program, teacher, course, term, credits, enrollment
* Teacher’s CTE and FTE Report- one line per term (4 terms = 4 lines) lists reported courses showing credits, enrollment, and calculated FTE, contact hours, and CTE %,
* Reimbursement Report –(Admin) -Breakdown by program by school with all costs and info included, used to calculate reimbursement