SECONDARY CTE REPORTING APPLICATION DIRECTIONS

Iowa Department of Education
Division of Community Colleges and Postsecondary Readiness

🛑 **Have you submitted your SRI File? If you have not done so, please stop and:**
1. **Begin collection in Cedar Connect**
2. **Fix all errors in Cedar Connect**
3. **Click submit to move the data over to SRI**

Log in to the Department of Education A&A Account (i.e., Portal)

IDE recommends using the Google Chrome web browser
Access to the Secondary CTE Reporting Application (SCTERA) is through the Iowa Education Portal: https://portal.ed.iowa.gov.
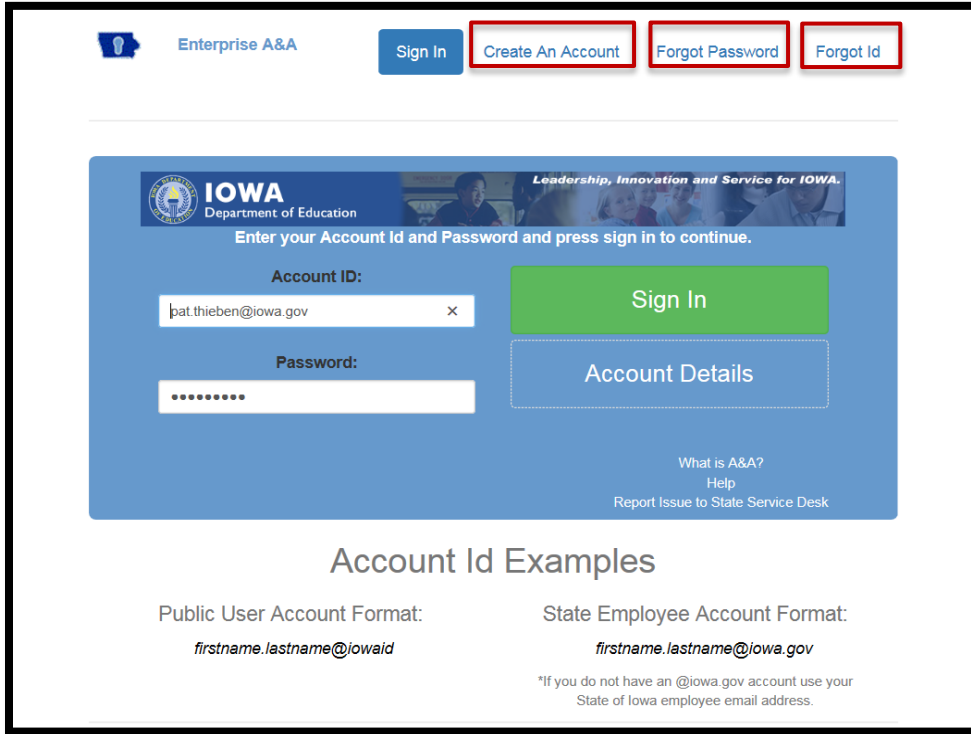
Under A&A Account, select "Sign-In" - Enter your e-mail and the password on the sign-in screen.

Note:

You can reset your password by clicking the <u>Forgot Password</u> button at the top of the page on the log in page.

If you do not have an A&A account, click on <u>Create an Account</u> at the top. Your district A&A Administrator will give you permission to the CTE application.

Open the Secondary CTE Reporting Application

Click on <u>EdInfo</u>, then choose **Secondary CTE Reporting Application**.
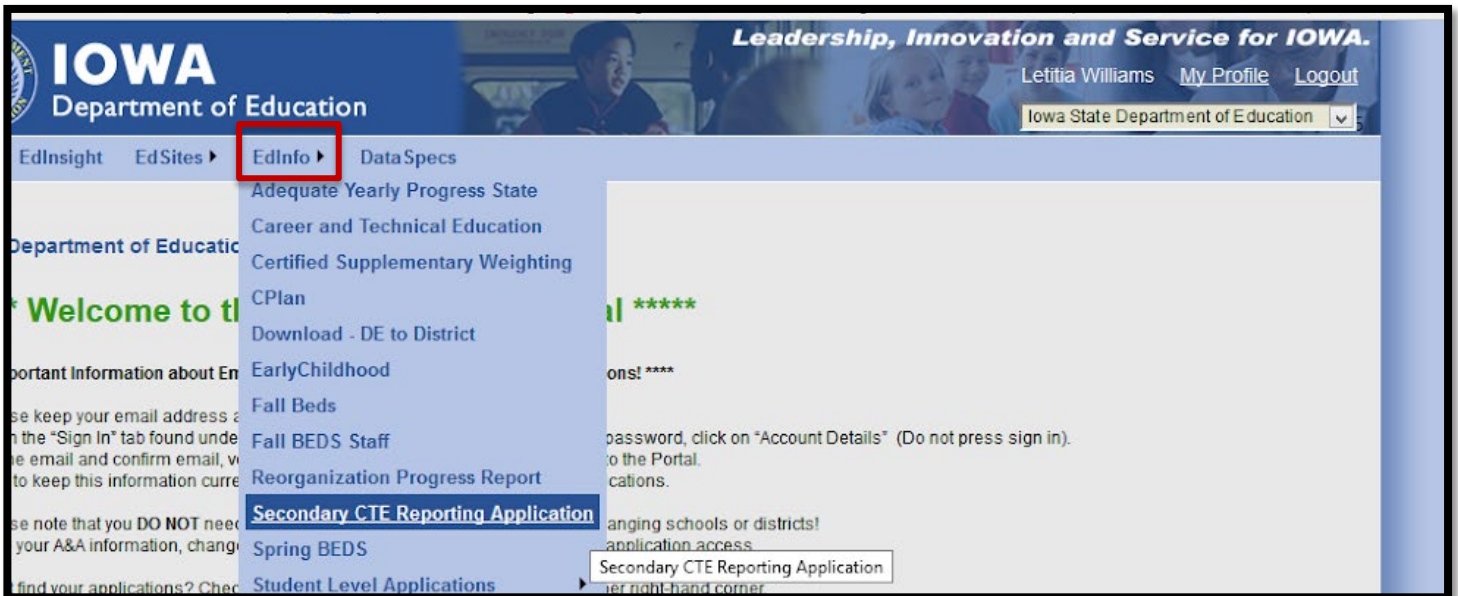
CRITICAL!!! Accreditation Program Area, Code = '9' for each SCED that is Career & Technical Education (CTE); a critical step for information to "flow" into the IDE's Secondary CTE Reporting Application (SCTERA)

	The accreditation program area in which the local course should be counted.	
	One of ten content areas which local school districts are required to offer and teach a minimum number of Carnegie units in grades 9-12.	
Code	Description	Definition
1	English/Language Arts	
2	Fine Arts	
3	World Languages	
4	Health	
5	Mathematics	
6	Physical Education	
7	Science	
8	Social Studies	
9	Career and Technical Education (CTE)	
10	Computer Science	
0	Not Used for Accreditation	

- **SRI Contacts**
    - Rachel Kruse, Rachel.kruse@iowa.gov, 515-281-4153
    - Margaret Hanson, Margaret.Hanson@iowa.gov, 515-281-3214
- 2022-2023 Documentation
    - 2023-2024 Data Dictionary

REMINDERS:

- 1) District submits and uploads a 100% complete SRI file
- 2) District then completes SCTERA
- 3) District then "certifies" SRI file to begin CH.12 accreditation review.

Questions about SCTERA Application? Complete a Google Form ticket via home screen:

Last SRI Collection Date: 12/15/2021 12:12:20 PM
Please report any technical issues by clicking Report

Author: J. Fletcher

Questions about CTE courses & CTE programs, please reference contact list below:

General Technical Assistance #515-242-5034

Service Area Consultants:

Agriculture, Food and Natural Resources	Matthew Eddy	matthew.eddy@iowa.gov	515-281-3080
Business, Finance, Marketing, and Management	Cale Hutchings	cale.hutchings@iowa.gov	515-281-0127
Human Services	Jeanette Thomas	jeanette.thomas@iowa.gov	515-745-2556
Health Science	Joe Collins	joe.collins@iowa.gov	515-419-5190
Applied Science, Technology, Engineering, and Manufacturing	Cale Hutchings	cale.hutchings@iowa.gov	515-281-0127
Information Solutions.	Justin Lewis	justin.lewis@iowa.gov	515-669-7007

CTE Reporting Application Technical Assistance: cte@iowa.gov / 515-242-5034

Viewing the Program Screen

After logging in, the Program screen will appear. You may receive a pop-up warning to enter district contacts if there are none on record. If you receive the error message, click on OK to close the message box. Click the DISTRICT CONTACTS link and enter in the contact information.
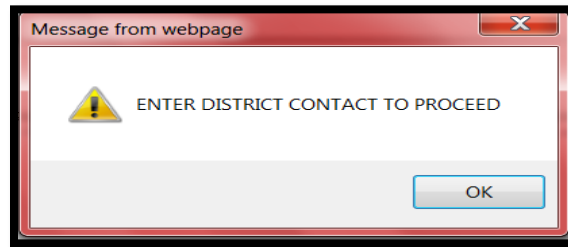
Please note that you cannot continue until at least (1) district contact is on record within the application.

If you have been in the system previously, please update your contacts. Click on the <u>DISTRICT CONTACTS</u> link at the top right side of the page.
Review and UPDATE all contact information.

Entering District Contacts

On the District Contact screen, click <u>Add/Update District Contact</u>.

Enter your contact information in the Contact Profile, then click on appropriate access areas in the Application Selection List. Be sure the e-mail is correct, so system e-mails are received. Click on Save, and it will take you back to the contact listing. You should now see the contact added. (Refresh the screen if not listed) Repeat this process to add, delete, or modify additional contacts. **Note: All contacts listed will receive system e-mails**
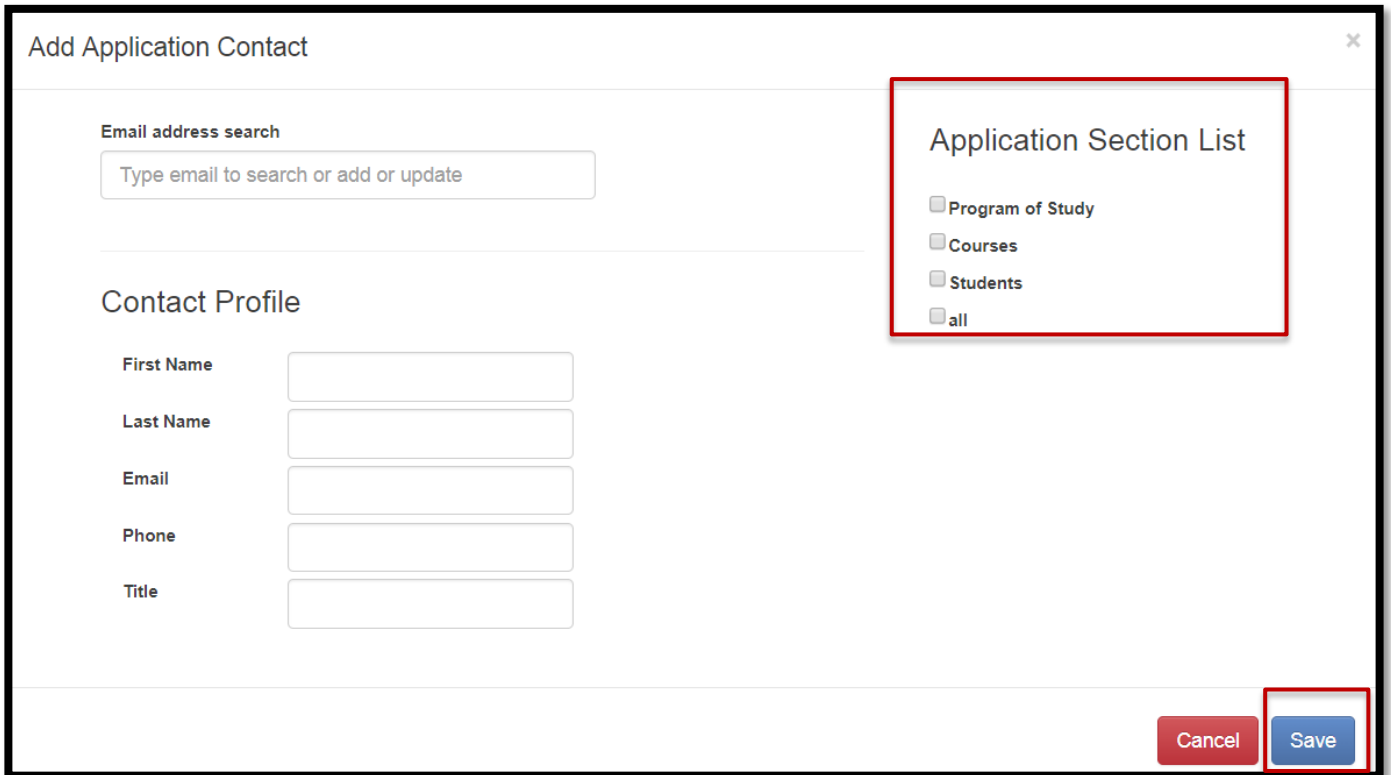
Click on <u>Programs</u> to return to the Program Screen.
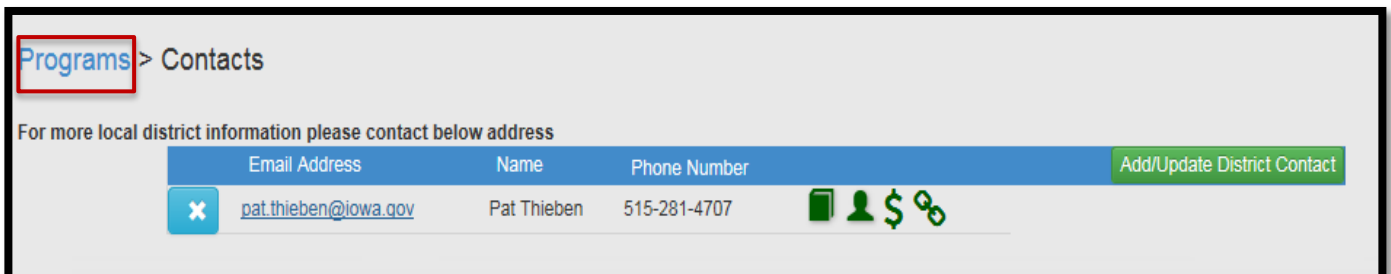
Viewing the Program Screen

The Program screen is the starting page for all actions. It provides links to other screens, shows ICONs indicating system status and other CTE system information.

To access a list of DE Contacts by program area, click on <u>DE Contacts</u>.

Due Dates are listed at the bottom of each screen and the last Student Reporting in Iowa (SRI) submission date. (Note that the Winter SRI file must be submitted before Courses in a Program can be entered.)

The Program screen shows all active programs (operational, anticipated, and discontinued) with associated ICONs on the right. A DE consultant will change anticipated programs to operational and move discontinued programs to non-operational to remove them from the list before SCTERA reporting in January. For questions about programs needing to be changed, please contact a DE consultant. Each ICON represents a process step or task and changes colors as actions are taken and coded in the system.

A color status index is shown on the bottom of the program screen for easy reference. **GREY** indicates they are not available; **GREEN** indicates district action is needed. **YELLOW** indicates the DE Consultant action is needed, and **BLUE** indicates the action is complete.

If needed, a DE Consultant can reset the process for each step.
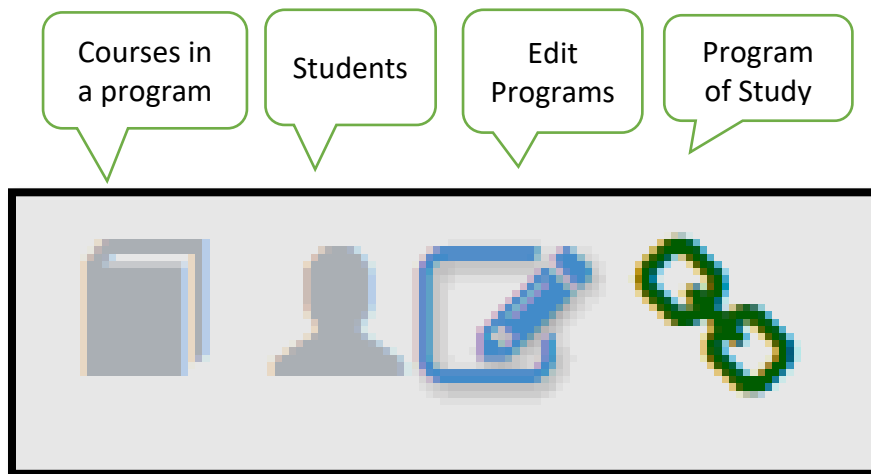
Program Screen - Completing Chapter 12 Requirements

At the top left side of the Program screen, – you may find two **RED** warning statements. The first statement regarding Chapter 12 will require coding before you can proceed. The second warning is regarding coding the Program of Study, which can be updated at any time.

> **There are fewer than 4 programs selected as Chapter 12 programs, please review. Programs show 0% coded Program of Study, requirement is 100%**

You must indicate the (4) programs meeting your CTE Offer and Teach requirements by checking the box under Chap 12. Once the Chap 12 boxes are checked, the warning disappears, and the book icon changes from GREY to **Green,** allowing you to enter courses. **CHECK NO MORE THAN FOUR**. If you need to see what programs were checked the previous year, change the year in the upper left-hand corner to the previous year. **Make sure you enter courses for the current academic year. E.g., 2023 = AY2022-2023**

Districts must offer **four programs out of the six service areas**: Agriculture, Food and Natural Resources; Arts, Communication and Information Systems; Applied Science, Technology, Engineering, and Manufacturing; Health Science; Human Services; and Business, Finance, Marketing, and Management. Any courses over the 3 units required are also eligible for Supplemental Weighting in the designated Offer and Teach Programs.

Click on the **Green** book ICON to add courses for a specific program.

Author: J. Fletcher

Adding Courses in a Program

The Courses in a Program Screen will not show any courses by default due to new Winter SRI File. **You will need to click on "Add Course" and use the dropdown menu to add courses from your SRI file.** Only courses that have students in them for the current year are available for selection. Add all courses that are a part of this program of study (you may need to check with the educator and/or drawing board to be sure all of the courses are accurate). **Reminder, 1.0 units may be shared across service areas. There is a minimum of 3 units in a program, but not a maximum number. You will want to count all students taking CTE coursework, so <u>do not</u> just enter 3 units and stop.**

Once a course has been added, click on save. The course will disappear from the program's dropdown list but will be available for selection in other programs.

==If an active course is not shown in the dropdown list, verify that it has been correctly coded in the district SRI file. All CTE courses should have an accreditation code of "9" if a course is incorrectly coded, you will need to correct it in the SRI file before continuing.== You will need to re-submit the SRI file. If a course is not currently active in SRI (because of zero student enrollment) but is required to meet Offer and Teach, you must manually add it; contact a SCTERA Consultant to assist you. Courses without enrollment can only be added on *rare* occasions.

Once added, ICONs to the right of each course allow deletions or edits to add comments regarding a course.

Author: J. Fletcher

Each course shows the units provided, the number of students enrolled, and the location. Each course has an associated ICON to indicate if the course is offered in a district 🏠 or, shared with another district 🏢 or at a community college. 🏛

Hovering over the icon shows the course location.

WBL SCED CODING – Student Reporting in Iowa (SRI)
SCED Codes for Work-Based Learning Indicator
- This document is organized to identify a list of SCED codes used to collect data on the courses used for the work-based learning secondary indicator for Perkins V through the SRI & SCTERA collection process.
- For more information on the references made to course naming and coding, please review the Work-Based Learning Course Naming and Coding Guidance.

The internship definition is located in the Iowa Work-Based Learning Guide with expectations for high school internship programs outlined in the Iowa Internship Toolkit.

For more information, or questions, please contact cte@iowa.gov

Completing Courses in a Program

If the program was selected/chosen for Chapter 12, a red warning will show at the top of the "Courses in a Program screen", and boxes by each course will be available to indicate the 3 required Offer and Teach units. (*If the Program is not being used for Chapter 12, there will be no warning, and the boxes will not be functional/available for selection*).

Programs > Courses in a Program
Need 3 Program units selected to meet offer and teach
CIP: 0101000000
Title: Agricultural Business and Management.

Select 3 Units	Course Number	Course Title	Units	Comments	Location	Students Enrolled	Action
☐	HS400A	Agri. Science I	0.5		🏠	36	✖ ☑
☐	HS400B	Agri. Science I	0.5		🏠	41	✖ ☑
☐	HS401A	Agri. Science II	0.5		🏠	26	✖ ☑
☐	HS401B	Agri. Science II	0.5		🏠	25	✖ ☑
☐	HS402A	Agri. Science III	0.5		🏠	22	✖ ☑
☐	HS402B	Agri. Science III	0.5		🏠	22	✖ ☑
☐	HS403A	Agri. Science IV	0.5		🏠	24	✖ ☑
☐	HS403B	Agri. Science IV	0.5		🏠	23	✖ ☑
		Unit total	4.5				

+ Add Course

Last SRI Collection Date: 2/18/2015 3:24:17 PM
System Due Dates

Courses in a program	Student Data	State Fiscal Assignment	Program updates	Program of Study
Jan 31	June 15	July 31	June 15	June 15

Grey = Not available
Green = Needs District Action
Yellow = Needs DE Consultant Action
Blue = Completed

Author: J. Fletcher

After all courses are added, and if the program is designated as 1-of-4 "offer and teach" programs, check the associated boxes that make up the 3.0-unit requirement. The **RED** warning will disappear. *Note: If supplemental weighted courses are checked for the offer and teach requirement, the supplemental weighting is lost.* <mark>Try to check local courses if possible</mark>. You will not be able to mark courses in programs not being used for Ch. 12 "Offer and Teach" accreditation. <mark>A reminder that if the program is not marked for Offer and Teach, all Community College Courses in that program are eligible for supplemental weighting. If you need to mark Community College courses to meet your offer and teach requirements, choose courses with the lowest enrollments.</mark>

A warning will pop-up if more than 3 units are selected. Click OK to proceed.

> **The page at https://edinfo-staging.ed.iowa.gov says:**
>
> You have selected more than the required 3 units as offer and teach. Make sure you have this coded correctly
>
> OK
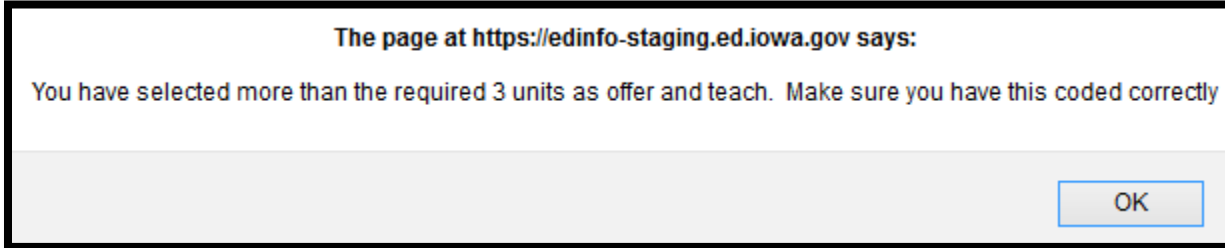
Click "<u>Program</u>" at the top of the screen to return to the Program page.

As courses are entered, the total units for the program update/refresh on the Program screen. After the program's courses have been added, the student ICON will turn **Green,** allowing you to view student information for that program.

Clicking on the Student ICON will open a pop-up window showing the "Program Student Breakdown".

Shared Courses Reports Consultant Reports Perkins Reports District Contacts
DE Contacts

There are fewer than 4 programs selected as Chapter 12 programs, please review.
Programs show 0% coded Program of Study, requirement is 75%

+Add Program

Chap 12	Service Area	Career Cluster	CIP Number	CIP Title	Program Units	Actions
☐	Agriculture, Food and Natural Resources	Agriculture, Food and Natural Resources	0101000000	Agricultural Business and Management.	5.00	
☐	Applied Sciences, Technology, Engineering, and Manufacturing	Architecture and Construction	1501010000	Architectural Engineering Technology/Technician.	4.70	
☐	Applied Sciences, Technology, Engineering, and Manufacturing	Manufacturing	4805080000	Welding Technology/Welder.	3.72	
☐	Applied Sciences, Technology, Engineering, and Manufacturing	Science, Technology, Engineering and Mathematics	1515000000	ENGINEERING RELATED/PLTW	0.00	
☐	Applied Sciences, Technology, Engineering, and Manufacturing	Transportation, Distribution and Logistics	4706040000	Automobile/Automotive Mechanics Technology/Technician.	5.73	
☐	Business, Finance, Marketing and Management	Business, Management and Administration	5203020000	Accounting Technology/Technician and Bookkeeping.	5.35	
☐	Health Sciences	Health Science	5100000000	HEALTH SERVICES/ALLIED HEALTH/HEALTH SCIENCES, GENERAL	3.50	
☐	Human Services	Human Services	1901000000	FAMILY AND CONSUMER SCIENCES	3.00	

Last SRI Collection Date: 1/29/2016 12:15:42 PM
System Due Dates

Courses in a program	Student Data	Program updates	Program of Study
Jan 31	July 31	June 15	June 15

Grey = Not available
Green = Needs District Action
Yellow = Needs DE Consultant Action
Blue = Completed

The "Program Enrolled Student List" screen shows all students, <u>unduplicated</u>[1], enrolled in the program from the courses selected and added to the program. Use this **view-only** screen to verify that no students are missing.
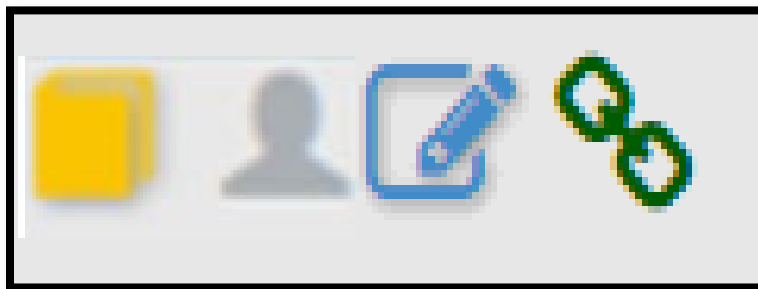

Select the "Request Course Review" button to submit the courses to the DE for review. The review button will change to **Yellow,** which indicates the program is under DE Review.

Program screen where the book ICON is now also **Yellow.**

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[1] Program Enrolled Student List is an "unduplicated" list of students because a student could be enrolled in more than one CTE course in a program for the academic year reporting period.

Author: J. Fletcher

Shared Courses

Once all programs are completed, click on the "Shared Courses" link at the top of the Program screen.

[SCTERA Short Takes Video: Shared Courses and "INCLUDE"](#) (3:59) **(NEW TO HANDBOOK)**

Shared courses are courses that are offered in more than one program within a service area – or – across service areas. A total of (1.0) units may be shared across service areas.

Use this screen to identify the course(s) to be included in a particular program by checking the "include" box. **Including (i.e., checking a box under the 'include' column) for a shared course in a program means students in that course will be calculated towards participant and concentrator counts for that program.**

Author: J. Fletcher

Courses NOT Tied to a Program *(NEW TO HANDBOOK)*

This is a frequent action item that comes up in a DE review and can result in additional attention and actions required by the district.

SCTERA Short Takes Video: Courses NOT Tied to a Program (5:37)

INSTRUCTIONS: Please review the list of "courses not tied" to a program:
a) Whether a secondary or concurrent enrollment course, does it fit into an existing program?
b) Whether secondary or concurrent enrollment courses - are there 3.0 units of sequential courses to create a new program? Please contact a service area consultant.
c) If scenario A or B is not applicable, then the course may remain in in "course not tied" list.
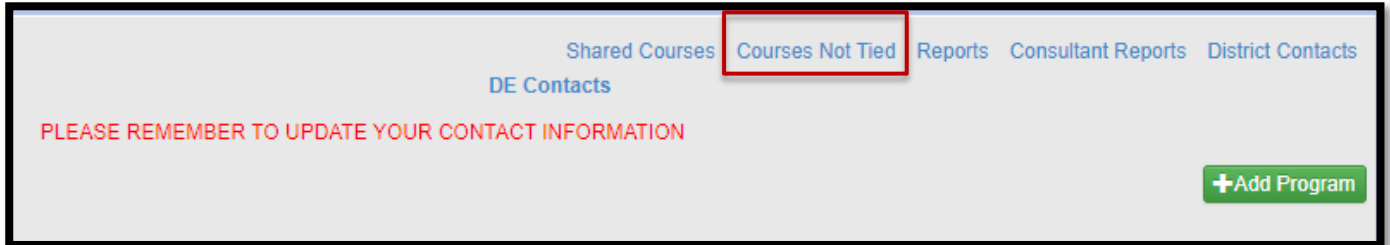
Completing Courses in a Program

When the DE completes the program review, the book ICON will change to **BLUE** and generate an e-mail to the district. If District action is required, the comment ICON will be **GREEN**. The district should communicate with the designated DE consultant to resolve any identified issues. Once resolved, the DE will change the comment ICON to **BLUE.** Any comment changes generate a district e-mail notification.

To see the comments, click on the Comment ICON, which opens the Program Review Comment pop-up box.

Please note that comments that were entered last year will remain for review to make certain changes can be made to this year's programs.

Author: J. Fletcher

Completing Student Data – <mark>SPRING COLLECTION – April 1 through June 15</mark>
Work to be completed April - June annually

After the DE has approved a program, the student data for that program can be entered by clicking on the **GREEN** student ICON. You do not need to have all programs approved before updating the student information. **Reminder, the deadline to enter student information is June 15**.

The "Program Student Breakdown" screen will open, showing the student totals for the selected program. Review "**Student is Single Parent Column**" Column and "**WBL**" Column student lists for each CIP/Program. The list is downloadable to Excel. **Please note that it will not download if using Safari. Must use Chrome or Firefox and must use a PC, not Apple, to print student list(s) for your instructors.**

Checking/selecting a box in either column (orange box) will update the totals in the red-box.

Concentrator (Column) = Student has accumulated >=2.0 units in a CIP/CTE Program.
* This column is programmed to calculate accumulated units within a CIP/CTE program based coursework enrollment (**CareerED and SRI Databases**).

Single parent (Column) = Student is a single-parent, or is pregnant, **not** that they live in a single-parent household.
* Indicate that the student is a single parent by clicking in the appropriate check box (**District Reports**).

WBL (Column) = If a student is currently enrolled and participating in a course that offers embedded workplace experience *but is not part* of a work-based learning class using one of these SCED Codes, check this box. *Examples include and are limited to: Registered Apprenticeships, Pre-Apprenticeship, Health Science CNA, Early Childhood Education CDA, Agriculture SAE* (120 hours) and ProStart.* (**District Reports**).

Author: J. Fletcher

When completed, click on the red **Return** box button at the top or bottom of the screen. If you have an extended list, a scroll bar will show on the right.

After all student updates (single parent reporting; non-unit WBL) are completed, click on the green **Submit Student Data** button

The submit button will turn yellow indicating the students are submitted and under final review by the DE Consultant. An e-mail will be sent to the district contact with this information. Click on red return to get back to the Program screen. The Student ICON on the Program screen will also turn yellow.
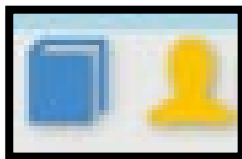
Once the DE Consultant reviews the Student Data, the Student ICON will turn blue. If there are questions, the DE consultant will contact the district either by phone or e-mail.

Author: J. Fletcher

Completing the Program of Study/Linkage Information

This must be completed for all programs regardless if a Program of Study has been completed. The Program Screen shows a red warning as long as less than 100% of the programs are not coded for POS. As POS screens are updated, the warning percentage will change. Perkins V and the program approval process now requires 100% of the programs to be programs of study.

Click the Chain Link ICON on the Program screen to open the Program of Study screen. This screen needs to be completed for all programs and can be completed at any time. If completed previously, please review it for accuracy.

Select the college(s) that the program is linked to and enter the college program name (not the department, but the PROGRAM) that the district program is linked to. If none, choose "No College Selected." The district can also enter any comments regarding the POS. Click the green "**Save**" button when completed. Programs of Study (POS) are reviewed during the Perkins Monitoring Process and through the Perkins Grant.

Author: J. Fletcher

Deleting Programs

Select the **BLUE** pencil ICON on the Program screen to open the Program Update screen. The district can use this screen to indicate a current program that is effectively "Not Operational" for the fiscal year/academic year collection.
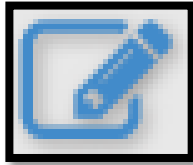
Only the DE Consultant can make a program operational or non-operational. Once a program is made non-operational, it is no longer shown on the Program screen.

The Program Approval Status field indicates the current system status for the program and student process. (See status description at the bottom of the screen.)

Programs > Program Add/Update

CIP Number:	0100000000
State Approval Status:	Approved
Operational Status:	Operational
Program Approval Status:	District Enters and Submits Courses
Title:	District Enters and Submits Courses
Review Year:	Program courses under DE review
Comments:	DE Completed Review unconditional
	DE Completed review conditional
	District submitted student data
	Courses and students data completed

Update   Cancel

Adding Programs

To add a new program to the system, select the green "**Add Program"** link at the top of the Program screen. **Before completing this step, be sure to complete the CTE New Program Notification Form** submission form and contact the appropriate Service Area consultant.

When adding a new program, the district should work with the appropriate subject area DE Consultant to get the **correct CIP Code** (Classification of Instructional Programs).

Approved Secondary CTE CIP Codes (*NEW TO HANDBOOK)*

On the Program Add/Edit screen, enter the appropriate CIP. Indicate the beginning year of the program in the Program Open Year field.

REPORTS

To view system reports, click on the REPORTS link at the top right of the Program screen. Once on the Reports screen, use the Reports dropdown field to select the desired report.

After the specific report loads, select available parameters if needed (i.e., Service Area), then click on [Go] to generate the report.

Note there are navigation buttons to move from page to page if the report has multiple pages.

You may also export the displayed report to Excel, PDF, or Word using the export selection.

Reports – DISTRICT COURSES REPORT

DISTRICT COURSES REPORT provides a listing of all district courses in operational programs by the Service Area.

The Service Area selection defaults to "ALL" but can be changed to a specific service area.

Use the "Unknown" Service Area selection to check for current programs note tied to a service area.

Remember to click Go to generate the report.

Reports – PROGRAMS REPORT

PROGRAM REPORT provides a listing of all programs per service area for the identified district.

The report defaults to "operational" programs, however, non-operation, anticipated, or discontinued programs can also be selected and viewed.

Use the Service Area selection to view Programs in a specific service area

Remember to click Go to generate the report.

Reports – STATUS REPORT

STATUS REPORT provides a listing of operational programs sortable by their current status in the program courses and student process. This listing will assist districts and Consultants to ensure all steps to add courses to the program and updated student CTE indicators are processed on time.

Filters include selection by specific process status or all status for a service area.
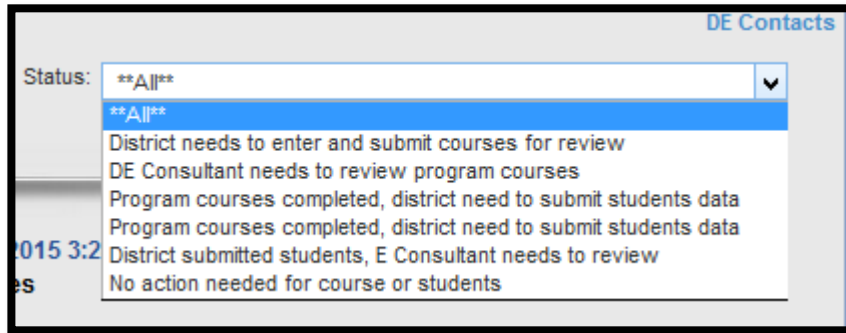
Remember to click Go to generate the report.

Year: 2021 District: All Districts
Service Area: **All** Status: Program courses complete unconditional, district needs to submit students data.

District Code	District	Service Area	CIP	Title	Enrollment	Review Date
0027	Adel DeSoto Minburn Comm School District	Agriculture, Food and Natural Resources	0100000000	Agriculture, General.	66	2020
		Applied Sciences, Technology, Engineering, and Manufacturing	1515000000	ENGINEERING RELATED/PLTW	47	
			4699000000	CONSTRUCTION TRADES	93	2020
		Business, Finance, Marketing and Management	5201010000	Business/Commerce, General.	178	2019
		Human Services	1205000000	Cooking and Related Culinary Arts, General.	136	2020

Author: J. Fletcher
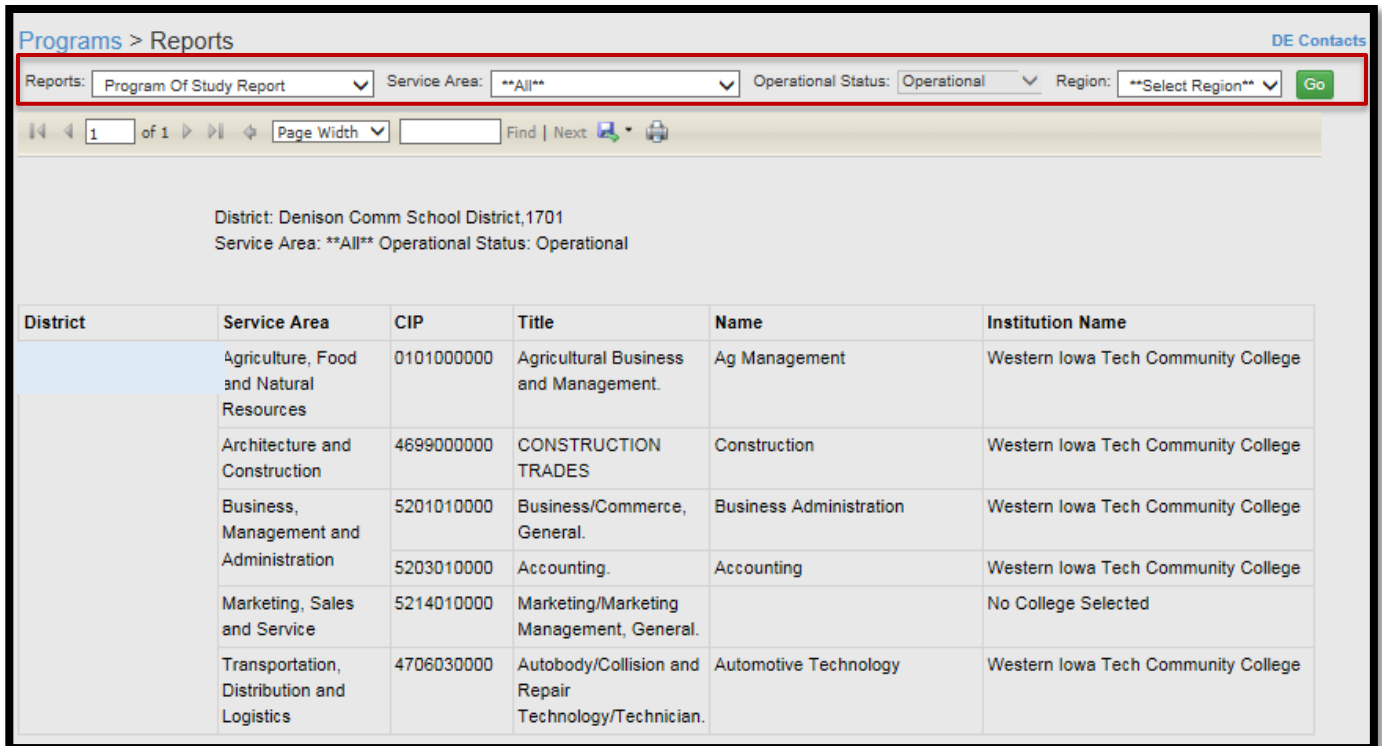
Reports – PROGRAMS OF STUDY

PROGRAMS OF STUDY REPORT provide a listing of all operational programs and the linked Institution name coded on the Program of Study (POS) screen.

If the Institution Name field shows blank, the district still needs to update the POS screen.

Any blanks in the Institution Name field requires District action to update the POS Screen.

Remember to click Go to generate the report.

GLOSSARY (*NEW TO HANDBOOK*)

Accreditation Program Area – The accreditation program area in which the local course should be counted.

Code	Description
1	English/Language Arts
2	Fine Arts
3	World Languages
4	Health
5	Mathematics
6	Physical Education
7	Science
8	Social Studies
9	**Career and Technical Education (CTE)**
10	Computer Science
0	Not Used for Accreditation

Concentrator (Column) = Student has accumulated >=2.0 units in a CIP/CTE Program.
- This column is programmed to calculate accumulated course units within a CIP/CTE program based on a student course enrollment (**CareerED and SRI Databases**).

Common Course Number (CCN) – The Common Course Number for an Iowa Community College Course.

Common Course Number

The Common Course Number for an Iowa community college credit course.

   Three alpha followed by three numeric characters

User Notes
1. Required for community college courses providing college credit.
2. The Iowa community colleges assign a Common Course Number (CCN) to each course that they offer. It is required only for Course Origination 2 (Postsecondary Enrollment Option) or 3 (Concurrent Enrollment) if the institution providing the course is a community college.
3. Common Course Numbers are found in the course guide book published by the community college.
4. Letters must be in UPPERCASE.
5. For the purposes of Supplementary Weighting:
   a. Each distinct CCN needs a new local course number
   b. A CCN from a community college taken on various schedules (i.e., some students are taking it as part of their regular daily schedule, some students are taking it on the community college campus, some are taking it online) will need a local course number per 'schedule'
6. The same CCN cannot be used for both a Concurrent Enrollment and PSEO course.
7. Not all CCNs are eligible for supplementary weighting.

Vendor Notes
- The first letters of the 6 character number must be uppercase.

Data Element Rollover: Yes

Element Specifications

Element ID	Format	Vendor Default	Min Length	Max Length	SRI	State ID	ISASP	EL	FY Added
C0025	Alpha	No Default	6	6	Y	N	N	N	2010

For More Information:
Rachel Kruse 515-281-4153 rachel.kruse@iowa.gov

Use: Supplementary Weighting

Legal Reference: Iowa Code 257.11 (Financing Educational Programs)

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CTE – Career and Technical Education

[Student Reporting in Iowa (SRI)](#) – The Iowa Department of Education's (Department) initiative involving the transfer of individual student records. The mission of the project is to reduce data burden and encourage better decision-making by establishing and maintaining a cost-effective method of accessing and transferring accurate and timely education information among school districts, postsecondary institutions and the Department.

Secondary CTE Reporting Application (SCTERA) – Iowa Education Portal, EdInfo application

SCED Course Code (SCED) – School Codes for the Exchange of Data from the National Center for Educational Statistics, SCED V9 as modified by the Iowa Department of Education and found on the State Reporting (SRI) website. [SCED finder](#), SCED Coding 101: https://www.youtube.com/watch?v=9n55RQl7aps

SCED Course Code

Course Classification for this local course

     11 alpha numeric characters or a single 0

User Notes

Secondary Course Codes
1. 9-12 courses used as placeholders for no credit, such as study hall or lunch, may contain a single '0'
2. All 9-12 courses should be assigned a course code generated from the coding manual, Secondary School Course Classification System: School Codes for the Exchange of Data (SCED) from the National Center for Educational Statistics, SCED V9 as modified by the Iowa Department of Education and found on the State Reporting (SRI) website.
3. The 9-12 SCED course codes are 11 characters in length and have four components:
   a. Course Description consisting of a two-digit Subject Area and three-digit Course Identifier
   b. Course Level consisting of one alphabetic character in UPPERCASE
   c. Carnegie Units expressed as a three-digit number excluding the decimal point (e.g. 0.50 = 050)
   d. A two-digit sequence representing a count of the number of times you re-use the first 5 digits for courses with different content or used to indicate 1st term/2nd term of a year-long course

Non-Secondary Level Courses
4. Middle School/Junior High courses that are 'high school' level should be coded using the Secondary Level code system.
5. The Non-secondary Level course codes are 11 characters in length and have four components:
   a. Course Description consisting of a two-digit Subject Area and three-digit Course Identifier
   b. Course Level X or S in UPPERCASE
   c. Filler consisting of 000
   d. A two-digit number representing the grade span for which the course is intended (e.g. 4th grade only course = 44, 5th/6th grade course = 56)
6. See the "Complete List of Non-Secondary Course Codes" document for course codes and examples on the SRI website.
7. Instructional materials for Coding Non-Secondary Level Course can be found on the SRI tutorial website.

SCED Code breakdown:

Subject Area	Course Number	Course Level	Carnegie Unit(s)	Sequence of Course
The intended major subject category of the course. Each Course Subject Area is represented by a two-digit code.	The three-digit number that distinguishes a course within a Course Subject Area.	G=General or regular. A course providing instruction in a given subject area that focuses primarily on general concepts appropriate for the grade level. -- OR— C=College. A course that is designed to be credit-bearing at a postsecondary institution.	The amount of credit available to a student who successfully meets the objectives of the course. Available Carnegie Unit Credit is coded as a one-digit number carried out to two decimal places (e.g., one Carnegie Unit would be coded as 1.00 and a half-unit of Carnegie credit would be coded as 0.50).	Where a specific course lies when it is part of a consecutive sequence of courses. This element should be interpreted as "part 'n' of 'm' parts" (e.g., if a school offers 4 years of Theater, Theater 3 within this school would be indicated in the sequence elements as 34, denoting the third part of a 4-part sequence of courses).

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Single parent (Column) = Student is a single-parent, or is pregnant, ***not*** that they live in a single-parent household.

- Indicate that the student is a single parent by clicking in the appropriate check box (**District Reports/Selects students meeting criteria**).

WBL (Column) = If a student is currently enrolled and participating in a course that offers embedded workplace experience *but is not part* of a work-based learning class using one of these SCED Codes, check this box. *Examples include and are limited to: Registered Apprenticeships, Pre-Apprenticeship, Health Science CNA, Early Childhood Education CDA, Agriculture SAE* (120 hours) and ProStart.* (**District Reports/Selects students meeting criteria**).

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