

Reporting ISEE Data for Career Technical Education (CTE) 2020-2021 Reporting (updated October 9, 2020)

Idaho Division of Career Technical Education (IDCTE) uses ISEE to calculate program added-cost funding. Program added-cost funds are distributed to districts, for grades 9 – 12, to offset a portion of the additional costs associated with operating CTE programs. The allocations are based on the number of approved CTE courses taught by qualified CTE teachers as reported in ISEE. The FY2022 allocation is based on the 2020-2021 reported assignments and assignment FTEs and any new programs approved for the 2021-2022 school year (**pending available funding**).

Ideally, FTE should be split based on the minutes of assignment in conjunction with a CTE staff's position. If you already have a system or process that accurately reports calculations, please do not change that process. If you do not have a process, examples on pages 4 – 5 can help you calculate assignment FTE. Assignment FTEs are required for all terms, for the entire school year. The sum of the assignment's FTE must equal their Contract FTE at any given date. Although the full-time teacher in the example below shows more than 1.0 FTE, for all assignments, they are for different sections and/or start and end dates.

- First semester 8/21/2018 - 12/31/2018, FTE Sum = 1.0 [Shown in **bold blue**.]
- Second semester 1/1/2019 - 6/1/2019, FTE Sum = 1.0 [Shown in **bold red**.]

AssignmentFTE	CourseCode	CourseName	Period	SectionID	StartDate	EndDate
0.333	101010	Networking Support I	4-8A-B	5977	8/21/2018	12/31/2018
0.333	101030	Networking Support II	1-3A-B	5978	8/21/2018	12/31/2018
0.333	109981	Occupational & Career Exp.--IT & Networking	13C	6064	8/21/2018	6/1/2019
0.222	101020	Desktop Support II	1-3A-B	5980	1/1/2019	6/1/2019
0.222	101100	Desktop Support I	4-8A-B	5979	1/1/2019	6/1/2019
0.222	101100	Desktop Support I	5-8A-B	5981	1/1/2019	6/1/2019

- Although State Department of Education (SDE) only requires FTE on assignments in the fall, IDCTE needs this information for the entire school year to calculate funding. This includes every reporting period for all applicable CTE assignments.
- You may see a SRM error validation for CTE Assignments reported with a 0.0 FTE. Review and correct these CTE assignment FTE warnings before certifying and sending your data to the state.

Error R110420 If assignment is a CTE assignment code, and teachingRole = T, C, or I, then FTE cannot be zero
Consider revising assignment, teachingRole, or FTE.

- Report 0.0 FTE on CTE non-primary teaching roles (ex. Teaching Role of Proctor) and do not include as part of your FTE calculation.
- If the CTE instructor is also teaching non-CTE courses, report FTE appropriately (ex. report FTE on SDE and CTE assignments).

How is program added-cost funding different from SDE salary-based apportionment funding?

- SDE funds on support units. Support units include midterm ADA and staffing positions based on the certified contract FTE and other related contract data. SDE is primarily looking at the mid-term reporting period data. IDCTE looks at the entire year because many of our capstone classes are offered in the 2nd semester.

How to code a CTE class?

- Work with your CTE Administrator or other personnel to find out what programs are approved. Once you identify the appropriate programs, you can filter on the Excel version of the [Assignment Manual](#) to find the respective assignments to use.

How to code CTE middle-school classes?

- The following assignment/course codes should be used for middle-school programs since IDCTE currently only funds grades 9-12 (use an alias name if needed):
 - 800010 | Middle Grades 6-8 - Agriculture, Food, and Natural Resources
 - 800020 | Middle Grades 6-8 - Business & Marketing
 - 800030 | Middle Grades 6-8 - Engineering & Technology Education
 - 800040 | Middle Grades 6-8 - Family and Consumer Sciences & Human Services
 - 800050 | Grades 6-8 - Trades & Industry
 - 800060 | Grades 6-8 - Health Professions & Public Safety
- If you have a combination class (ex. grade 8 and 9), create two different sections.
- A few select schools will use a new code as part of our middle school pilot program ([221510 First Steps](#)) – **Added 10/9/20**

Other Grades 9-12 CTE Assignments / Exception codes – **Updated 10/9/20**

Please disregard earlier instructions on the following assignment codes. Use the specific assignment code that most closely aligns to the intent of the content and standards associated with the course.

- Use the following codes only as an exception to report high school-level assignments in the event a more-specific ISEE assignment does not reflect what the teacher is teaching. If using one of these codes, be prepared to provide information at the request of IDCTE. Contact [Kristi Enger](#) if more guidance is needed.
 - 900010 | Agriculture, Food & Natural Resources
 - 900020 | Business and Marketing
 - 900030 | Engineering & Technology Education
 - 900040 | Family and Consumer Sciences & Human Services
 - 900050 | Trades & Industry
 - 900060 | Health Professions & Public Safety
- DO NOT use the State Department of Education's 20005 exploratory code for CTE-certified instructors. Using the SDE code when an individual ONLY holds CTE certification will result in a misalignment error, which may result in salary-based apportionment and program funding being withheld.

Will I receive an error or warning if the FTE adds up to 2.0 or 3.0 for one teacher for the year?

- You will receive an error if any one assignment code reported with an assignment FTE is greater than 1.0.
 - Error 111403: Invalid FTE - FTE must be a number with no more than three decimal places and in the range 0.00 to 1.00.
- At this time, you will not receive a validation against the sum of all assignment FTEs when they do not equal the contract FTE for a given term past the snapshot date (last Friday in September). However, IDCTE still needs this information to verify assignment FTEs and the staff persons contract FTE for a given term.
- You will not receive a validation against the sum of all assignment FTEs when they exceed 1.0 for multiple terms. Assignment codes (or sections) FTEs for multiple terms may sum over 1.0 (ex. 2.0 and 3.0) for an entire school year of sections.

How do Career & Technical Schools (CTS) report this information?

- Since many CT Schools operate differently, please work with your ISEE Coordinator on provider school, provider instructor and offsite data fields in the Master Course Schedule file.

How to Code Other CTE Assignments?

- As of 19/20, districts will no longer report preparation periods for CTE instructors.
- Assignment/Course Codes have been added to account for other staff assignments:
 - 900001 | Advisory – CTE (students in class)
 - 900002 | Aide – CTE Classroom
 - 313000 | CTE – Other District Staff
 - Should be assigned to an individual who provides, coordinates, manages, or directs services within a non-instructional program. These individuals are not providing direct services to students nor performing supervisory duties over other certificated personnel.

How to code Advisory and Aide for FTE?

- 900001 | Advisory – CTE (students in class) – when students are in the class, FTE should be accounted for.
 - When a CTE-endorsed instructor mentors students in an advisory class. If students are not present, do not assign another ISEE code.
- 900002 | Aide – CTE Classroom – the FTE should be 0.0.
 - Should be assigned to a CTE-endorsed instructor who has a student aide serving in his or her classroom.

Do CTE courses count toward core content (graduation) requirements (ex. math, science, health, and economics)? – **Added 10/9/20**

- Yes. CTE courses can count toward graduation credit requirements as long as they meet state content standards. For more details, review our assignment manual (page 7).

Examples for Calculating Teacher FTE

Scenario A:

1. Full-Time CTE
 - a. All equal time blocks
 - b. No multiple sections during the same time block/period
 - c. All sections have the same term length (semester, trimester, yearlong, etc.)
2. Split CTE/SDE
 - a. All equal time blocks
 - b. No multiple sections during the same time block/period
 - c. All sections have the same term length (semester, trimester, yearlong, etc.)

Calculation Method:

- Divide the contract FTE by the number of sections regardless of the number of periods.
- Provide unique sections per assignment (ex. Welding 2 and 3 would each have a unique Section ID).

Examples:

The teacher below has an FTE of 1.0 and shows FTE for all sections **including second semester.**

AssignmentFTE	CourseCode	CourseName	Period	SectionID	StartDate	EndDate
0.333	140010	Health Professions	2 A-B	4958	1/1/2019	6/1/2019
0.333	141540	Medical Terminology	4 A-B	4959	1/1/2019	6/1/2019
0.333	140510	Nurse Assistant	5 A-B	4960	1/1/2019	6/1/2019

The teacher below has an FTE of 1.0 and shows FTE for all sections **including SDE.**

AssignmentFTE	CourseCode	CourseName	Period	SectionID	StartDate	EndDate
0.250	100012	Info Systems Technology	1	5958	9/1/2018	6/1/2019
0.250	100012	Info Systems Technology	2	5959	9/1/2018	6/1/2019
0.250	02052	Algebra I	3	5960	9/1/2018	6/1/2019
0.250	02056	Algebra II	4	5961	9/1/2018	6/1/2019

Scenario B:

1. Full-Time CTE
 - a. All equal time blocks
 - b. Multiple sections during the same time block/period**
 - c. All sections have the same term length (semester, trimester, yearlong, etc.)
2. Split CTE/SDE
 - a. All equal time blocks
 - b. Multiple sections during the same time block/period**
 - c. All sections have the same term length (semester, trimester, yearlong, etc.)

Calculation Method:

- **Divide the contract FTE by the number of time blocks/periods regardless of the number of sections.**

- For time blocks/periods with multiple sections, divide that FTE portion by the number of sections within that period.
- Provide unique sections per assignment (ex. Welding 2 and 3 would each have a unique Section ID).

Examples:

The teacher below has an FTE of 1.0 and shows FTE for all sections including periods.

- FTE would be divided by 5 periods showing .200 for each period ($1.0 \text{ FTE} / 5 = .200$)
 - Since period 1 has 2 sections, FTE would then be divided by 2 ($.200/2 = .100$)

AssignmentFTE	CourseCode	CourseName	Period	SectionID	StartDate	EndDate
.100	111540	Graphics Level I	01	1185311	8/23/2018	10/23/2018
.100	111541	Graphics Level II	01	1185317	8/23/2018	10/23/2018
.200	111540	Graphics Level I	03	1185312	8/23/2018	10/23/2018
.200	111541	Graphics Level II	04	1185318	8/23/2018	10/23/2018
.200	111540	Graphics Level I	05	1185313	8/23/2018	10/23/2018
.200	111541	Graphics Level II	06	121349	8/23/2018	10/23/2018

Scenario C:

1. This example factors class length (minutes per week) in the FTE calculation.

Examples:

AssignmentFTE	MinutesPerWeek	CourseName	Period	SectionID	StartDate	EndDate
.333	250	English - SDE	01	1185311	8/23/2018	10/23/2018
.666	500	Computers - CTE	02	1185317	8/23/2018	10/23/2018

Questions:

The above scenarios may not work for you or reflect your school schedule. If you have specific concerns outside of these scenarios, please contact:

- IDCTE - Performance Management or Program Quality Managers
<https://cte.idaho.gov/about/contact-us/>
- IDCTE – Assignment Manual
<https://cte.idaho.gov/programs-2/secondary-education/assignment-manual-and-isee-resources/>
- SDE - Regional ISEE Coordinators
<http://www.sde.idaho.gov/tech-services/staff.html>