

CTEIS INFORMER



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Fall Newsletter

FALL CTEIS: WHAT YOU NEED TO KNOW!

Expenditure Report Updates:

The 4033 Expenditure Report-Section 61b approval process has been modified to require approval of Section 61b fund expenditures or lack of expenditures by buildings within the CEPD. In this case, the 61b Fiscal ISD Official will need to signify that the 61b Expenditures for each building are correct. The 61b Fiscal Monitoring Tool has been provided to support this requirement. Please see [61b Monitoring Tool documentation](#) for instructions. For more information on the updated approval process, please see: [Expenditure Submission Update](#) on the CTEIS knowledge base at: support.cteis.com in the Expenditures collection found under the Data Entry tab.

New CEPI Field Tracking Data:

To ensure that CEPI receives complete student enrollment data, there are a few new student data fields required:

Course Completion Status- This is the final status for the course being reported.

New Migrant Student Fields- for migrant students enrolled in CTE courses the following information is now required:

- **MSIX Course Section ID-** describes the duration of the courses taken for migrant students.
- **MSIX Clock Hours-** the number of clock hours to date that the student has completed. This is for migrant students whose courses have not been completed.

Please see the MSDS Data Collections Details Manual for more details. These fields will be updated in the Manage Student Program History section. A CTEIS instructional guide will be provided shortly.

Upcoming Due Dates:

4033 Expenditure Report: Due to CEPD Administrator: November 3, 2022. Due to OCTE: November 10, 2022.

Follow-Up Report: Due to CEPD Administrator January 5, 2023. Due to OCTE January 12, 2023.

Follow-Up Report Q&A:

A few frequently asked questions from Follow-Up Training sessions:

Q: Is there a way to download which students completed a self-survey to avoid contacting a second time when contacting students?

A: Yes. You can use the Follow-Up List Report or Export. If a student completed a self-survey, it will be listed in the column as "SELF." Students that still need a completed survey will be listed as "INIT".

Q: I am missing students from my Follow-up list. Where can I look?

A: First verify that your students have left school and have reached concentrator status. Next, check to see if they are being followed up in another district by running the CADR report. If you still believe you are missing students, please contact the CTEIS help desk.

CTEIS Support and Assistance

For technical questions regarding survey forms, or if you need assistance with issues related to CTEIS operation or usage, Please contact the Help Desk: cteis.help@PTDtechnology.com. or by calling (800) 203-0614 or (517) 333-9363 ext. 128.

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