

## Secondary CTE Checklist

- Review Collection 4 – 2025-26 Secondary CTE Submission Collection Dates
- Review Collection 4 – 2025-26 Secondary CTE Submission Collection Data
- Review the PIMS Adult and Secondary CTE Student Data Set Guide
- Watch the PIMS Secondary 2025-26 CTE Student Data Webinar
- Schedule Meeting with Data Owners to share needed information and due dates
  - Develop a plan for collecting the needed data
  - Assign responsibilities for the data elements and data entry
  - Set Internal Deadlines
- Verify CTE data entry into Student Information System (SIS) or other data system
- Pull CTE Templates from the SIS
  - June 30<sup>th</sup> Student Snapshot Template
  - CTE Student Fact Template
  - CTE Student Industry Credentials Template (if needed)
- Upload CTE Templates into PIMS Sandbox
  - Review errors with Data Owners
  - Correct Data in the SIS
  - Pull new reports and check for additional errors in the PIMS Sandbox
- Upload Clean CTE Templates into PIMS
  - Review DQE errors with Data Owners
  - Correct Data in the SIS
  - Pull new reports and check for additional errors in the PIMS
  - If needed, request a Data Exception. Please make sure all other errors are addressed prior to requesting a Data Exception
  - Check Batch Files for Green Checkmarks
    - Files with a Red X indicated not all records were accepted. Review Errors.
    - Upload new files, as necessary
- After the refresh, review QC Reports in PIMSReports V2 - MyPDESuite > PIMSReportsV2 > CTE > Secondary > Student Level – QC and Verification
  - QC Rpt01 - CTE Student IDs Not in June 30 Student

- Students on this report MUST be corrected
- QC Rpt02 - CTE Students Reported More than Once at a School
  - Students on this report MUST be corrected
- QC Rpt03 - Invalid June 30 Snapshot Data for CTE Students
  - Students on this report MUST be corrected
- QC Rpt03A - List of Statistically Countable CTE Students by School and Program
  - Program Admin should review this report to ensure all students were reported
- QC Rpt05 - Invalid Data Element Combinations
  - Students on this report MUST be corrected
- QC Rpt06 – Student IDs from CTE Industry Credential Not on Student Fact and/or June 30 Snapshot
  - Students on this report MUST be corrected
- QC Rpt08 - Student CIP-Delivery Method-School Location Template Mismatches
  - Students on this report MUST be corrected
- QC Rpt08A - List of Statistically Countable CTE Students that Earned Industry Certifications during the Reporting Year
  - Program Admin should review this report to ensure all students were reported
- QC Rpt09 - Questionable Data Element Combinations
  - Students on this report MAY need to be corrected
- QC Rpt10 - Low or Zero Enrollments in Programs (School-CIP-Delivery Method Level)
  - Program Admin should review this report to ensure all students were reported
- QC Rpt11 - CTE Students with Invalid or Blank Funding District or District of Residence
  - Students on this report MUST be corrected
- QC Rpt12 - CTE Special Population Aggregate Statistical Review

- Program Admin should review this report to ensure all students were reported
- QC Rpt13 - Aggregate Statistical Review of CTE Students Earning Industry Certifications
  - Program Admin should review this report to ensure all students were reported
- QC Rpt14 - Aggregate Statistical Review of CTE Students by CTE
  - Program Admin should review this report to ensure all students were reported
- QC Rpt15 - Aggregate Statistical Review of CTE Students by School
  - Program Admin should review this report to ensure all students were reported
- QC Rpt15A - CTE Current and Prior Year Comparison of CTE Enrollments, Concentrators and Participants by School and Program
  - Program Admin should review this report to ensure all students were reported
- Make necessary corrections in PIMS based on the QC reports
- After all CTE data QC reports are verified for accuracy and content, generate the Secondary CTE Accuracy Certification Statement (ACS) Form
  - ACS QC Rpt16 - Accuracy Certification Statement (ACS)
    - Submit the completed, signed ACS form and the ACS summary statistics must be received by our office via email no later than August 28, 2026. Instructions for submitting the ACS are on the signature page.
    - If you upload additional data or delete data after sending in the Secondary CTE ACS, you MUST send in a new Secondary CTE ACS.