

## CTE MEMBERSHIP MONITORING

### OVERVIEW

The Utah State Board of Education (USBE) is responsible for monitoring Career and Technical Education (CTE) course membership. CTE course membership monitoring allows USBE to verify that the student-level attendance and membership information contained in an LEA's Student Information System (SIS) course records (i.e., roll books and reports) accurately supports the CTE course membership data reported through the Data Gateway. Accurate course membership data ensures the accuracy of CTE Add-on funding and maintenance of effort (MOE) calculations. CTE Add-on program and reporting requirements are spelled out under Administrative Rules R277-911 and R277-419. USBE conducts CTE course membership monitoring between September and May on a four-year rotating (and risk-based) schedule.

### THE MEMBERSHIP MONITORING PROCESS

1. After the school year ends, USBE pulls CTE course membership data from UTREx for select LEAs for the school year being reviewed.
  - UTREx is a data clearinghouse that gathers and stores student data from LEA Student Information Systems (SIS).
  - The CTE Fiscal Monitor selects a sample of CTE courses to review.
2. During August, the CTE Fiscal Monitor sends CTE Directors a request for course roll books pulled from the LEA's SIS for the school year being reviewed. Additionally, the monitor requests a list of attendance codes, a school calendar, and other supporting documentation to substantiate the LEA course data submitted through the Data Gateway.
  - USBE requests documentation through a "Desktop Review" in Utah Grants and notifies the CTE Director and Business Administrator (or equivalent) of the upcoming review.
  - LEAs must be able to produce the version of roll books as they appeared at the close of the school year being reviewed.
  - Documentation is due within 3 weeks of receiving the formal request.
3. LEAs submit course roll books to USBE through MOVEit, a secure FTP site designed to protect student personally identifiable information (PII).
  - LEAs may send documentation not containing student PII to the CTE Fiscal Monitor via email or via MOVEit.
4. CTE Fiscal Monitor reviews the membership documentation
  - USBE conducts membership monitoring reviews between September and May.
  - Monitoring may take an extended amount of time due to the number of courses reviewed, complexity of the LEA SIS, and requests for additional information/clarification.
  - The CTE Fiscal Monitor will contact the LEA with any questions that arise during the monitoring process.
5. USBE completes initial monitoring
  - When necessary, CTE Fiscal Monitor initiates a conference call with LEA to review and clarify initial issues and findings prior to concluding the

monitoring session.

- Please note that a phone call discussion, and/or providing additional back-up documentation does not mean that findings will not appear in a formal notification to the LEA.
  - USBE finalizes the Desktop Review.
6. USBE issues a Final compliance report to the LEA Superintendent (and copied to the Business Administrator and CTE Director) to ensure all parties involved in this process are notified and receive opportunity to work together to resolve any issues with student membership. Final monitoring may be used to determine CTE Add-on Funding and CTE Maintenance of Effort (MOE) requirements for LEAs.
  7. Once the LEA has received their formal findings letter from USBE they will be given a minimum of 30 days to respond.

### **Documentation Requirements – Roll Books**

- Include, at minimum: teacher name; course code and course title (subject title); approved CTE course core code; course location; term (semester/trimester/etc.); cycle day (e.g., A/B day); period; and each student’s year in school.
- Record student service dates: include entrance and exit dates for students who enroll after the first day of school or withdraw before the last day of school.
  - For each course, provide membership and attendance summaries, by student, for each semester (or other reporting period) and for the full year.
- For each course, “Absent” totals for each student.
- Course Titles that closely match the titles in the official USBE CTE Course List:
  - “Stage Craft” is Not a match for “Television Broadcasting”
  - “Med Anat & Phys” is a Match for “Medical Anatomy and Physiology”
- Core code must be included on the roll book and be an approved CTE course core code.

### **Report Submissions**

- All roll book reports must be submitted in PDF format through *MOVEit*.
  - Paper copies will not be accepted.
  - Student information in roll books cannot be sent through email.
- Download/save CTE roll books before your data system closes out for the year.
- When courses are reported to USBE as semester/year totals, and the request for roll books only indicates one term, please submit the *entire year’s* roll books.
- Include a key of your attendance codes, and indicate which codes count as excused or unexcused absences.
- Include a school year calendar applicable to the year being monitored.

### **USBE Contact Information:**

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