5S2 Program Quality
-Attained Post Secondary Credits
"CTE Credit Bearing"

Maine Department of Education

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CTE
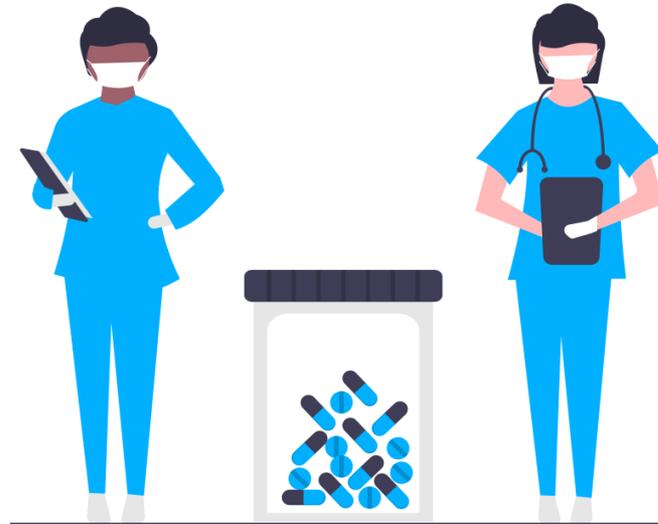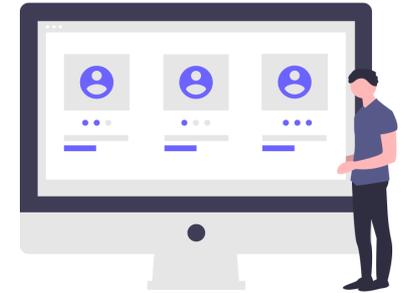
5S2 Program Quality
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- Maine's selected Perkins 5S2 Program Quality Program measurement -- Maine selected 1 measurement instead of 3

- "CTE Credit Bearing" = "5S2 Program Quality"
- "CIP Code" = "CTECode"

- This measurement is the <u>amount</u> and <u>type</u> of credit hours students are enrolling into at different <u>institutions</u>
  - 3 parts:
    - Amount
    - Type
    - Institution

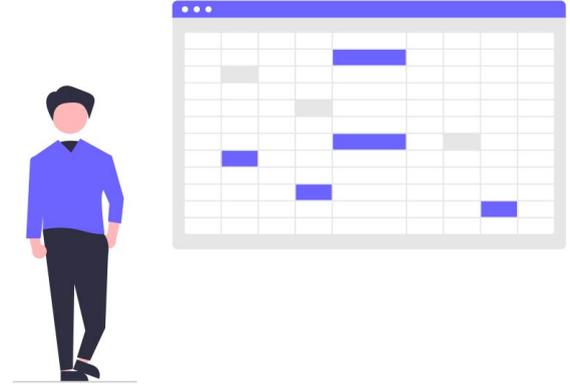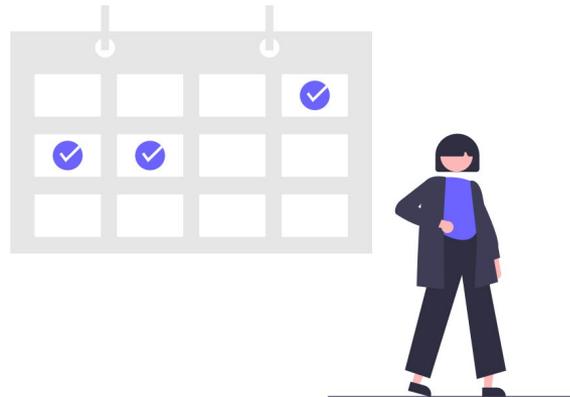# 5S2 Program Quality

- Attained Post Secondary Credits

Typical School Year

      The report opens on January 1st

      The report closes on June 30th

For SY2020-21, report all data by June 30th even if not completely collected

5S2 Program Quality
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Webpage

General Synergy Documentation

- Enrollment Changes Guide
- Synergy DOE Training Guide
- Basic Synergy Navigation
- Synergy Related FAQs

Synergy Manual Entry

- Attendance Manual Entry Guide (updated 9/3/2019)
- Behavior Manual Entry Guide
- CTE Program Manual Entry Guide
- Economic Status Manual Entry Guide
- Locating-and-Adding Students Guide
- Special Ed Manual Entry Guide
- Truancy Manual Entry Guide
- CTE Credit Bearing Manual Entry Guide

Synergy Uploads

NOTE: Excel does remove leading zero's by default. You must ensure you set your file to keep the leading zero's. You can find help from Microsoft on keeping the leading zero's in Excel

Uploads must by completed in the following order

1. State ID Import
2. Student Enrollment
3. Student Personal
4. All others may be uploaded in any order as long as these above had been done first

Current Data Dictionaries for the 2020/2021 SY

- Upload Overview
- Summary of Changes 2020-2021 (updated 6/16/2020)
- Attendance - Upload Guide | Sample File | Data Dictionary (SF & DD Updated 4/10/2020)
- Behavior - Upload Guide | Sample File | Data Dictionary (SF & DD Updated 4/10/2020)
- Career and Technical Education (CTE) - Upload Guide | Sample File | Data Dictionary | Master CIP List | School CIP List (updated CIP lists 6/18/2020)
- Economic Status - Upload Guide | Sample File | Data Dictionary (SF & DD Updated 4/10/2020)
- English Learners - Upload Guide | Sample File | Data Dictionary (SF & DD Updated 4/10/2020)
- Special Education - Upload Guide | Sample File | Data Dictionary (SF & DD Updated 4/10/2020)
- StateID - Upload Guide | Sample File | Data Dictionary (SF & DD Updated 4/10/2020)
- Student Enrollment - Upload Guide | Sample File | Data Dictionary (SF & DD Updated 4/10/2020)
- Student Personal - Upload Guide | Sample File | Data Dictionary (SF & DD Updated 4/10/2020)
- Truancy - Upload Guide | Sample File | Data Dictionary (SF & DD Updated 4/10/2020)
- Student Exit - Upload Guide | Sample File | Data Dictionary (updated 5/29/2020)
- CTE Credit Bearing - Upload Guide | Sample File | Data Dictionary (updated 4/23/2021)

CTE Credit Bearing- Upload Guide, Sample File and Data Dictionary

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Credit Types

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Credit Types		
Description	**Definition**	**Code**
Advanced Placement (AP)	Advanced Placement is specified as the type of credits or units of value available for the completion of a course in addition to Carnegie Units.	AdvancedPlacement
Dual Credit	Dual Credit is specified as the type of credits or units of value available for the completion of a course in addition to Carnegie Units.	DualCredit

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Credit Types		
Description	**Definition**	**Code**
Enhanced Articulation	Other is specified as the type of credits or units of value available for the completion of a course in addition to Carnegie Units. Maine defined courses with MDOE Enhanced Articulation agreements. Current Enhanced Articulation CTECodes (CIP): (46.0302): Electrician (47.0604): Automobile/Automotive	Other
Simultaneous CTE and Academic Credit	Simultaneous CTE and Academic Credit is specified as the type of credits or units of value available for the completion of a course in addition to Carnegie Units.	CTEAndAcademic

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Institutions

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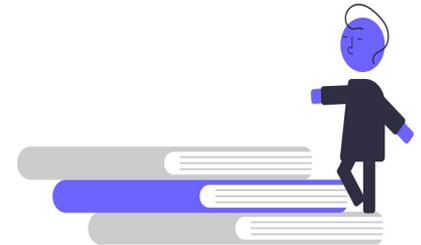
INSTITUTION CODES	
Last Updated: 8-13-2020	
Description	**Code**
Aveda Institute Maine-A Capilo School	1948
Bates College - Lewiston	1832
Beal College-Bangor	1865
Bowdoin College-Brunswick	1866
Capilo School of Hair Design	1949
Central Maine Community College	1887
Colby College-Waterville	1867
College of the Atlantic-Bar Harbor	1868
Cosmotech School of Cosmetology	1946
Dube Enterprises Inc	1947
Eastern Maine Community College	1889
Johnson & Wales University-Charlotte	1874
Johnson & Wales University-Denver	1876
Kaplan University-Augusta	1878
Kaplan University-Lewiston	1879
Kaplan University-Online	1877
Cont'd	Cont'd

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General Guidelines

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General Guidelines

- Each course is to be reported only once per student, per row in the upload form

- Courses taken from the same institution cannot be grouped together and reported as a cumulative sum
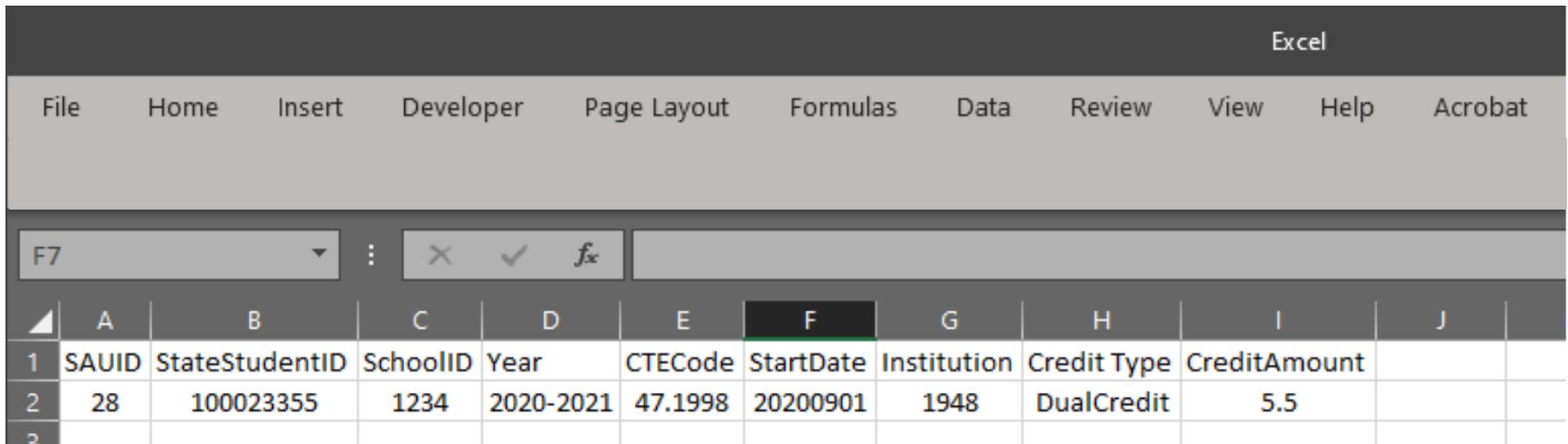
Excel

| File | Home | Insert | Developer | Page Layout | Formulas | Data | Review | View | Help | Acrobat |

F7

	A	B	C	D	E	F	G	H	I	J
1	SAUID	StateStudentID	SchoolID	Year	CTECode	StartDate	Institution	Credit Type	CreditAmount	
2	28	100023355	1234	2020-2021	47.1998	20200901	1948	DualCredit	5.5	
3										

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General Guidelines cont'd

- All courses related to PL 318 enrolled students are to be reported using the "CTEAndAcademic" code (BridgeYear)

- The following CTECodes (CIP) are not to be reported for this data collection:

32.0107	90.1166	91.3372	91.3374
97.3088	99.1000	99.3001	99.4000
99.6000	99.7000	99.8000	99.9991

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General Guidelines cont'd

AP Courses can be counted if they are Directly-Related	
Directly-Related	NOT Directly-Related
AP course material can enhance the local CTE technical standards being taught	The course material is educationally valid but offers little to no direct enhancement to the local CTE technical standards being taught
Example: (51.3902): Nursing Assistant AP Biology	Example: (47.0603): Autobody AP Biology

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Sample Scenarios

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Sample Scenarios									
StudentID# 100100100 -enrolled into 1 CTECode (not listed above) -enrolled into 1 course Directly-Related					Assign the CTECode to the course and submit data in the upload form				
SAUID	StateStudentID	SchoolID	Year	CTECode	StartDate	Institution	Credit Type	CreditAmount	
28	100100100	1234	2020-2021	52.6718	20200901	1948	DualCredit	4	

5S2 Program Quality

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Sample Scenarios									
StudentID# 100200100 -enrolled into 1 CTECode (not listed above) -enrolled into 2 courses Directly-Related					Assign the CTECode to each course and report courses, one per row in the upload form				
SAUID	StateStudentID	SchoolID	Year	CTECode	StartDate	Institution	Credit Type	CreditAmount	
28	100200100	1234	2020-2021	52.6718	20200901	1948	DualCredit	4	
28	100200100	1234	2020-2021	52.6718	20200901	1948	DualCredit	2	

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Sample Scenarios	
StudentID# 100100300 -enrolled into 1 CTECode (not listed above) -enrolled into 1 AP course NOT Directly-Related	Should not be reported to MDOE-CTE

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Sample Scenarios	
StudentID# 100100400 -enrolled into 1 CTECode (listed above) -enrolled into 1 course NOT Directly-Related	Should not be reported to MDOE-CTE

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Sample Scenarios	
StudentID# 200100200 -enrolled into 2 CTECodes (not listed above) -- (52.6718, 09.0101) -enrolled into 1 course Directly-Related to both programs	Assign the course to one of the CTECodes since courses can only be reported once

SAUID	StateStudentID	SchoolID	Year	CTECode	StartDate	Institution	Credit Type	CreditAmount	
28	200100200	1234	2020-2021	09.0101	20200901	1948	AP	4	

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Sample Scenarios	
StudentID# 200200200 -enrolled into 2 CTECodes (not listed above) -- (52.6718, 09.0101) -enrolled into 2 courses Directly-Related to both programs	Assign one course to each CTECode if each are Directly-Related OR Assign courses to one CTECode if Directly-Related

SAUID	StateStudentID	SchoolID	Year	CTECode	StartDate	Institution	Credit Type	CreditAmount
28	200200200	1234	2020-2021	09.0101	20200901	1948	DualCredit	4
28	200200200	1234	2020-2021	52.6718	20200901	1874	AP	3

OR

SAUID	StateStudentID	SchoolID	Year	CTECode	StartDate	Institution	Credit Type	CreditAmount
28	200200200	1234	2020-2021	52.6718	20200901	1948	DualCredit	4
28	200200200	1234	2020-2021	52.6718	20200901	1874	AP	3

OR

SAUID	StateStudentID	SchoolID	Year	CTECode	StartDate	Institution	Credit Type	CreditAmount
28	200200200	1234	2020-2021	09.0101	20200901	1948	DualCredit	4
28	200200200	1234	2020-2021	09.0101	20200901	1874	AP	3

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Sample Scenarios	

StudentID# 100200300
 	
-is enrolled into 1 CTECode (not listed above)
  (47.0603): Autobody
 	
-is enrolled into 1 course Directly-Related
    --(Example: OSHA 30)
 	
-is enrolled into 1 AP course NOT Directly-Related
    --(Example: AP Biology)
	Only the OSHA 30 course with the CTECode (47.0603) Autobody shall be reported

SAUID	StateStudentID	SchoolID	Year	CTECode	StartDate	Institution	Credit Type	CreditAmount	
28	100200300	1234	2020-2021	47.0603	20200901	1920	DualCredit	4	

5S2 Program Quality

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Sample#1 of all Scenarios into an Upload Form

SAUID	StateStudentID	SchoolID	Year	CTECode	StartDate	Institution	Credit Type	CreditAmount
28	100200300	1234	2020-2021	47.0603	20200901	1920	DualCredit	4
28	100100100	1234	2020-2021	52.6718	20200901	1948	DualCredit	4
28	100200100	1234	2020-2021	52.6718	20200901	1948	DualCredit	4
28	100200100	1234	2020-2021	52.6718	20200901	1948	DualCredit	2
28	200100200	1234	2020-2021	09.0101	20200901	1948	AP	4
28	**200200200**	**1234**	**2020-2021**	**52.6718**	**20200901**	**1948**	**DualCredit**	**4**
28	**200200200**	**1234**	**2020-2021**	**52.6718**	**20200901**	**1874**	**AP**	**3**
28	100200300	1234	2020-2021	47.0603	20200901	1920	DualCredit	4

OR

Sample#2 of all Scenarios into an Upload Form

SAUID	StateStudentID	SchoolID	Year	CTECode	StartDate	Institution	Credit Type	CreditAmount
28	100200300	1234	2020-2021	47.0603	20200901	1920	DualCredit	4
28	100100100	1234	2020-2021	52.6718	20200901	1948	DualCredit	4
28	100200100	1234	2020-2021	52.6718	20200901	1948	DualCredit	4
28	100200100	1234	2020-2021	52.6718	20200901	1948	DualCredit	2
28	200100200	1234	2020-2021	09.0101	20200901	1948	AP	4
28	**200200200**	**1234**	**2020-2021**	**09.0101**	**20200901**	**1948**	**DualCredit**	**4**
28	**200200200**	**1234**	**2020-2021**	**52.6718**	**20200901**	**1874**	**AP**	**3**
28	100200300	1234	2020-2021	47.0603	20200901	1920	DualCredit	4

OR

5S2 Program Quality
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| Sample#3 of all Scenarios into an Upload Form									
SAUID	StateStudentID	SchoolID	Year	CTECode	StartDate	Institution	Credit Type	CreditAmount	
28	100200300	1234	2020-2021	47.0603	20200901	1920	DualCredit	4	
28	100100100	1234	2020-2021	52.6718	20200901	1948	DualCredit	4	
28	100200100	1234	2020-2021	52.6718	20200901	1948	DualCredit	4	
28	100200100	1234	2020-2021	52.6718	20200901	1948	DualCredit	2	
28	200100200	1234	2020-2021	09.0101	20200901	1948	AP	4	
28	**200200200**	**1234**	**2020-2021**	**09.0101**	**20200901**	**1948**	**DualCredit**	**4**	
28	**200200200**	**1234**	**2020-2021**	**09.0101**	**20200901**	**1874**	**AP**	**3**	
28	100200300	1234	2020-2021	47.0603	20200901	1920	DualCredit	4	

5S2 Program Quality
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Questions?

Need assistance?

Contact Shawn Lagasse
Shawn.Lagasse@maine.gov
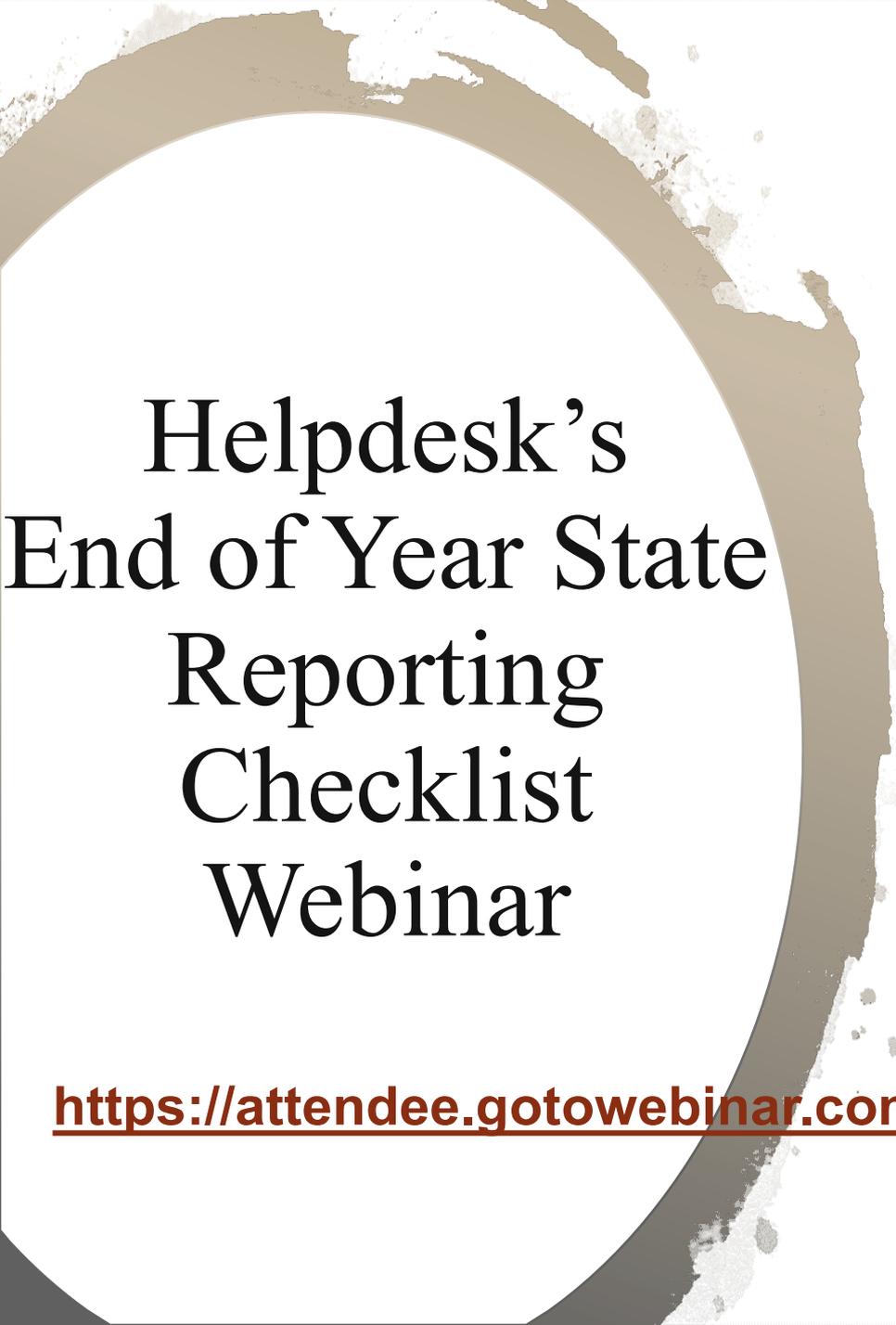
Helpdesk's End of Year State Reporting Checklist Webinar

Date: June 11th
Time: 10am-12pm

https://attendee.gotowebinar.com/register/5980102321872568078

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Direct Links:

https://www.maine.gov/doe/data-reporting/collection/helpdesk

https://www.maine.gov/doe/data-reporting/collection/helpdesk/resources/synergy_instructions

https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/CTECreditBEaringUploadGuide.docx

https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/CTECreditBearingSampleFileUpdatedMar312021.csv

https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/CTECreditBearing_Updated_Oct92020.xlsx

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Questions / Answers

Q: Do homeschooled student qualify for this collection?

A: Yes, all students enrolled into an approved CTE program qualify if the program is not one of the following: 32.0107, 90.1166, 91.3372, 91.3374, 97.3088, 99.1000, 99.3001, 99.4000, 99.6000, 99.7000, 99.8000, 99.9991.

Q: Which students should be included in this collection?

A: All students who enrolled into a directly-related course during the reporting school year with a partnering institution.

Q: What if an institution is not listed?

A: Contact Shawn Lagasse (Shawn.Lagasse@Maine.gov)

Q: Do we report only on the students who received credit this year, or do we report on seniors if they received credit last year also?

A: All students who enrolled into a directly-related course during the reporting school year with a partnering institution.

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Questions / Answers cont'd

Q:	(Part#1) With the enhanced articulation, I assume ALL students enrolled in Automotive Technology and Electricity get reported? (Part#2) And, do report them for additional concurrent enrollments as well?
A:	(Part#1) This for this year, yes report all students who have the opportunity through these enhanced articulations. (Part#2) Yes, report students who have additional course enrollments beyond the enhanced articulations if they exist.
Q:	Why do CTE report AP courses?
A:	AP courses which are directly-related may have an impact on CTE students in their programs. It demonstrates a CTE and high school connection, allows for the CTE student efforts to be counted as part of 5S2 and reflects student's credit hour accomplishments in their educational career. In an older version of this collection, CTE's expressed an interest in counting students completing AP courses so the ability to be recognized for those courses would be incorporated into their measurement. This option is now available for schools who want this to be documented.
Q:	There has got to be a way to soften this message/requirement, so school staff, trying to finish out a school year (in a pandemic), can muster out in this month of June.
A:	It was shared during the training that all data for this collection is to be submitted to MDOE by June 30th, even if the data is not completely collected. For this school year's 5S2 collection, there will be no penalty for missing a projected target. MDOE-CTE will interview CTE's following this reporting period to learn of any challenges and will seek to improve the process.

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Questions / Answers cont'd	
Q:	How do CTE's get access to Synergy?
A:	Have a Superintendent or CTE Director complete a request form: **Access Request Form** (https://mainedoe.co1.qualtrics.com/jfe/form/SV_0Hg1z6QgRAuoKPk)
Q:	How to do an upload to Synergy
A:	Links to upload details: (https://www.maine.gov/doe/data-reporting/collection/helpdesk/resources/synergy_instructions) CTE Credit Bearing - Upload Guide | Sample File | Data Dictionary (updated 4/23/2021) (https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/CTECreditBEaringUploadGuide.docx) (https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/CTECreditBearingSampleFileUpdatedMar312021.csv) (https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/CTECreditBearing_Updated_Oct92020.xlsx)
Q:	How to manually enter in student information into to Synergy?
A:	Links concerning manual entry: https://www.maine.gov/doe/data-reporting/collection/helpdesk/resources/synergy_instructions Synergy Manual Entry CTE Credit Bearing Manual Entry Guide (https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/CTECreditBearingManualEntryGuide.pdf)

Education

5S2 Program Quality
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Questions / Answers cont'd

Q:	(Part#1) What credit type is Enhanced Articulation and (Part#2) how many credits do we write in– for the Automotive Technology and Electricity?
A:	(Part#1) Enhanced Articulation type is "Other" (Part#2) Link to Articulated Credit amounts: https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/Statewide%20POS%20Electrical_Automotive.pdf
Q:	Update about the Helpdesk's "End of Year State Reporting Checklist Webinar"
A:	The updated details can be found at their webpage later today (6/4/21): https://www.maine.gov/doe/data-reporting/collection/helpdesk
Q:	
A:	

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