

MICHIGAN



# Enrollment Data Report Review and Submission



*For  
CEPD  
Administrators*

Spring 2021

# REVIEW AND SUBMISSION OF THE ENROLLMENT DATA REPORT FOR CEPD ADMINISTRATORS

In the web-based Career and Technical Education Information System (CTEIS), reports may only be submitted by an authorized official of the Fiscal Agency and reviewed by a CEPD Administrator. CTEIS will inform Fiscal Agency authorized officials via email when reports at the building level are ready for review. Likewise, CEPD administrators are notified by email when a report is submitted by a Fiscal Agency authorized official. CEPD administrators must then examine all reports submitted by Fiscal Agency authorized officials and indicate that the review is complete so that the reports may be accepted and compiled by the Office of Career and Technical Education.

This booklet contains instructions for the review and submission of Enrollment data reports for CEPD administrators.

## To begin reviewing your report:

Navigate to [www.cteis.com](http://www.cteis.com) and click the "**Login**" link at the top right side of the screen. Enter your MEIS user name and password to login to CTEIS.

Using the navigation panel, select **Admin** → **CEPD Admin. Monitoring** → **Enrollment Collection Review** to go to the CEPD Administrator Report Submission page. Choose a year from the **Select Year** drop-down menu to display your building grid, which lists all buildings within your CEPD as well as the report status of each building.

**CEPD ADMIN**

**CEPD ADMIN. MONITORING**

- [Enrollment Collection Review](#)
- [CEPD Expenditures Review](#)
- [CEPD Expenditures Review by Building](#)
- [CEPD Follow Up Review](#)
- [CEPD Course Review](#)

**PROGRAMS**

- [CEPD Options](#)
- [View Programs](#)

Cepd Review														
Select Year:														
Buildings: 51														
				CEPD	Fiscal...	Fiscal Agency Name	Oper...	Operating Agency Name	Build...	Building Name	Building Status	Fiscal Status	CEPD Status	OCTE Status
VIEW ISSUES	REPORT	REPSTD	COMP ASSESS	99	63000	Oakland Schools	63000	Oakland Schools	08756	Oakland Schools Tech...	X	X	X	
VIEW ISSUES	REPORT	REPSTD	COMP ASSESS	99	63000	Oakland Schools	63000	Oakland Schools	08813	Oakland Schools Tech...	X	X	X	X
VIEW ISSUES	REPORT	REPSTD	COMP ASSESS	99	63000	Oakland Schools	63000	Oakland Schools	08814	Oakland Schools Tech...	X	X	X	X
VIEW ISSUES	REPORT	REPSTD	COMP ASSESS	99	63290	Walled Lake Consolidated...	63290	Walled Lake Consolidated Schools	08995	Walled Lake Northern ...	X	X	SEND BACK	REVIEW
VIEW ISSUES	REPORT	REPSTD	COMP ASSESS	99	63000	Oakland Schools	63000	Oakland Schools	00449	Oakland Opportunity ...	X	X	X	X
VIEW ISSUES	REPORT	REPSTD	COMP ASSESS	99	63060	Southfield Public School ...	63060	Southfield Public School District	02963	Southfield High School...	X	X	SEND BACK	REVIEW
VIEW ISSUES	REPORT	REPSTD	COMP ASSESS	99	56030	Coleman Community Sch...	56030	Coleman Community School District	00746	Coleman Junior/Senior...				
VIEW ISSUES	REPORT	REPSTD	COMP ASSESS	99	63000	Oakland Schools	63000	Oakland Schools	08812	Oakland Schools Tech...				
VIEW ISSUES	REPORT	REPSTD	COMP ASSESS	99	63020	Ferndale Public Schools	63020	Ferndale Public Schools	01222	Ferndale High School				

Buildings with an “X” in the **Building Status** column have been marked as complete by your building level reporters. An “X” must also appear under the **Fiscal Status** column to signify that the Fiscal Agency authorized official has submitted the report and that it is ready for review by the CEPD administrator. When the CEPD administrator review is complete, an “X” will appear under the column labeled **CEPD Status**.

## Viewing your reports:

You will need to review the reports of each building within your "Buildings" grid. Remember that the **Select Year** drop-down menu allows you to view reports from previous years should you need to review prior submissions.

Click the **VIEW ISSUES** button beside a building to view current errors and warnings, which are displayed beneath your building grid. Warnings indicate a possible problem that could affect future funding of your CTE programs, but these issues will **not** prevent submission of the Enrollment report. If you have questions about report warnings, please contact Joan Church at (517) 335-0360 for more information.

X 7 Issues.						
EXPORT TO EXCEL						
Error Type	Issue Level	Unit Name	Identifier	Issue Description	Building Number	Error Number
ERROR	1PROGRAM	Program: 16626 - Marketin...	Avondale High School	PSN not in Building (05976):	05976	6
ERROR	1PROGRAM	Program: 20801 - Compute...	Avondale High School	Missing Certification Information:	05976	6
ERROR	2STUDENT	0052837796 (Clname, Ifna...	SendingBldg: Avondale High...	UIC has no current MSDS record:	05976	6
ERROR	3CLASS	569784654	Avondale High School	No or wrong Semester Type: Invalid Class Dates: Invalid PSN:	05976	6
ERROR	4ENROLLMENT	569784654	Avondale High School	Enroll Error - 0011250344 (Clname, Ifname) - Student Enrollment dates out of alignment...	05976	6
ERROR	4ENROLLMENT	123123	Avondale High School	Enroll Error - 0007004886 (Clname, Ifname) - Student Enrolled 2 times in a class 123123:...	05976	6
WARNING	SOTHER	123123	Avondale School District	Class not reported for collections:	05976	6



Click the **COMP ASSESS** button within your building grid to view the Completer Assessment Report. This report allows you to project the segments your students will receive and to determine if they are progressing toward completion as expected.

Completer Assessment Report																
Includes All Students																
Michigan Department of Education																
Office of Career and Technical Education - CTEIS REPORT																
<b>CEPD:</b>	30															
<b>Agency:</b>	(78000)- Shiawassee Regional ESD															
<b>District:</b>	(78020)- Byron Area Schools															
<b>Building:</b>	(00000)- Byron Area High School															
<b>PSN/Program:</b>	(99999)- Agr, Agr Oper & Rel Sci															
<b>Clp Code:</b>	(01.0000)- Agriculture, Agricultural Operations and Related Sciences															
<b>E = Currently Enrolled w/ No Grade, P = Enrolled Passing Grade, F = Enrolled Failing Grade</b>																
Student	UIC	Grd	Assessment	1	2	3	4	5	6	7	8	9	10	11	12	Q
VIWWIK, EECUY	0000000000	11		P	P	P	P	P	P	P	P	P	P			E
EYPICDUY, DKPYIK	0000000000	12		P	P	F	E	E	F			E		P	P	
EMPK, DSEDFE	0000000000	12		P	P	P	P	P	P	P	P	P	P			E
WII, EWOGOE	0000000000	10		E	E			E								
WEYI, EWKDDE	0000000000	12		P	P	P	E	E	P			E		P	P	
ZCEFF, TEPI	0000000000	12		P	P	P	P	P	P	P	P	P	P	P	P	P
TEXODUY, NSCODFUZSIC	0000000000	10		E	E			E								
RUUPCONS, TUCPEY	0000000000	12		P	P	P	E	E	P			E		P	P	
DGUMUPE, COWIK	0000000000	12		P	P	P	E	E	P			E		P	P	
EZZWOY, MCEKPIY	0000000000	12		P	P	F	E	E	F			E		P	P	
XECVWIK, FCUK	0000000000	12		P	P	P	P	P	P	P	P	P	P	P	P	P

To print your lists and reports, you must first export them to another format. Using the "Export" icon and drop-down list, choose the **Acrobat (PDF) file**



format. CTEIS exports your report when your selection is made, and you may save and print hard copies of your reports from within the chosen application.

## Submitting your reports:

On the Report Submission screen, an “X” appearing under the **Building Status** column indicates a building that has submitted report data for review. During the course of your review, if any report requires revision, you may click the **RETURN** button to request that a building's enrollment information be edited and resubmitted.

Building Status	Fiscal Status	Cepd Status
X	X	X
	<b>RETURN</b>	<b>COMPLETE</b>
X	X	

When you are satisfied that a building report is complete and accurate, indicate your approval by clicking the **COMPLETE** button. An “X” appears under the **CEPD Status** column to indicate that the building data has been released to the Office of Career and Technical Education.

Once all data has been collected for your buildings, submitted by the Fiscal Agency authorized official, and reviewed by the CEPD administrator, the report will be accepted by the Office of Career and Technical Education.

Questions regarding the Enrollment Report, or general questions regarding CTEIS and the report submission and review process, may be directed to Joan Church, Department Specialist at [ChurchJ@michigan.gov](mailto:ChurchJ@michigan.gov) or (517) 335-0360.

Requests for technical assistance with CTEIS may be directed to the CTEIS help desk at [cteis.help@PTDtechnology.com](mailto:cteis.help@PTDtechnology.com), (517) 333-9363, ext. 128, or (800) 203-0614, ext. 128.