Michigan Department of Education
Office of Career and Technical Education

OCTE Report Due Dates for 2023-2024

OCTE Related Reporting	Due Date	Contact Person	Phone Number
Less-Than-Class-Size Contracted Program Applications	OCTE submission due (via email): **September 27, 2023** (Due one week before Fall Count Date)	Lee Greenacre	517-281-3030
Fall Course Collection (2nd and 3rd Thursday in October)	Due to CEPD Administrator: **October 12, 2023** Due to OCTE: **October 19, 2023**	Joan Church	517-256-0448
4033 (2022-23) Expenditure Report (1st and 2nd Thursday in November)	Due to CEPD Administrator: **November 2, 2023** Due to OCTE: **November 9, 2023**	Joan Church	517-256-0448
Code EMC Students 3500 in MSDS	**Fall Certification Date: November 8, 2023** (Fall Certification is 5 weeks after Fall Count Date--Brandon Baryo) EMC students must be coded 3500 (EMC Participating) in the Michigan Student Data System (MSDS) by CEPI's Fall Certification Date of their **Junior year**, to be eligible for Section 61b funds.	Stacey Stover	517-281-4287
Section 61b CTE Early Middle College (EMC) and CTE Dual Enrollment. Note: Data reported on the 2023-24 4483 will be used to generate **Section 61b** funds for the **2024-25** school year.	Due to CEPD Administrator: **June 13, 2024** Due to OCTE: **June 20, 2024**	Joan Church	517-256-0448
CTEIS/MSDS Match Dates Students enrolled in CTEIS course-sections by these dates, will be matched against the MSDS data file (**using student UICs**). Demographics from MSDS or SRM **for only those students** will be uploaded into CTEIS.	CTEIS/MSDS matches will occur 1 to 2 times per week for the following months: **September 2023 through June 20, 2024** By **May 10, 2024** ALL students must be enrolled in at least one CTEIS course-section, **with correct UICs**, and MSDS fields must be up-to-date (via SRM or regular collection) by this date - **to be counted for Section 61a1 and Section 61b funds.**	Valerie Milton	517-281-2878
4483 Enrollment & Completion Collection Note: Data reported on the 2023-24 4483 will be used to generate **Section 61a1** funds for the **2024-25** school year.	Fall Count Date: **October 4, 2023** (1st Wednesday in October) Spring Count Date: **February 14, 2024** (2nd Wednesday in February) Due to CEPD Administrator: **June 13, 2024** Due to OCTE: **June 20, 2024**	Joan Church	517-256-0448
CEPD Options	Due to OCTE: **June 6, 2024**	Joan Church	517-256-0448
Follow-up Report	Due to CEPD Administrator: **January 11, 2024** Due to OCTE: **January 18, 2024**	Yincheng Ye	517-281-7229
4033 (2023-24) Expenditure Report (1st and 2nd Thursday in November)	Due to CEPD Administrator: **November 7, 2024** Due to OCTE: **November 14, 2024**	Joan Church	517-256-0448