

May 2023

CTEIS INFORMER

Learning that works for Michigan

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Spring Newsletter

Spring CTEIS: WHAT YOU NEED TO KNOW!

Student Enrollment Deadline:

Remember, May 12, 2023, is the last day that student enrollments may be entered into CTEIS. To generate funding, students must be enrolled in at least one CTE course section with correct UICs, and MSDS fields must be up-to-date (via SRM or regular collection) to be counted for section 61a1 funds. Districts still have to June 22, 2023 to complete enrollments. If you have questions regarding UIC errors, please contact your local UIC Resolver or the PTD Help Desk at: (800) 203-0614 x128.

Manage Student Updates:

A few updates to Manage Students include the ability to sort the student list by UIC, name, date of birth, and grade. The Program Enrollment History section has been updated for more clarity on segments/competencies that have been recorded.

Follow Up Reports:

The 2023 Follow Up Survey of 2022 Concentrators reports are now available. The reports can be found on the CTEIS Reports page at: reports.cteis.com or in the reports section of [CTEIS.com](https://cteis.com).

Minimal Enrollment (Grades) Import:

Updates have been made to the Importing process to allow the Import of grades. A Minimal Import file must contain student UIC, last name, CSC, (course section code) and course grade. The file will only update enrollment records with grades.

Enrollment Completion Collection Dates:

End of the Year Completion entry, EMC and Dual Enrollment Extraction, and Work Based Learning due to CEPD Administrator: June 15, 2023, and Due to OCTE: June 22, 2023.

Tips for Enrollment Completion:

1. Review CTEIS Year End Enrollment Completion reference documents and training webinar found on: support.cteis.com.
2. Remember the CTEIS Help Desk is available for technical questions. CTEIS.Help@PTDtechnology.com or by phone: (517)-333-9363 ext. 128.

Credentials:

Before submitting enrollment data for review, you will need to indicate any certifications or other credentials your students attain during the current school year. Preliminary reporting Due to CEPD Administrator: June 15, 2023. Due to OCTE: June 22, 2023. Final Reporting due to OCTE: August 31, 2023. See the: Manage Credentials Guide for more information.

Upcoming Training Dates:

Fiscal Agent and CEPD Administrator Training: May 31, 2023. To register for training please visit: support.cteis.com under the training tab.

Completing Spring Enrollment e-Workshop: June 13, 2023. Virtual workshop link will be sent via CTEIS Listserv, and available on the CTEIS Knowledge base closer to the date.