

Data Review

Accurate data is crucial to the CTEIS process. It is fundamental to accurate reporting for CTE in Michigan and has a direct impact on the funding your programs receive. You must review your data early and often to ensure it is as accurate as possible. CTEIS provides numerous tools and reports to assist you in verifying your data entry.

1. How To Review Course Data

To generate Exports/Reports in CTEIS:

1. After successfully logging into CTEIS, from the navigation bar, click Reports, then Building Reports.
2. Select the desired Export/Report from the Report Launcher screen. An example photo is provided below.
3. Enter your Report Criteria. CTEIS will generate the Export/Report based on your report criteria.

Building Reports Launcher

Select a report from below.

Audit Reports

☐ **Class Student List (By YEAR)**
Class list of students by building with Home Facilities and dates.

☐ **Bad UIC by Building (Current)**
List of invalid student UIC's

☐ **UIC With No Current MSDS (Current)**
List of students with not updated by MSDS

☐ **Missing Grades (Current)**
List of students missing grades

☐ **Sending Building Counts (By YEAR)**
Listing of student counts by sending building

☐ **Supplemental Instruction (Q/Z) Class List (Current)**
Class listing of Students with a Segment Q

To review your course content, you will need to generate the following Exports/Reports:

- **3-Year Instructional Design Report Export**- shows the courses operating during a period of selected years, allowing you to easily view program segment and competency information. You may use this export to verify that your:
 - Course entry within CTEIS is accurate for the current year.

- Courses offer the 12 segments/competencies required for your programs to produce student advancement.

It is important to note:

- This export is grouped by program, then by the last three years of courses conducted, listed chronologically by course begin date. Example photos are provided below.

The first record in the group is the program record, listing the PSN, CIP code, building, and total segments or competencies available in that program. The Program Comp/Seg columns display the segments or competencies for that program.

Select a building to generate your report.
3 Yr Instructional Design Report (Current)

Please Select a Building
Copper Country ISD - Career and Technical Education (088) ▾

EXPORT

ID	PSN	Cip Code	Perkins Type	Competencies / Segments	Course Name	CSC	Course Begin Date	Staff Last Name	Staff First Name	Subsection A
4	21434	10.0301	PS	[A1 A2 A3 A4 A5 B1 B2 B3 B4 C1 C2 C3 C4 Z]						
14	21434	10.0301	PS		GRAPHICS & MARKETING	G&M B3 S1 CTC	2024-09-03T00:00:00	Grannis	Levi	103000789XY00
16	21434	10.0301	PS		GRAPHICS & MARKETING	G&M B2 S1 CTC	2024-09-03T00:00:00	Grannis	Levi	103000789XY00
18	21434	10.0301	PS		GRAPHICS & MARKETING	G&M B1 S1 CTC	2024-09-03T00:00:00	Grannis	Levi	103000789XY00
46	21434	10.0301	PS		GRAPHICS & MARKETING	G&M (II) B1 S1 CTC	2024-09-03T00:00:00	Grannis	Levi	000000000000Q
						G&M	2025-01			

*3yr Instructional Design
Export Example

From this data, the path of courses a student would enroll in over time can be charted, and the segments or competencies can be reviewed to ensure that advancement is possible and optimized.

To access the 3-Year Instructional Design Export:

1. After successfully logging into CTEIS, from the navigation bar, click Reports.
2. Select Building Reports; the report is located under the Program/Student Reports collection.
3. Select the building you would like to view by using the drop-down menu.
4. Select the Export to Excel button to generate an Excel file you can use to review student data.

➤ CTE List of Courses by Building Report

This report shows all courses running within a selected building during the current school year. Use this report to verify that:

- Course entry within a specific building in CTEIS is accurate for the current year. Use this report to verify with the building administrator that course sections are correct.

- Your course detail fields are accurate.

CTE Course Listing for Bldg										
Michigan Department of Education										
CEPD:	00									
Agency:	(00000)-Community School District									
District:	(00000)-Community School District									
Building:	(00000)-Junior/Senior High School									
PSN/Program:	(99999)-Agr. Agr. Oper. & Rel. Sci.									
Clp Code:	(01.0000)-Reg									
Course	Section Code and Class Name	Room	Hour	Sem.	Begin Date	End Date	Staff Name	Wrt	Dual	Enr.
AgriSci1_S1_1	AgriScience 1 - Sem 1	Agns	1-2	1	9/4	2/11	M. Rice	NV	N1	
AgriSci1_S1_5	AgriScience 1 - Sem 1	Agns	6-7	1	9/4	2/11	M. Rice	NV	N1	
AgriSci1_S2_1	AgriScience 1 - Sem 2	Agns	1-2	2	2/12	6/11	M. Rice	NV	N1	
AgriSci1_S2_5	AgriScience 1 - Sem 2	Agns	6-7	2	2/12	6/11	M. Rice	NV	N1	
Dual Enrollment (Dual Enr.):										
-- : Unknown / Not Entered										
N1 : Regular course without dual enrollment										
Y1 : Regular course with dual enrollment										
Y2 : EMC course with dual enrollment										
N2 : EMC course without dual enrollment										
Y3 : Non-State course with dual enrollment										
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*CTE Course Listing for Bldg.
Report Example

➤ Active District Staff Listing Report

Use this report to view a list of active teachers within your district.

2. How To Review Student Data

You can review students by using the following CTEIS features and Reports:

- The Check UIC button (found within the Manage Students Screen).
- Bad UIC by Building Report
- UIC With No Current MSDS Report
- Student Advancement Report Export

➤ Check UIC Button (found in the Manage Students Screen) overview.

- UICs are checked every time a student record is stored manually.
- In the UIC panel of the Manage Students screen, you can enter a student's core fields and click the Check UIC button to verify a student's UIC without saving the student record.
- CTEIS automatically checks UICs included with imported records but may take 2- 3 days to do so. To expedite this process, use the Check UIC button.
- The check UIC button results will tell you if the UIC provided is recognized as a primary or secondary UIC or unlinked. This is useful for resolving UIC errors.

To review using the Check UIC button follow the steps below:

1. After successfully logging into CTEIS, Open the Manage Students screen.
2. Choose the student's sending facility from the Select Building... drop-down menu to load students from that building into the student grid. Alternatively, enter the student's UIC or last name into the Search By UIC/Last Name search box and then click the Search button.
3. Click the student icon of a student whose UIC you wish to verify. UIC information is displayed in a panel.
4. Click the Check UIC button to ensure that the entered UIC is valid and that CTEIS can locate the student's core information within the MSDS.

➤ Bad UIC By Building Report

The Bad UIC BY Building Report displays invalid UICs. It shows the UIC, student name, gender, date of birth, and associated errors for all the enrolled students within a building. Use this report to locate and print students who do not pass the enrollment validation check.

Michigan Department of Education Office of Career and Technical Education - CTEIS Report				
Invalid UICs				
CEPD: 99 Fiscal Agency: School District (22222) Building: High School (33333) Home Facility: High School				
UIC	Student Name	Gender	DOB	Reason
888888888	Aman, N.	M	5/21/2001	Core fields do not match submitted UIC (888888888)
999999999	Bman, H.	M	4/4/2002	Core fields do not match submitted UIC (999999999)

To access the Bad UIC By Building Report:

1. After successfully logging into CTEIS, click reports from the navigation bar, then select Building Reports.
2. Select Bad UIC By Building under the Audit Reports collection.
3. Select a Building you would like to view.
4. The report will load according to your selection, and you may print the report if needed. Instructions are provided below.

➤ UIC With No Current MSDS Report

The UIC With No Current MSDS Report displays a list of students with invalid or expired UICs. Use this report to verify that all your students have been updated through CTEIS and contain matching records within the MSDS. Check with your UIC Resolver to fix student UIC and MSDS issues.

Michigan Department of Education Office of Career and Technical Education - CTEIS Report				
UICs with No Current MSDS Record				
CEPD: 99 Fiscal Agency: School District (22222) Building: High School (33333) Home Facility: High School				
UIC	Student Name	MSDS Date	Exit Status	Grade Level
888888888	Aman, N.	5/2	19	
999999999	Bman, H.	4/4	19	
Please refer to the Directions for Updating MSDS Records within CTEIS document found on the CTEIS home page under the 4483 links.				
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To access the UIC With No Current MSDS Report:

1. After successfully logging into CTEIS, click Reports from the navigation bar, then select Building Reports.
2. Select UIC With No Current MSDS under the Audit Reports collection.
3. Select a Building you would like to view.
4. The report will load according to your selection, and you may print the report if needed. Instructions are provided below.

➤ **Student Advancement Report Export**

The Student Advancement Report Export allows you to track student advancement. Please

To access the Student Advancement Report Export:

1. After successfully logging into CTEIS, from the navigation bar, click Reports.
2. Select Building Reports, and the Student Advancement Export is located under the Program/Student Reports collection.
3. Select the building you would like to view by using the drop-down menu.
4. Select the Export to Excel button to generate an Excel file you can use to review student data. The Excel Export contains a listing of students and segments/competencies grouped by PSN and building.

3. How To Review Enrollment Data

➤ **Class Student List Report**

The Class Student List report contains details of the courses operating within a selected building, including segment/competency information, grades, and entry and exit dates. Use this report to verify that your:

- Students have been enrolled in the correct courses for the current year.
- Students in the appropriate subsection will receive credit for the correct segments/competencies.

To access the Class Student List Report:

1. From the navigation bar, click Reports, then select Building Reports.
2. The Class Student List Report is located under the Audit Reports collection. Click the Select button.
3. Select the building you would like to view. An Excel Export is available by clicking the Export to Excel button on the panel.

➤ **Program Enrollment History Report**

To access the Program Enrollment History Report:

1. From the navigation bar, click Reports, then Building Reports.
2. Located under the Program/Student Reports collection. Click the Select button.
3. Select the Building you would like to view. An Excel Export is available by clicking the Export to Excel button on the panel.

➤ **Program Counts Report**

To access this report:

1. From the navigation bar click Reports, then Building Reports.
2. Located under the Program/Student Reports collection. Click the Select button.
3. Select the Building you would like to view. An Excel Export is available by clicking the Export to Excel button on the panel.

4. How To Print CTEIS Reports

To print your lists and reports, you must first export them to another format. Using the “Export” button and drop-down list, choose Acrobat PDF file. Save the report and open it in Adobe Acrobat to print hard copies from the application instead of your Web browser.



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