MAEP CTE Teacher Unit (TU) Edit Report Checklist and Frequently Asked Questions (FAQs)

1. How to access MAEP Reports for ALL CTE teachers in the district. Reports-Personnel Data>MAEP>TU Edit. At the select school box, hit cancel to choose All Schools. Change program type to vocational. Hit the traffic light to run the report. The Federal Program Code of "2" was not entered on the teacher's schedule for each period of CTE classes are still missing. 3. "Voc. Edit" and "Total Vocational" at the bottom of the PERSONNEL MISSISSIPPI ADEQUATE EDUCATION PROGRAM REPORT - CTE REPORT 4. Different Carnegic Credits awarded in the same class period OR More than one subject taught in the same class period 5. "Voc. No. of Students by Grade Level" is blank, zero, or less than the actual students enrolled OR Improper Enrollment 6. Improper Program Location 7. Teachers who work less than 187 days 6. Improper Program Location 7. Teachers who work less than 187 days 8. Invalid Schedule Type – Modified Version (MfV) Schedule 9. Inconsistent Schedule Type 10. Do not have MAEP Selectable Code 11. Hit the traffic light to choose All Schools. Change program type to vocational. Hit the traffic light to run the report. The Federal Program Code of "2" was not entered on the teacher's schedule for each period of CTE classes being taught. Please disregard this coding. It is no longer applicable to CTE. No action needed. Add an additional two-digit period number for the second group of students (For example, for first period, use Period 1 for one group and Period 10 or 11 for the other group) (2" period would be Period 2 and Period 20 or 21, etc.) OR Use different Term/Semester Codes (T1 & S1) for each group Students' schedule and teachers' schedule must match: 1) the teacher's schedule for each CTE Program, under the Fed. Prog. Column. School location located at the top left of the MAEP report must match: 1) the teacher's schedule. The "District Time" and "Days Employed" on the teacher's schedule. Modified Version (MV) schedule type should not be used with basic stedules (6 to 8 period-days). (See Page 3	TU Edit Report Issues	Edits/Resolutions
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OR		

If a teacher receives this error message, notify MDE/Office of Career and Technical Education. The site/location for the course(s) taught must be updated. Notify MDE/Office of Career and Technical 11. Not Endorsed Because of Grade Range Education. The course codes must be updated to match the approved grade ranges for the course(s). CTE MAEP TEACHER UNIT EDITS FREQUENTLY ASKED QUESTIONS (FAQS) Yes, District A will enter District B Teacher's SSN in **Q1:** District A is sending students to District B for CTE classes. How will District "A", who owns the their student package only. students, match the students' schedules with the teachers at District B? Will the students' schedules in District A's student package be the only place District A will need to enter District B teachers' schedule information for matching? Q2: Several districts are continuing to get blanks on The district must make sure the location designated the TU Edit report under "Voc. No. of Students by for the course agrees with the location assigned to the Grade Level." What is causing districts not to get teacher in the Teacher Budget. student counts by grade? **AND** The district must check the student package maintenance table to make sure the location of the CTE course matches the location assigned to the teacher in the CTE Teacher Budget. Q3: If a district has a CTE student worker (Career The district would enter Period 4 on the teacher and Pathway Education, formerly Coop) in a 4th period students' schedules for the Law & Public Safety and class receiving work credit during the same 4th enter Period 40 on the teacher and student worker's period class the teacher is teaching a different CTE schedules for the Career Pathway Education course to course other students in the class, how should the avoid the Improper Program Location error message. teacher and students' schedules appear? Q4: For districts who have students taking a dual The district should enter the actual Dual Credit (DC) credit course and being taught by a community course on a local teacher's schedule and **put XX in** college instructor, what should the student's **the reserved field** so that it is not included in the FTE calculations for that teacher. (For example, use schedule look like for that class in terms of the "student and teacher's schedules matching rule?" the Health Science teacher for the Dual Practical Nursing program, use the Welding teacher for a Dual Credit welding program, etc.) Q5: Because schools are feeding students into the Districts should use the schedule type of the school CTE Center, School 090, oftentimes the students are where the course is being taught. The only exception coming from schools or school districts (for a is if the sending district's package will not allow the consortium) with different schedule types. For same Term/Semester Code. In that case, an additional example, the CTE Center is on a 4x4 schedule and period is added to the teacher's schedule with the the feeder schools are on an 8th period and 7th sending district schedule type. (The only students that period day. In a perfect world, it would be best if all will appear will be the sending district students.) For were on the same schedules. However, this is not the example, there would be a Period 4 for schedules matching the Center's schedule type and a Period 40 case, and the schedules are different. What is the

type.)

for the sending school or school district's schedule

best way to schedule students coming from feeder

schools or school districts without using the

modified-version schedule type?

GUIDELINES TO RESOLVE INVALID SCHEDULE TYPE ERRORS

- 1. Certified staff schedules can be uploaded from the student package; however, non-certified staff schedules must be entered manually.
- 2. The teacher schedule must provide a minimum of 330 minutes of instruction per day. (Accreditation Standard 2012, Standard 19.2)
- 3. <u>S1</u> should be used when the schedule type is Normal, AB, Modified Version or any other situation where the class meets for the entire 9-month school year.
- 4. If the course is a <u>semester course that meets for 18 weeks</u> and the students change courses for the second semester of the year, the entries should be <u>S1 for the 1st semester</u> and <u>S2 for the 2nd semester</u>.

For example, a teacher who teaches Algebra I all year and two semester courses, Geometry and Pre-Calculus, would have the following schedule entries:

TERM/SEM PERIOD COURSE

- S1 1 ALGEBRA I
- S1 2 GEOMETRY
- S2 2 PRE-CALCULUS
- 5. T1, T2, T3, and T4 are used primarily with 4 X 4 schedules.
- 6. A <u>4 X 4 course that is for the first 18 weeks of the year</u> would use the <u>T1</u> code for the 1St semester and <u>a T3 code for an 18-week course taught the second semester of the year</u>.
- 7. Semester <u>4 X 4 courses that are for 9 weeks</u> would use <u>T1, T2, T3, and T4 for each of the semesters</u> beginning the year with T1 and ending with T4.

For example, a teacher who teaches English I and English II for 18 weeks each and also has four semester courses, Debate I and II, African-American Literature, and Creative Writing would have the following schedule entries:

PERIOD	COURSE
1	ENGLISH I
1	ENGLISH II
2	DEBATE I
$\overline{2}$	DEBATE II
$\overline{2}$	AFRICAN-AMERICAN
$\bar{2}$	CREATIVE WRITING
	PERIOD 1 1 2 2 2 2 2 2 2 2

NOTE: The T1 - T4 Codes may be used by a district in some other situations. That is O.K. as long as the coding on the student's schedule and the MSIS teacher's schedule are the SAME.

8. Coaches (that coach after school) need an AS on their Coaching period in the Reserved Field, if they are also a Teacher. (This would apply to Cheerleader Sponsors too.)

Schedule Types

AB – Block schedule: Class dates vary. For example, AB classes can be offered MWF and Tuesday/Thursday.

44 – Block schedule: Course finished in 9 weeks and/or 18 weeks with credit

N6-6 periods (normally elementary), NM-7 periods, and N8-8 periods: Same class taught every day, all year.