

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

TU Edit Report Issues	Edits/Resolutions
1. How to access MAEP Reports for ALL CTE teachers in the district.	Reports>Personnel Data>MAEP>TU Edit. At the <b>select school</b> box, hit cancel to choose All Schools. Change program type to vocational. Hit the traffic light to run the report.
2. ALL SCHOOLS are selected when the MAEP Report runs; however, CTE teachers are still missing.	The Federal Program Code of “2” was not entered on the teacher’s schedule for each period of CTE classes being taught.
3. “Voc. Edit” and “Total Vocational” at the bottom of the PERSONNEL MISSISSIPPI ADEQUATE EDUCATION PROGRAM REPORT – CTE REPORT	Please disregard this coding. It is no longer applicable to CTE. No action needed.
4. Different Carnegie Credits awarded in the same class period OR More than one subject taught in the same class period	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 <sup>nd</sup> period would be Period 2 and Period 20 or 21, etc.) <b>OR</b> Use different Term/Semester Codes (T1 & S1) for each group
5. "Voc. No. of Students by Grade Level" is blank, zero, or less than the actual students enrolled OR Improper Enrollment	Students’ schedule and teachers’ schedule must match on school year, teacher SSN, term/semester code, period number, school year; course code. <b>OR</b> Make sure a “2” is listed on the teacher’s schedule for each CTE Program, under the Fed. Prog. Column.
6. Improper Program Location	School location located at the top left of the MAEP report must match: 1) the teacher’s school location in the CTE teacher budget and 2) each period of the teachers’ schedule.
7. Teachers who work less than 187 days	The “District Time” and “Days Employed” on the teacher’s personnel record and the “Voc and MAEP Duty Days” in the CTE Teacher Budget in MSIS <b><u>must be changed</u></b> to reflect teaching less than a full year in the district.
8. Invalid Schedule Type – Modified Version (MV) Schedule	Modified Version (MV) schedule type <b><u>should not be used</u></b> for CTE teachers. (See Page 3 for CTE schedule types and guidelines.)
9. Inconsistent Schedule Type	<b><u>Term codes (T1 thru T4, if applicable)</u></b> should be used with block schedules (4x4 or AB). <b><u>Semester codes (S1 and S2)</u></b> are used with basic schedules (6 to 8 period-days). (See Page 3 for CTE schedule types and guidelines.)
10. Do not have MAEP Selectable Code	There is no MAEP funding for directors and/or assistant directors. <b>OR</b>

	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.
<b>11. Not Endorsed Because of Grade Range</b>	Notify MDE/Office of Career and Technical Education. The course codes must be updated to match the approved grade ranges for the course(s).
<b>CTE MAEP TEACHER UNIT EDITS FREQUENTLY ASKED QUESTIONS (FAQS)</b>	
<b>Q1:</b> District A is sending students to District B for CTE classes. How will District "A", who owns the 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?	Yes, District A will enter District B Teacher's SSN in their student package only.
<b>Q2:</b> Several districts are continuing to get blanks on the TU Edit report under "Voc. No. of Students by Grade Level." What is causing districts <b>not</b> to get student counts by grade?	The district must make sure the location designated for the course agrees with the location assigned to the teacher in the Teacher Budget. <b>AND</b> 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.
<b>Q3:</b> If a district has a CTE student worker (Career Pathway Education, formerly Coop) in a 4th period class receiving work credit during the same 4 <sup>th</sup> period class the teacher is teaching a different CTE course other students in the class, how should the teacher and students' schedules appear?	The district would enter Period 4 on the teacher and students' schedules for the Law & Public Safety and enter Period 40 on the teacher and student worker's schedules for the Career Pathway Education course to avoid the Improper Program Location error message.
<b>Q4:</b> For districts who have students taking a dual credit course and being taught by a community college instructor, what should the student's schedule look like for that class in terms of the "student and teacher's schedules matching rule?"	The district should enter the actual Dual Credit (DC) course on a local teacher's schedule and <b>put XX in the reserved field</b> so that it is not included in the FTE calculations for that teacher. (For example, use the Health Science teacher for the Dual Practical Nursing program, use the Welding teacher for a Dual Credit welding program, etc.)
<b>Q5:</b> Because schools are feeding students into the CTE Center, School 090, oftentimes the students are coming from schools or school districts (for a consortium) with different schedule types. For example, the CTE Center is on a 4x4 schedule and the feeder schools are on an 8th period and 7th period day. In a perfect world, it would be best if all were on the same schedules. However, this is not the case, and the schedules are different. <b>What is the best way to schedule students coming from feeder schools or school districts without using the modified-version schedule type?</b>	Districts should use the schedule type of the school where the course is being taught. The only exception is if the sending district's package will not allow the same Term/Semester Code. In that case, an additional period is added to the teacher's schedule with the sending district schedule type. (The only students that will appear will be the sending district students.) For example, there would be a Period 4 for schedules matching the Center's schedule type and a Period 40 for the sending school or school district's 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. **S1** 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 **semester course that meets for 18 weeks** and the students change courses for the second semester of the year, the entries should be **S1 for the 1st semester** and **S2 for the 2nd semester.**

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 **4 X 4 course that is for the first 18 weeks of the year** would use the **T1** code for the 1<sup>st</sup> semester and **a T3 code for an 18-week course taught the second semester of the year.**
7. Semester **4 X 4 courses that are for 9 weeks** would use **T1, T2, T3, and T4 for each of the semesters 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:

TERM/SEM	PERIOD	COURSE
T1	1	ENGLISH I
T3	1	ENGLISH II
T1	2	DEBATE I
T2	2	DEBATE II
T3	2	AFRICAN-AMERICAN
T4	2	CREATIVE WRITING

**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.