Instructions for the
Massachusetts Perkins IV Public Two - Year
College/Postsecondary Consortium
Career and Technical Education
Data Report
2017 Submission
October, 2016
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Introduction
The official Carl D. Perkins Career and Technical Education Improvement Act of 2006 P.L. 109-270 (Perkins IV) is implemented by the Massachusetts Department of Elementary and Secondary Education (ESE). A link to the official Perkins IV is posted at http://www.doe.mass.edu/cte/perkins/. Public two-year colleges and the Perkins Postsecondary Consortium staff should review Perkins IV and other applicable documents in their entirety and not rely solely on excerpts contained in this document.


Reports will be submitted to: Gary Gomes from the Office for Career/Vocational Technical Education. Refer to the Technical Assistance section below for contact information.

Reminder of Changes instituted in the FY 2012 Manual:
✓ Whereas the FY 2017 Perkins Postsecondary Allocation Grant (Fund Code: 401) required that MA public two-year colleges set aside a minimum of 20% of their allocation funds to support secondary-postsecondary linkage activities and services, colleges will use Table 9 to submit data on “secondary-postsecondary linkages career/vocational technical education performance indicators.” Refer to the definitions section and Table 9 instructions for more on this. If you have any questions regarding these performance indicators, please contact Gary Gomes at 781-338-3851.

✓ While Tech Prep was eliminated on August 31, 2011, Tech Prep continues to be a special population and other student category line item on the data reporting forms and will be used to evaluate required Linkages activities.

Why report? Perkins IV requires that information be reported on students in career and technical education programs for accountability and funding purposes. The federal Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color National Origin, Sex and Handicap in Vocational Education Programs - 34 CFR, Part 100, Appendix B (Guidelines) requires that information be reported on career and technical education programs for civil rights monitoring purposes.

What Document is used for the Report 2017? An Excel template titled Massachusetts Perkins IV Public Two-Year College/Postsecondary Consortium Career and Technical Education Data Report Template is used. The template will be located on the ESE-Career/Vocational Technical Education website at http://www.doe.mass.edu/cte/data/. For simplicity, this template will be referred to hereinafter in this document as the Report 2017.


Will the Massachusetts Department of Elementary and Secondary Education audit the Report 2017? The Department may audit Report 2017 and subsequent Reports as well as the Massachusetts Perkins IV Pell Grant Reports in order to ensure data quality. Note that the
allocation formula for Perkins postsecondary allocation grants uses data from the Reports and the Massachusetts Perkins IV Pell Grant Reports, and thus this data is of special concern.

**How many tables are in the Report 2017?** Nine (9). A simple list of the nine (9) tables is in the Table of Contents of this document for easy reference.

**Due Date for the Report 2017:** May 31, 2017.

**Consequences for Failing to Submit the Report 2017:** Failure to submit the Report 2017 by May 31, 2017 may result in the public two-year college/consortium not receiving Perkins IV allocation funds.

**Completing the Report 2017:** Complete the Report 2017 electronically.

**Submitting the Report 2017:** The Report 2017 must be submitted via email to Gary Gomes, Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-4906, email: ggomes@doe.mass.edu.  
**Technical Assistance:** Gary Gomes at 781-338-3851 or ggomes@doe.mas.edu.
Definitions of Terms Used in the Report 2017

The definitions given below relate to the Report 2017. Additional definitions related to Perkins IV are in the Act itself, and in the Massachusetts Perkins IV Manual both of which are available at http://www.doe.mass.edu/cte/perkins/. Additional information relating to tech-prep and linkages is located at the Secondary Postsecondary Career/Vocational Technical Education Linkages Website at http://www.doe.mass.edu/cte/techprep/.

**Apprenticeship Program** - Refer to the definition of registered apprenticeship program later in the Definitions section of this document.

**Associate Degree – Bachelor Degree Transfer Program**- is an associate degree program that has an agreement with a four year institution to allow students to transfer into a specific program to complete a bachelor degree. This program option is discussed in the college course catalogue.

**Career Clusters** Sixteen (16) clusters recognized by the USED and the National Association for State Directors for Career and Technical Education Consortium are used for Perkins Act reporting as required by USED. The website with crosswalk information from CIP Codes to Career Clusters is http://www.careerclusters.org/crosswalks.cfm. Note that Table 2 at this site is applicable.

**Career and Technical Education Program** - Refer to Appendix A of the Massachusetts Perkins IV Manual for the definition. The Massachusetts Perkins IV Manual is at: http://www.doe.mass.edu/cte/perkins/

**Certificate** is any Certificate with any number of credits indicating a level of occupational competency that is issued by a public two-year college or member district of the Perkins Postsecondary Consortium.

**Chapter 74-Approved Vocational Technical Education Programs** are programs that meet the definition of vocational technical education contained in Massachusetts General Law Chapter 74, and are approved by the Department of Elementary and Secondary Education pursuant to Chapter 74 and the Vocational Technical Education Regulations. Note that all Chapter 74-approved vocational technical education programs meet the federal Perkins Act definition of career and technical education.

**CIP Code** are codes assigned to programs by the public two-year college/consortium in accordance with the USED’s Classification of Instructional Programs. This complete document and additional classification resource can be accessed at http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2002165. Note that CIP Codes are not used in the Report 2017. The college/consortium will report programs by the Career Clusters.

**Completed Technical Course** is a technical course for which credits were earned.

**CVTE Linkages Participant.** A student from a CVTE Linkages member school district who is reported in Table 9, CVTE Linkage Performance Indicators.

**Degree** is any Degree issued by the public two-year college.
For - Credit Course is a course for institutional or graduation credit.

Full - Time and Part-Time (see below):

Full - Time Postsecondary Career and Technical Program Participant - Apply the definition of postsecondary career and technical program participant contained in the Definitions section of this document. Apply the definition of full-time student that the public two-year college/consortium uses, whereas, each institution determines how many credits constitute status as a full-time student.

Part - Time Postsecondary Career and Technical Program Participant - Apply the definition of postsecondary career and technical education program participant contained in the Definitions section of this document. Apply the definition of part-time student that the public two-year college/consortium uses, whereas, each institution determines how many credits constitute status as a part-time student.

Full-Time Non-Career and Technical Education Program Participant - Apply the definition of postsecondary non-career and technical education program participant contained in the Definitions section of this document. Apply the definition of full-time student that the public two-year college/consortium uses, whereas, each institution determines how many credits constitute status as a full-time student.

Part - Time Non-Career and Technical Education Program Participant - Apply the definition of postsecondary non-career and technical education program participant contained in the Definitions section of this document. Apply the definition of part-time student that the public two-year college/consortium uses, whereas, each institution determines how many credits constitute status as a part-time student.

Full - Time Postsecondary Career and Technical Education Program Concentrator - Apply the definition of postsecondary career and technical education program concentrator contained in the Definitions section of this document. Apply the definition of full-time student that the public two-year college/consortium uses, whereas, each institution determines how many credits constitute status as a full-time student.

Part - Time Postsecondary Career and Technical Education Program Concentrator - This definition is not used in the Report 2017.

Full - Time Postsecondary Tech-Prep Participant - Apply the definition of postsecondary tech-prep participant contained in the Definitions section of this document. Apply the definition of full-time student that the public two-year college/consortium uses, whereas, each institution determines how many credits constitute status as a full-time student.

Part - Time Postsecondary Tech-Prep Participant - Apply the definition of postsecondary tech-prep participant contained in the Definitions section of this document. Apply the definition of part-time student that the public two-year college/consortium uses, whereas, each institution determines how many credits constitute status as a part-time student.
**Graduated** means received a degree, certificate, or other formal award for a career and technical education program from the institution during the specified reporting period.

**Industry-Recognized Credential** is a credential issued by an industry-recognized organization that indicates a level of occupational competency. For inclusion in the *Report 2017*, the Industry-Recognized Credential must have been issued to a student while the student was enrolled in a CTE program in the college. For inclusion in the *Report 2017*, the Industry-Recognized Credential must have been (1) required by the individual college CTE program for program completion or as a prerequisite in order to advance in coursework or (2) one that was promoted/recommended by the college (e.g., in print or web material) as a CTE program option. This credential is not to be confused with a Certificate (see definition of Certificate) or a State License/Certification (see definition of State License/Certification).

Industry-Recognized Credential is applicable to Tables 4 and 9 of the *Report 2017*. For instructions on the application to Tables 4 and 9, refer to the directions for Tables 4 and 9.

**Migrants** are migratory agricultural workers, including migratory dairy workers, or migratory fishers, and who, in the preceding 36 months, in order to obtain or to accompany such parents or spouses to obtain temporary or seasonal employment in agricultural or fishing work have done at least one of the following: moved from one local education agency (LEA) to another; moved from one administrative area to another in a state that is comprised of a single LEA; resided in an area larger than 15,000 square miles served by an LEA and migrated a distance of 20 miles or more to a temporary residence to engage in a fishing activity. (Reference - 34 CFR 200.81)

**Non-Chapter 74 Career and Technical Education Programs** are programs that meet the federal Perkins Act definition of career and technical education but are not Chapter 74-approved vocational technical education programs.

**Nontraditional by Gender Career** is a career for which individuals from one gender comprise less than 25 percent of the individuals employed in the career/occupation. Under Perkins IV, Massachusetts uses the lists of nontraditional careers produced by the National Alliance for Partnerships in Equity (NAPE) and the Massachusetts Supplement to the NAPE Nontraditional by Gender Lists. The lists and supplement are available at [http://www.napequity.org/nontraditional-occupations-crosswalk/](http://www.napequity.org/nontraditional-occupations-crosswalk/) and [http://www.doe.mass.edu/cte/ntbg/](http://www.doe.mass.edu/cte/ntbg/)

**Perkins Postsecondary Consortium** includes Assabet Valley Regional Vocational Technical School District (RVTS), Blackstone Valley RVTS, Blue Hills RVTS, Greater Fall River RVTS (Diman), Greater Lowell RVTS, Montachusett RVTS (Montachusett), Northern Berkshire RVTS (McCann), Shawsheen Valley RVTS, Southeastern RVTS, Southern Worcester County RVTS, Tri-County RVTS, and Upper Cape Cod RVTS.

**Postsecondary Core Indicators.** The postsecondary core indicators as quoted from Perkins IV are:

1P1 Technical Skill Attainment - student attainment of challenging career and technical skill proficiencies, including student achievement on technical assessments that are aligned with industry-recognized standards, if available and appropriate

2P1 Degree, Certificate Credential - student attainment of a degree, certificate, industry-recognized credential
3P1 Student Retention (Still Enrolled) or Transfer - student retention in postsecondary education or transfer to a baccalaureate degree program

4P1 Student Placement - student placement in military service or apprenticeship programs or placement or retention in employment, including placement in high skill, high wage, or high demand occupations or professions

5P1 - Nontraditional Participation - student participation in career and technical education programs that lead to nontraditional careers

5P2 - Nontraditional Completion - student completion of career and technical education programs that lead to employment in nontraditional careers

Postsecondary Career and Technical Education Program Concentrator is a career and technical education program participant (see definition) who has earned 12 or more college credits.

Postsecondary Career and Technical Education Program Participant is a student who has been formally admitted to a specific career and technical education program and is enrolled in at least one for-credit course for the fall semester. Note that some postsecondary career and technical education program participants may also be postsecondary career and technical education program concentrators.

Postsecondary Non-Career and Technical Education Program Participant is a student who has been formally admitted to a specific postsecondary non-career and technical education program and is enrolled in at least one for-credit course for the fall semester.

Postsecondary Tech-Prep Participant is a student who was a secondary tech-prep participant while enrolled in high school and is now enrolled in a postsecondary career and technical education program in a public two-year college. The student would also be a postsecondary career and technical education program participant.

Pre-Health Programs - Pre-Health and similar programs (known by different titles depending on the institution) serve to educate students who are not yet enrolled in a specific career and technical education program. Such programs may be reported if they meet the definition of career and technical education program contained in Appendix A (MA Perkins IV Career and Technical Education Program Checklist) of the Massachusetts Perkins IV Manual at http://www.doe.mass.edu/cte/perkins/.

Public Two-Year Colleges are the fifteen (15) community colleges, Benjamin Franklin Institute of Technology, and Quincy College.

Race/Ethnicity Definitions - The public two-year college/postsecondary consortium shall report disaggregated data by race and ethnicity using the categories and definitions based on the “The Standards for the Classification of Federal Data on Race and Ethnicity (Statistical Policy Directive No. 15)” that was issued by the Office of Management and Budget (OMB) in 1997.

The Standards for the Classification of Federal Data on Race and Ethnicity (1997) are:

- **American Indian or Alaskan Native** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- **Asian** – A person having origins in any of the original peoples of the Far East, East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American** – A person having origins in any of the Black racial groups of Africa.
- **Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin.
- **Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Two or More Races** – A person belonging to two or more racial groups.
- **Unknown** – A postsecondary student only who does not self-identify a race and/or ethnicity on a local information collection.

**Registered Apprenticeship Program** is a postsecondary program that is registered with the Massachusetts Department of Workforce Development - Division of Apprentice Training.

**Same Major** (for application in Table 9) – The document titled “Same Major Crosswalk for Community College Reporting 2010” will facilitate completion of Table 9, Line 1. It is important to note that no changes were made to the document for 2017.

**Secondary Postsecondary Career/Vocational Technical Education Linkages Services and Activities** are those that are planned and carried out by community colleges and/or public two year colleges in partnership with secondary schools to support students’ seamless and successful completion of career and technical education programs of study that begins in grades 9-12 and culminate in a postsecondary credential awarded in grades 13-16.

**Secondary Postsecondary Career/Vocational Technical Education Linkages Participant.** See CVTE Linkages Participant.

**Secondary Postsecondary Career/Vocational Technical Education Linkages Performance Indicators.** The CVTE Linkages performance indicators are:

- **1STP1** The number and percent of secondary education tech-prep students enrolled in the tech-prep program who enroll in postsecondary education.
- **1STP2** The number and percent of secondary education tech-prep students enrolled in the tech-prep program who enroll in postsecondary in the same field or major as the secondary education tech-prep students were enrolled at the secondary level.
- **1STP4** The number and percent of secondary education tech-prep students enrolled in the tech-prep program who successfully complete, as a secondary school student, courses that award postsecondary credit at the secondary level.
- **1STP5** The number and percent of secondary education tech-prep students enrolled in the tech-prep program who enroll in remedial mathematics, writing, or reading courses upon entering postsecondary education.

**State License/Certification** is a license or certification issued to an individual by a state agency (other than a State University) or an agency/organization on behalf of a state agency (other than a State college) and that indicates a level of occupational competency. For inclusion in the *Report 2017*, the State License/Certification must have been issued to a student while the student was
enrolled in a CTE program in the college. For inclusion in the Report 2017, the State License/Certification must have been required by the individual college CTE program for program completion or as a prerequisite in order to advance in coursework or (2) one that was promoted/recommended by the college (e.g., in print or web material) as a CTE program option. **State License/Certification** is applicable to Tables 4 and 9 of the Report 2017. For instructions on the application to Tables 4 and 9, refer to the directions for Tables 4 and 9.

**Special Populations** identified in Perkins IV are:

**individual with a disability**: The term ‘individual with a disability’ means an individual with any disability (as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102)).

**individual who is economically disadvantaged**: The term “economically disadvantaged” means individuals from economically disadvantaged families, including foster children. The term is also applied to students enrolled in public two-year colleges and school districts who are the recipients of PELL grants.

**individual with limited English (English language learner) proficiency**: The term ‘individual with limited English proficiency’ means a secondary school student, an adult, or an out-of-school youth, who has limited ability in speaking, reading, writing, or understanding the English language, and—

(A) whose native language is a language other than English; or (B) who lives in a family or community environment in which a language other than English is the dominant language.

**individual preparing for nontraditional field**: The term ‘individual preparing for nontraditional field’ means a student preparing for an occupation or field of work in a nontraditional field. The term ‘nontraditional field’ means occupations or field of work, including careers in computer science, technology, and other current and emerging high skill occupations, for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work.

**single parent**: The term “single parent” means an unmarried parent. The term “single parent” includes single pregnant women.

**displaced homemaker**: The term ‘displaced homemaker’ means an individual who—

A)(i) has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; (ii) has been dependent on the income of another family member but is no longer supported by that income; or (iii) is a parent whose youngest dependent child will become ineligible to receive assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under such title; and (B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

**Student Information Management System (SIMS)** is the student-level data collection system that allows ESE to collect and analyze more accurate and comprehensive information, to meet federal and state reporting requirements, and to inform policy and programmatic decisions. SIMS does not collect student-level data beyond grade 12.

**Technical Course** is a course that provides individuals with occupational safety and health, and/or technical, and/or employability, and/or management & entrepreneurship, and/or technological knowledge and skills required for a specific career or cluster of careers. “Academic” content is embedded in a technical course.
**Tech-Prep.** This term is no longer used. See Secondary Postsecondary Career/Vocational Technical Education Linkage Initiative.
Table by Table Directions
Each public two-year college/consortium must complete and submit all 9 tables. Note that on each Table worksheet, the data cells have been locked so that you can only enter data in the cells that should contain data.

Table 1 Enrollment of CTE Participants
Table 1 provides basic enrollment data.

Directions for Table 1 - Column 1
Read the definition of Full-Time Postsecondary Career and Technical Program Participant in the Definitions section of this document.

Report the unduplicated headcount of full-time postsecondary career and technical education program participants as of the institution’s official Fall 2016 Freeze Date per the categories listed on the lines in Table 1. Report the race/ethnicity as of the institution’s official Fall 2016 Freeze Date as an unduplicated headcount using the 1997 Standards. Report the special populations as of the institution’s official Fall 2016 Freeze Date as a duplicated headcount, i.e., report a student in every category that applies.

Directions for Table 1 - Column 2
Read the definition of Part-Time Postsecondary Career and Technical Education Program Participant in the Definitions section of this document.

Report the unduplicated headcount of part-time postsecondary career and technical education program participants as of the institution’s official Fall 2016 Freeze Date per the categories listed on the lines in Table 1.

Report the race/ethnicity as of the institution’s official Fall 2016 Freeze Date as an unduplicated headcount using the 1997 Standards. Report the special populations as of the institution’s official Fall 2016 Freeze Date as a duplicated headcount, i.e., report a student in every category that applies.

Directions for Table 1 - Column 3
Read the definition of (1) Full-Time Postsecondary Tech-Prep Participant, (2) Part-Time Postsecondary Tech-Prep Participant in the Definitions section of this document.

Report the unduplicated headcount of full-time and part-time postsecondary tech-prep participants as of the institution’s official Fall 2016 Freeze Date per the categories listed on the lines in Table 1. Note that a postsecondary tech-prep participant should also be reported in Column 1 or Column 2 as applicable.

Report the race/ethnicity as of the institution’s official Fall 2016 Freeze Date as an unduplicated headcount using the 1997 Standards. Report the special populations as of the institution’s official Fall 2016 Freeze Date as a duplicated headcount, i.e., report a student in every category that applies.
**Directions for Table 1 - Column 4**

Read the definition of (1) *Full - Time Postsecondary Non-Career and Technical Education Program Participants*, and (2) *Part - Time Postsecondary Non-Career and Technical Education Program Participants* in the Definitions section of this document.

Report the **unduplicated** headcount of full-time and part-time postsecondary non-career and technical education program participants as of the institution’s official Fall 2016 Freeze Date per the categories listed on the lines in Table 1.

Report the race/ethnicity as of the institution’s official Fall 2016 Freeze Date as a **unduplicated** headcount using the 1997 Standards. Report the special populations as of the institution’s official Fall 2016 Freeze Date as a **duplicated** headcount, i.e., report a student in every category that applies. Note that line 18 (nontraditional by gender) is not applicable to postsecondary non-career and technical education program participants.

**Table 2 Enrollment of CTE Concentrators**

Table 2 provides basic enrollment data.

**Directions for Table 2**

Read the definition of (1) *Postsecondary Career and Technical Education Program Concentrator* and (2) *Career Clusters* in the Definitions section of this document.

Report the **unduplicated** headcount of postsecondary career and technical education program concentrators in each *Career Cluster* as of the institution’s official Fall 2016 Freeze Date per the categories listed on the lines in Table 2.

**Table 3 Technical Skill Attainment**

Table 3 provides data for Postsecondary Core Indicator 1P1

**Directions for Table 3**

Read the definition of (1) *Technical Course*, and (2) *Postsecondary Career and Technical Education Program Concentrator* in the Definitions section of this document.

In Column 1 (Courses Completed - Numerator) report the number of technical courses completed by postsecondary career and technical program concentrators during the fall semester 2016.

In Column 2 (Courses Attempted - Denominator) report the number of technical courses taken by postsecondary career and technical program concentrators during the fall semester 2016.

Report the race/ethnicity as an **unduplicated** headcount using the 1997 Standards. Report the special populations as a **duplicated** headcount, i.e., report a student in every category that applies.
Table 4 Degree, Certificate, Industry-Recognized Credential, State License/Certification

Table 4 provides data for Postsecondary Core Indicator 2P1

Directions for Table 4
Read the definition of (1) Degree, Certificate, Industry - Recognized Credential, State License/Certification, and (2) Postsecondary Career and Technical Education Program Concentrator in the Definitions section of this document.

In Column 1 (Numerator) report the unduplicated headcount of all postsecondary career and technical education program concentrators as of the institution's official Fall 2012 Freeze Date who received a Degree or Certificate or Industry-Recognized Credential or State License/Certification as of the institution's official Fall 2016 Freeze Date. Note that if concentrator received a Degree and a Certificate and an Industry-Recognized Credential, State License/Certification or any combination of one or more of these, the concentrator shall be reported once as receiving one using the following priority list:
1. Degree
2. Certificate
3. Industry-Recognized Credential
4. State License/Certification

In Column 2 (Denominator) report the unduplicated headcount of postsecondary career and technical education program concentrators as of the institution's official Fall 2012 Freeze Date.

Report the race/ethnicity as an unduplicated headcount using the 1997 Standards. Report the special populations as a duplicated headcount, i.e., report a student in every category that applies.

Table 5 Retention (Still Enrolled) or Transfer

Table 5 provides data for Postsecondary Core Indicator 3P1

Directions for Table 5
Read the definition of (1) Degree, Certificate, Industry-Recognized Credential, State License/Certification, and (2) Postsecondary Career and Technical Education Program Concentrator in the Definitions section of this document.

In Column 1 (Numerator) report the unduplicated headcount of all postsecondary career and technical education program concentrators enrolled as of the institution's official Fall 2012 Freeze Date who (1) received a Degree, Certificate, Industry-Recognized Credential, State License/Certification, or (2) who have not received a Degree, Certificate, Industry-Recognized Credential, State License/Certification, but were still enrolled, or (3) who transferred to another institution as of the institution's official Fall 2016 Freeze Date.

In Column 2 (Denominator) report the unduplicated headcount of all postsecondary career and technical education program concentrators as of the institution's official Fall 2012 Freeze Date.
Report the race/ethnicity as an **unduplicated** headcount using the 1997 Standards. Report the special populations as a **duplicated** headcount, i.e., report a student in every category that applies.

**Table 6 Placement**

Table 6 provides data for Postsecondary Core Indicator 4P1.

**Directions for Table 6**

Read the definition of (1) **Graduated**, and (2) **Postsecondary Career and Technical Education Program Concentrator** in the Definitions section of this document.

In Column 1 (Numerator) report the **unduplicated** headcount of postsecondary career and technical education program concentrators who graduated from a career and technical education program between January 2015 and the institution's official Fall 2015 Freeze Date and who were in registered apprenticeship programs, employment, or military service within 9-12 months after graduation (this is the Class of 2015 follow-up). Note that if graduate was in more than one category such as employment and military service, the graduate should be reported once using the following priority list:
1. Registered Apprenticeship
2. Employment
3. Military

In Column 2 (Denominator) report the unduplicated headcount of the postsecondary career and technical education program concentrators who graduated a career and technical education program between January 2015 and the institution's official Fall 2015 Freeze Date (this is the Class of 2015 follow-up) and who responded to the follow-up survey.

In Column 3 (Graduates) report the unduplicated headcount of postsecondary career and technical education program concentrators who graduated a career and technical education program between January 2015 and the institution's official Fall 2015 Freeze Date (this is the Class of 2015 follow-up).

Report the race/ethnicity as an **unduplicated** headcount using the 1997 Standards. Report the special populations as a **duplicated** headcount, i.e., report a student in every category that applies.

**Table 7 Nontraditional by Gender Participation**

Table 7 provides data for Postsecondary Core Indicator 5P1

**Directions for Table 7**

Read the definitions of (1) **nontraditional by gender career**, (2) **Full-Time Postsecondary Career and Technical Education Program Participant**, and (3) **Part-Time Postsecondary Career and Technical Education Program Participant** in the Definitions section of this document.

In Column 1 (Numerator) report the **unduplicated** headcount of full and part-time postsecondary career and technical education program participants enrolled in a postsecondary career and technical education program that prepared them for a career that would be
nontraditional for their gender (nontraditional by gender career) as of the institution's official Fall 2016 Freeze Date.

In Column 2 (Denominator) report the unduplicated headcount of full and part-time postsecondary career and technical education program participants enrolled in a postsecondary career and technical education program that prepares individuals for a career that would be nontraditional for their gender (nontraditional by gender career) as of the institution's official Fall 2016 Freeze Date.

Report the race/ethnicity as an unduplicated headcount using the 1997 Standards. Report the special populations as a duplicated headcount, i.e., report a student in every category that applies.

**Table 8 Nontraditional by Gender Completion**
Table 8 provides data for Postsecondary Core Indicator 5P2

**Directions for Table 8**
Read the definitions of (1) nontraditional by gender career, (2) Full-Time Postsecondary Career and Technical Education Program Participant, (3) Part-Time Postsecondary Career and Technical Education Program Participant, and (4) Postsecondary Career and Technical Education Program Concentrator in the Definitions section of this document.

In Column 1 (Numerator) report the unduplicated headcount of full and part-time postsecondary career and technical education program participants, and postsecondary career and technical education program concentrators who graduated between January 2016 and the institution's official Fall 2016 Freeze Date from a postsecondary career and technical education program that prepared them for a career that would be nontraditional for their gender (nontraditional by gender career).

In Column 2 (Denominator) report the unduplicated headcount of full and part-time postsecondary career and technical education program participants, and postsecondary career and technical education program concentrators who graduated between January 2016 and the institution's official Fall 2016 Freeze Date from a postsecondary career and technical education program that prepares individuals for a career that would be nontraditional for their gender (nontraditional by gender career).

Report the race/ethnicity as an unduplicated headcount using the 1997 Standards. Report the special populations as a duplicated headcount, i.e., report a student in every category that applies.

**Table 9 Secondary-Postsecondary Linkages Indicators**
Table 9 provides data for Secondary-Post Secondary Performance Indicators 1STP2, 1STP4, and 1STP5.

**NOTE 1:** ESE calculates the data for 1STP1 from SIMS and data provided by the colleges. Colleges do not need to provide data for 1STP1 in Table 9.

**NOTE 2:** Per the Memorandum of Agreement (MOA) executed in May 2009 between ESE and the Massachusetts Community Colleges Executive Office, community colleges will identify
“CVTE Linkage participants” enrolled at the college by sharing the names of secondary student graduates from districts (high schools) that have Chapter 74 approved vocational technical education programs and/or write a Perkins local plan for its career and technical education programs. The college will provide this enrollment data to ESE through the CVTE College Drop Box in the ESE Security Portal. ESE will then provide the college with the CTE program major for each CVTE Linkage participant so that the college can complete Table 9, Line 1. The sharing of student names will also facilitate the community college completing Table 9, Lines 2 & 3.

Instructions for submitting student names are provided individually by ESE. If you need instructions please contact Gary Gomes at ggomes@doe.mass.edu at 781-338-3851 or Ed Abrams at eabrams@doe.mass.edu at 781-381-6883.

**NOTE 3: Same Major:** The document titled “Same Major Crosswalk for Community College Reporting 2010” will facilitate completion of Table 9, Line 1. Crosswalk Columns A and B titled CIP Code-Postsecondary and CIP Title-Postsecondary respectively, indicate programs that may be in community colleges. Columns C and D titled Program Code-Secondary and State Title-Secondary respectively, indicate programs that are in high schools in Massachusetts. Note that the six-digit Program Codes-Secondary represent Chapter 74-approved vocational technical education (VTE) programs in Massachusetts and the four-digit Program Codes-Secondary represent non-Chapter 74 career and technical education (CTE) programs in Massachusetts. Same majors are broadly defined.

**Directions for Table 9**
Below is a table with instructions for what to enter for each line in Table 9.

Read the definition of **secondary tech-prep participants** and **same major** in the Definitions section of this document.

**1STP1: See Note 1 above.**

<table>
<thead>
<tr>
<th>Line</th>
<th>Indicator</th>
<th>Number of Students in the Numerator</th>
<th>Number of Students in the Denominator</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1STP2</td>
<td>Unduplicated headcount of secondary CVTE Linkage participants who graduated from high school in <strong>2016</strong> and then enrolled in the college either full or part time in the <strong>same major</strong> for the fall semester <strong>2016</strong>.</td>
<td>Unduplicated headcount of CVTE Linkage participants who graduated from high school in <strong>2016</strong> and then enrolled either full or part-time in the college for the fall semester <strong>2016</strong>.</td>
</tr>
<tr>
<td>2</td>
<td>1STP4</td>
<td>Unduplicated headcount of CVTE Linkage participants who graduated from high school in <strong>2016</strong> and then enrolled in the college either full or part-time for the fall semester <strong>2016</strong>, and prior to graduation completed courses that awarded postsecondary credit from the college.</td>
<td>Unduplicated headcount of CVTE Linkage participants who graduated from high school in <strong>2016</strong> and then enrolled either full or part-time in the college for the fall semester <strong>2016</strong>.</td>
</tr>
<tr>
<td>Line</td>
<td>Indicator</td>
<td>Number of Students in the Numerator</td>
<td>Number of Students in the Denominator</td>
</tr>
<tr>
<td>------</td>
<td>-----------</td>
<td>------------------------------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>3</td>
<td>1STP5</td>
<td>Unduplicated headcount of CVTE Linkage participants who graduated from high school in 2016 and then enrolled either full or part-time in the college for the fall semester 2016, and took remedial courses during the fall semester 2016.</td>
<td>Unduplicated headcount of CVTE Linkage participants who graduated from high school in 2016 and then enrolled either full or part-time in the college for the fall semester 2016.</td>
</tr>
</tbody>
</table>