

Coming Soon: CTE Program Yearly Update Trainings
Copy of email that went out 8/17 to data submitters

Hello,

I hope you've all had a wonderful, refreshing summer and are feeling ready for the new school year. The beginning of a school year promises excitement, optimism, lots of activity and usually some change; however, one process that will always be constant at the start of a new school year is the CTE Program Yearly Update.

You have received this email because you currently have access to ODE's CTE Information System where the Program Yearly Update takes place. If the CTE Program Yearly Update is no longer part of your job, but you know who does complete the process, please forward this message to them. Anyone assisting with the CTE Program Yearly Update who did not receive this email directly from ODE may need to request access to the CTE Information System from their District Security Administrators (DSA). If you aren't sure who your DSA is, the [DSA Look-Up](#) link will help.

The CTE Yearly Update will open Thursday, August 31st. All Lead Teachers and Local Admin listed on an approved program's teacher grid will receive a system generated email. The message informs recipients that the collection has opened and how to access the CTE Information System.

The ODE CTE Data Team will host a series of weekly virtual training sessions focused on supporting school level users submitting to the 23-24 CTE Program Yearly Update. These trainings will provide a "why" for the CTE Program Yearly Update, CTE data timelines, examples of common errors and corrections, and how the Program Yearly Update data is used. Each of the training sessions will provide the same information with time for questions at the end.

Please select a date below to register for one of the training sessions:

- [September 7th, 3:30 - 4:30 pm](#)
- [September 12th, 12 - 1 pm](#)
- [September 20th, 1 - 2 pm](#)
- [September 29th, 9 -10 am](#)
- [October 2nd, 3:30 - 4:30 pm](#)
- [October 12th, 8:30 - 9:30 am](#)
- [October 17th, 3:30 - 4:30 pm](#)
- [October 25th, 9 - 10 am](#)

As always, anyone who's interested is encouraged to attend one of the training sessions. ODE receives the most accurate CTE data from those with a clear understanding of how the three

CTE collections, CTE Program Yearly Update, CTE Student and CTE Course, are connected so don't hesitate to share this invite with anyone on your team who may benefit from understanding all sides of the CTE Data Cycle.

Please let me know if you need any additional information regarding the upcoming trainings, the CTE Program Yearly Update or any questions regarding the CTE Information System. We cannot thank you enough for continuing to support and provide CTE opportunities for Oregon's students. We appreciate you and the work you do.

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