

**CTE Secondary Data & Reporting Calendar**

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| **Available Date** | **Due Date** | **Important Events** |
| 05/17/18 |  | CTE Student Data and Course Enrollment Collections open |
|  | 06/29/18 | CTE Student Data and Course Enrollment Collections closes |
| 09/13/18 |  | CTE Program Update (Fall) open *(ALL updates must be done during fall)* |
|  | 10/26/18 | CTE Program Update (Fall) due for Schools *(ALL updates must be done during fall)* |
|  | 11/23/18 | CTE Program Update (Fall) due for CTE Regional Coordinators *(ALL updates must be done during fall)* |
|  | 12/28/18 | CTE Program Update (Fall) due for ODE Specialists *(ALL updates must be done during fall)* |
| 05/16/19 |  | CTE Course Enrollment/CTE Student Data Collections (16-17) open |
|  | 06/28/19 | CTE Course Enrollment/CTE Student Data Collections (16-17) close |

**Notes:**

1. **CTE Program Updates must be completed during the fall cycle.** Every CTE State-Recognized Program (CTE SRP) and CTE Program of Study (CTE POS) must be submitted regardless if there are changes or not.
2. The ONLY updates during the spring CTE Program Update cycle are those that are necessary because of changes that occur affecting the spring semester.
3. Due dates of the next CTE Program Update for schools, CTE Regional Coordinators, and for ODE Specialists are listed. These due dates mean the following:
   1. For the schools, every program update has been reviewed with the appropriate CTE Regional Coordinator. All updates are complete and every program reflects “**Submitted to Regional Coordinator**.”
   2. For the CTE Regional Coordinators, every program update has been reviewed (if necessary, with the appropriate ODE Specialists). All updates are complete and every program reflects “**Submitted to ODE**.”
   3. For the ODE Specialists, every program update has been reviewed with the appropriate CTE Regional Coordinator. All updates are complete and every program reflects “**Approved**.”
4. All updates past the due dates require submission of the, “Request to Re-open CTE Program Update Application” form signed by the requestor and his/her superintendent.