**CTE Secondary Data & Reporting Calendar**

| **Important Dates** | **System Operation** |
| --- | --- |
| 05/14/2021 | CTE Student Data and Course Enrollment Collections open |
| 07/19/2021 | CTE Student Data and Course Enrollment Collections closes |
| 11/01/2021 | CTE Program Yearly Update Opens |
| 12/17/2021 | CTE Program Update Access Closes for Schools |
| 01/21/2022 | CTE Program Update Access Closes for CTE Regional Coordinators |
| 02/28/2022 | 2021-2022 CTE Program Update completed by ODE Education Specialists  2021-2022 CTE Program Update Closed |
| 05/12/2022 | CTE Student and CTE Course Enrollment Collections (21-22) Open |
| 06/28/2022 | CTE Student and CTE Course Enrollment Collections (21-22) Close |

* Starting the fall of 2021, Yearly Program Updates will be completed in the CTE Information System
* CTE Program Yearly Updates must be completed during the open system dates listed above. CTE Programs of Study are required to submit an annual update regardless of whether or not changes have been made.
* CTE Programs of Study that have been reported to ODE as dormant do not have to complete a yearly update. If a program of study is dormant they should not report data for that year during the CTE Collections.
* The ONLY possible program adjustments outside of the Program Yearly Update dates are those necessary because of changes that occur affecting the spring semester such as a course number adjustment.
* The due dates listed for the Program Yearly Update for Schools, CTE Regional Coordinators, and ODE Career Area Specialists mean the following:
  + For 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.”
  + 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.”
  + For the ODE Career Area Specialists, every program update has been reviewed with the appropriate CTE Regional Coordinator. All updates are complete and every program reflects “Approved.”
* 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.