



Pathways in Technology and Early College High School (P-TECH) Programs Data Collection, Reporting Specifications, and Procedures Manual 2021-2022

June 2022



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Contents

1. Document Control.....	4
1.1 DOCUMENT INFORMATION.....	4
1.2 Document History.....	4
1.3 Purpose	4
1.4 Changes from previous years	4
2. Use of Importance P-TECH and CTE Data.....	5
2.1 Performance Measures	5
2.2 Performance Measurement Indicators	6
2.3 Technical Assistance.....	7
3. P-TECH Data for Student Accountability Files.....	8
4. Contact Information.....	10
5. Due Date for File Submission.....	11
6. Guidance for Submitting P-TECH Data to the Division of Career and College Readiness.....	12
6.1 General Requirements.....	12
6.2 Student Demographic Data	12
6.2.1 State Assigned Student Identifier.....	12
6.3 CIP and P-TECH Year Requirement Status.....	14
6.4 Report Year and Submission Date	14
6.5 P-TECH Enrollment and Outcome Data.....	14
6.6 P-TECH POST-Graduate Data	16
6.7 Local Funding.....	17
7. Data Definitions and File Layouts for P-TECH Enrollment and Outcome File	18
7.1 P-TECH Enrollment and Outcome File Data Definitions.....	18
7.2 P-TECH Enrollment and Outcome File Layout	22

8. Data Definitions and File Layouts for P-TECH Post-Graduate File	23
8.1 P-TECH POST-Graduate File Data Definitions.....	23
8.2 P-TECH POST-GRADUATE File LAYOUT	25
9. Data Definitions and File Layouts for P-TECH Fall Enrollment Validation File	26
9.1 P-TECH Fall Enrollment Validation File Data Definitions.....	26
9.2 P-TECH Fall Enrollment Validation File LAYOUT	28
10. Data Definitions and File Layouts for P-TECH Funding File	29
9.1 P-TECH Funding File Data Definitions	29
9.2 P-TECH Funding File Layout	29
10. Procedures for Transmitting Files and Naming Conventions.....	30
10.1 Data Security and File Submission	30
10.2 Accessing the MSDE Secure Server.....	30
10.3 Naming Conventions.....	31
Appendix A: Maryland P-TECH Programs of Study.....	32
Appendix B: Maryland P-TECH Courses	33
Appendix C: Listing of Staff in the Division of Career and College Readiness	34

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2022 v.1.0

1. Document Control

1.1 DOCUMENT INFORMATION

Title:	2022 P-TECH Data Collection and Reporting Guidance Manual
Security Level:	Unclassified – For Official Use Only
Filename:	2022 PTECH Data Manual.pdf

1.2 DOCUMENT HISTORY

Document Version	Date	Summary of Change
Version 1.0	May 2022	Creation

1.3 PURPOSE

This document contains technical instructions for reporting the group of Pathways In Technology Early College High School (P-TECH) data collection files that are submitted to the Division of Career and College Readiness through the Maryland State Department of Education (MSDE) Secure Server. Data will be required to be submitted on an annual basis at specified times of the year. Additional reporting requirements also will be met through the submission of P-TECH grant narratives and financial reports to MSDE. P-TECH enrollment and outcome data collected by MSDE in three data files captures the following:

1. P-TECH Enrollment and Outcome File- collection captures student-level information for the entire school year (SY 2021-2022) that includes student demographics, P-TECH year of enrollment, Classification of Instructional Program (CIP) information, as well as information on CIP, concentrator status, internship placement, on-track for completion of program, program completion, HS and college credit completion, and attainment of an associate's degree (Please ensure this file has a single entry per student.);
2. P-TECH Post-Graduate File – collection captures student-level information on prior school year (SY 2020-2021) students who graduated and exited with a diploma only or with both a diploma and an associate's degree that include data on employment placement and enrollment in a four-year university two quarters after exiting;
3. P-TECH Fall Enrollment Validation File- collection captures student-level information for the Fall of the new school year (SY 2022-2023) that includes student demographics and P-TECH year of enrollment degree (Please ensure this file has a single entry per student.); and
4. P-TECH Funding File- collection captures information on local funds used for 2021-2022.

1.4 CHANGES FROM PREVIOUS YEARS

- Enrollment File and Outcome File has been combined into a single unduplicated Enrollment and Outcome File
- The Post-Graduate File has been introduced as new file submission requirement.

2. Use of Importance P-TECH and CTE Data

All P-TECH programs in the State of Maryland will be evaluated for success against multiple measures designated in the Pathways in Technology Early College High School Act (P-TECH) of 2017. Even though all P-TECH programs contain both high school and college credit requirements, the data required to evaluate P-TECH programs must be submitted by the local school system to the Maryland State Department of Education (MSDE).

Career and Technical Education (CTE) data must also be collected on all P-TECH students as required by the Strengthening Career and Technical Education for the 21st Century Act (Perkins V). Increased accountability and reporting the performance of CTE students is a major focus of the Perkins V.

The P-TECH and CTE information collected will be analyzed by MSDE and the Maryland Higher Education Commission (MHEC) and reported to the Governor and the General Assembly on a yearly basis. Failure to report required data may make grantees ineligible to receive supplemental grant funds.

Currently, data collected through these files are used for the following:

- Determining eligibility for federal and state funds;
- Communicating overall P-TECH and CTE program performance to key stakeholders;
- Evaluating P-TECH student performance as part of the local school system Master Plan; and
- Identifying the lowest performing programs to be targeted for revision.

In addition to the use of data for accountability and program evaluation, high quality data will allow local P-TECH and CTE staff to engage in data- and fact-driven management. Analysis of accurate data will support evaluation, decision-making and operational improvement.

2.1 PERFORMANCE MEASURES

Performance measures in the P-TECH Act of 2017:

1. Number of P-TECH Students enrolled in the school;
2. How P-TECH students performed on federal and state assessments;
3. The number of P-TECH students graduating from the school and receiving a high school diploma and an associate degree;
4. The year in which each P-TECH student graduated and received the degree;
5. The rate of attrition at the P-TECH school by grade and cohort;
6. The number of P-TECH students who are employed after completing the pathway sequence;
7. The number of students at each P-TECH school who have an Individualized Education Program (IEP), have a 504 Plan, or are English Learners;
8. The percentage of P-TECH students who meet the free- and reduced-price meal plan income criteria (FARMS);
9. The number of P-TECH students, who, by the fourth year of the pathway sequence, complete the requirements for a high school diploma;

10. Industry partners associated with each P-TECH school;
11. Pathway sequence(s) created for the P-TECH school;
12. The number of P-TECH students in the school who participated in paid internships with each industry partner;
13. The number of P-TECH students in the school who are on track for on-time completion of the pathway sequence;
14. The number of P-TECH students who are employed after completion of the pathway sequence with each industry partner or who matriculate to a public or private senior higher education institution after finishing the pathway sequence; and
15. The base and supplemental costs of operating a P-TECH school.

2.2 PERFORMANCE MEASUREMENT INDICATORS

The following measurement indicators will be used to analyze and evaluate P-TECH program performance across the state of Maryland. This information is gathered through the P-TECH data collection process, the P-TECH grant narratives and financial reports submitted by local education agencies (LEA), along with MSDE's End of Year (EOY) attendance and High School Data Collection files are used to calculate the following performance measures which are used to assess the effectiveness of the P-TECH funds recipients and the State in achieving progress in P-TECH:

- 1PT:** Number of P-TECH students enrolled in the school
- 2PT1:** Academic attainment in Reading/English Language Arts
- 2PT2:** Academic attainment in mathematics
- 2PT3:** Academic attainment in science
- 3PT:** P-TECH student attrition
- 4PT1:** P-TECH IEP student participation
- 4PT2:** P-TECH 504 student participation
- 4PT3:** P-TECH English Learner student participation
- 4PT4:** P-TECH free- and reduced-price meal plan income criteria (FARMS) student participation
- 5PT1:** P-TECH student internship placement
- 5PT2:** P-TECH student internship placement with industry partner
- 6PT1:** Students on track for high school four-year graduation rate (diploma only)
- 6PT2:** Students on track for P-TECH program four-year graduation rate (diploma and associate degree)
- 6PT3:** Students on track for P-TECH program five-year graduation rate (diploma and associate degree)
- 6PT4:** Students on track for P-TECH program six-year graduation rate (diploma and associate degree)

7PT1: High School four-year graduation rate (diploma only)

7PT2: P-TECH four-year graduation rate (diploma and associate degree)

7PT3: P-TECH five-year graduation rate (diploma and associate degree)

7PT4: P-TECH six-year graduation rate (diploma and associate degree)

8PT1: P-TECH completers employed two quarters after graduation

8PT2: P-TECH completers employed with an industry partner two quarters after graduation

8PT3: P-TECH completers enrolled in postsecondary education at a four-year higher education institution two quarters after graduation

2.3 TECHNICAL ASSISTANCE

Technical assistance on issues of data quality or the analysis and use of performance data for program improvement is available from the Division of Career and College Readiness. Such technical assistance can include the following:

- Customized troubleshooting of data file construction and submission;
- Large or small group interpretation of performance results; and
- Presentation of custom performance reports to local stakeholder groups.

3. P-TECH Data for Student Accountability Files

P-TECH students are reported the same as any other student for most data collections. The Office of Assessment, Accountability, and Performance Reporting has ensured that all data collection manuals include any necessary information related to P-TECH students.

New State Aid codes were introduced in SY 2020-2021 for the reporting of P-TECH students. The September Attendance file collection is the only place State Aid codes are collected. The additional State Aid codes for P-TECH are:

10 – PTECH Student Years 1-4 (1 FTE)

11 – PTECH Student Year 5 (.50 FTE)

12 – PTECH Student Year 6 (.25 FTE)

Please see the P-TECH student scenarios below to review information on the End of Year (EOY) Attendance file, High School Data Collection (HSDC) file, and the September Attendance file collections and the required codes:

- **P-TECH High School Completed and Continuing:** student meets the requirements for a Maryland High School Diploma but did not yet earn the associate degree. (These students are continuing on to earn the associate degree).
 - EOY Attendance file – Student reported as C-60 the year the student meets the requirements for a Maryland High School Diploma.
 - HSDC file – Student reported the year they meet the requirements for a Maryland High School Diploma.
 - September Attendance file – Student reported with the appropriate State Aid Code
 - Subsequent EOY Attendance file – Student reported as W-89 "Deferred Diploma" the year the student earns the associate degree or other appropriate exit code if the student does not earn the associate degree.
 - W-89 Deferred Diploma - Withdrawal of any student who has met the requirements for a Maryland High School Diploma who deferred receipt of the diploma to remain eligible for additional educational services.

- **P-TECH Completed and Exited:** student met the requirements for a Maryland High School Diploma and earned the associate degree. (These students met all P-TECH program requirements).
 - EOY Attendance file – Student reported as C-60 the year the student meets the requirements for a Maryland High School Diploma.
 - HSDC file – Student reported the year they meet the requirements for a Maryland High School Diploma.
 - September Attendance file – Student reported with the appropriate State Aid Code
 - Subsequent EOY Attendance file – Student reported as W-89 "Deferred Diploma" the year the student earns the associate degree.
 - W-89 Deferred Diploma - Withdrawal of any student who has met the requirements of a Maryland High School Diploma who deferred receipt of the diploma to remain eligible for additional educational services.

- P-TECH High School Completed and Exited: student meets the requirements for a Maryland High School Diploma but did not earn the associate degree. (These students are choosing not to continue on to earn the associate degree).
 - EOY Attendance file – Student reported as C-60 the year the student meets the requirements for a Maryland High School Diploma.
 - HSDC file – Student reported the year they meet the requirements for a Maryland High School Diploma.

- P-TECH not Complete and Exited: student did not meet the requirements for a Maryland High School Diploma and did not earn the associate degree.
 - EOY Attendance file – Student reported with the appropriate exit code.
 - HSDC file – Student reported in HSDC the same year they are reported in EOY Attendance file.

4. Contact Information

For questions regarding this document and other issues related to career programs data and accountability, please contact:

Nicassia Belton, Ed.D.

Director of Data and Accountability for Career Programs

Division of Career and College Readiness

410-767-0186

Nlcassia.Belton@maryland.gov

For questions on P-TECH funding and reporting requirements, please contact:

Kellise Williamson

Career Programs and Early College Specialist

Division of Career and College Readiness

410-767-0319

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5. Due Date for File Submission

Deadline for submitting P-TECH data elements to DCCR.

Date	Activity	School Year
October 15, 2022	P-TECH Enrollment and Outcome File due	2021-2022
October 15, 2022	P-TECH Graduates File due	2021-2022
October 15, 2022	Deadline to Submit P-TECH Funding File due	2021-2022
October 29, 2022	Deadline to Submit P-TECH Fall Enrollment Validation File due	2022-2023

File retrieval and submission must be done using the MSDE Secure Transport Server:

<https://sst.msde.maryland.gov/>.

A separate folder for each local school system (LSS) has been created on this server. Each LSS can access their assigned folder with a user name and password. **ALL FILES MUST BE PLACED INSIDE THE FOLDER TO BE ACCESSIBLE TO MSDE STAFF.** Please contact Nicassia Belton 410-767-0186 if a username or password is needed.

6. Guidance for Submitting P-TECH Data to the Division of Career and College Readiness

This manual addresses the specifications and procedures in reporting the P-TECH Enrollment and Outcome, Fall Enrollment Validation, Post-Graduate, and Funding Files, and the specific CTE and P-TECH data elements contained in those files to the Division of Career and College Readiness.

6.1 GENERAL REQUIREMENTS

- 6.1.1 Every student in grades 9-12 enrolled in a P-TECH program of study in the LSS as of the student's P-TECH graduation date, beyond high school graduation, or the last reportable day of school for the current school year must be reported;
- 6.1.2 Students who graduated in the summer of 2021 must be reported;
- 6.1.3 The student demographics in the file must match a record on the 2022 End-of-Year Attendance collection; and
- 6.1.4 The P-TECH Enrollment and Outcome file and the P-TECH Fall Enrollment Validation file must contain only one record per student.

6.2 STUDENT DEMOGRAPHIC DATA

For the P-TECH Enrollment and Outcome File, Post-Graduate File, and Fall Enrollment Validation File, student demographic data refers to the data fields from position 1 through 116 in the File Format. These fields include the student's SASID, name, date of birth, gender, grade, ethnicity, and race.

Student demographic data fields must be coded according to the student's status as of the date of collection/the last day of school. The last day of school is defined as the student's graduation date or the last reportable day of school for the current school year.

6.2.1 State Assigned Student Identifier

All data files submitted to the Division of Career and College Readiness must contain a valid SASID for each student record. Please work with your local Unique Student Identifier System (USIS) Administrator to ensure that all demographics used for SASID validation are accurate and agree with the USIS prior to submission to the Division of Assessment, Accountability, and Information Technology.

Item	Description	Permitted Values
LSS Number	The two-digit state designation of the local school system.	01-23, 30, 32
School Number	The four-digit code assigned to the school. Must be a valid school number for the reported academic year.	
State Assigned Student ID (SASID)	The valid SASID number assigned through USIS. Cannot contain pseudo numbers and cannot be BLANK. This number must be the same on all data files submitted to MSDE.	
Local Student ID Number	The unique number assigned by the local school system. May be any combination of numbers, not more than ten characters, right aligned. If fewer than ten characters, zero fill remaining positions to the left. This number must be the same on all data files submitted to MSDE.	
Last Name	The full legal last name borne in common by members of a family, as appears on the evidence of birth document. Up to twenty-five characters long. Do not include punctuation.	

Item	Description	Permitted Values
First Name	The full legal first name given to a person at birth, baptism, or through legal change, as appears on the evidence of birth document. Up to fifteen characters long. Do not include punctuation.	
Middle Name	The student's full legal middle name given to a person at birth, baptism, or through legal change, as appears on the evidence of birth document. Up to fifteen characters long. Do not include punctuation. Report as indicated as per official birth documentation.	
Generation Code or Suffix	An appendage, if any, used to denote the student's generation in a family (e.g., Jr., Sr., III), as appears on the evidence of birth document. Valid values include Jr, JR, II, III, IV, V. Data reported for this element should be alpha characters right justified with null values pre-filled to the left without punctuation. Use Roman numbering for standardization - 2nd should be II (ii), 3rd should be III (iii), 4th should be IV (iv), 5th should be V. Jr and II are unique occurrences and both are valid values.	Jr, Sr, I, II, III, etc...
Preferred Name (OPTIONAL)	An alternative first name preferred by the student. Up to fifteen characters long. Do not include punctuation.	
Date of Birth	The four-digit year, two-digit month, and two-digit day (YYYYMMDD) on which the student was born. (Example: September 7, 2002 is 20020907)	YYYYMMDD
Grade	The two-digit number of the grade in which the student is placed.	96=Pre-K, under age 1 95=Pre-K, age 1 94=Pre-K, age 2 93=Pre-K, age 3 92=Pre-K, age 4 91=Kindergarten 01 through 12=Grades 01 through 12 A=Past 12 th Grade
Gender	The one-digit code for gender of the student.	1=Male; 2=Female
Hispanic/ Latino Ethnicity	An indication that the student traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.	Y=Yes, of Hispanic or Latino origin N=No, not of Hispanic or Latino origin
American Indian/Alaskan Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.	0=No; 1=Yes
Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	0=No; 2=Yes
Black or African American	A person having origins in any of the black racial groups of Africa.	0=No; 3=Yes
Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	0=No; 4=Yes

Item	Description	Permitted Values
White	A person having origins in any of the original peoples of Europe, Middle East, or North Africa.	0=No; 5=Yes

6.3 CIP AND P-TECH YEAR REQUIREMENT STATUS

For the P-TECH Enrollment and Outcome File, Post-Graduate File, and Fall Enrollment Validation File, indicate the student's Classification of Instructional Program (CIP) code for their P-TECH program and the year of enrollment in their P-TECH program. The year of enrollment in the P-TECH program is independent of their enrollment year in high school.

Item	Description	Permitted Values
P-TECH CIP Code	Classification of Instructional Program (CIP) code. Include first six digits of code as designated by MSDE. Leading zeros must be included. Approved P-TECH programs and assigned CIP codes can be obtained from the local P-TECH Supervisor, the State P-TECH Coordinator or the Division of Career and College Readiness.	Appendix A
P-TECH Year	Number of years student has been enrolled in P-TECH program.	1st year enrolled in P-TECH program 2nd year enrolled in P-TECH program 3rd year enrolled in P-TECH program 4th year enrolled in P-TECH program 5th year enrolled in P-TECH program 6th year enrolled in P-TECH program Exited

6.4 REPORT YEAR AND SUBMISSION DATE

An entry for Report Year and Submission Date must be included for all records submitted for all P-TECH data collection files.

Item	Description	Permitted Values
Report Year	Four-digit year (YYYY) representing The School Year (SY) for information being reported. For example, any information being reported from SY 2017-2019, Report Year would be "2019", for any records from SY2019-2020, Report Year would be "2020".	YYYY
Submission Date	Eight-digit date (YYYYMMDD) when the file was submitted to the Division of Career and College Readiness.	YYYYMMDD

6.5 P-TECH ENROLLMENT AND OUTCOME DATA

For the P-TECH Enrollment and Outcome File, a single record must be reported for each student enrolled in grades 9, 10, 11, and 12 who are also enrolled in a P-TECH program of study. If a student has completed more than one P-TECH program, choose the program with the most degree attainment. Enrollment and Outcome data refers to the data fields from position 125 through 143 in the P-TECH Enrollment and Outcome File Layout. These fields include concentrator status, internship placement, on-track for completion of program, program completion, and high school and college credit completion.

Item	Description	Permitted Values
CTE Concentrator	"Y" or "N" indicator that the student ever enrolled in a CTE Course at the Concentrator Course level for a CTE Completer Program.	Y=Yes N=No

Item	Description	Permitted Values
	A Concentrator Course level means more than 50% of the CTE program sequence.	
Internship	"Y" or "N" indicator that the student ever completed an internship.	Y=Yes N=No
Internship Paid	"Y" or "N" indicator that the student ever completed a paid internship.	Y=Yes N=No
Industry Partner Internship	"Y" or "N" indicator that the student ever completed an internship with an industry partner. A listing of approved industry partners for each P-TECH program can be obtained from the local P-TECH Supervisor, the State P-TECH Coordinator or the Division of Career and College Readiness.	Y=Yes N=No
High School on Track – 4 years	"Y" or "N" indicator that the student is on track to graduate High School (with diploma) in 4 years. Each P-TECH program will be required to define this metric, indicating in their P-TECH grant narrative the number of high school and/or college credits students will be required to earn each year to be considered on-track to earn their high school diploma in 4 years.	Y=Yes N=No
P-TECH on Track – 4 years	"Y" or "N" indicator that the student is on track to graduate P-TECH program (with diploma and associate degree degree) in 4 years. Each P-TECH program will be required to define this metric, indicating in their P-TECH grant narrative the number of high school and/or college credits students will be required to earn each year to be considered on-track to earn their high school diploma and associate degree in 4 years.	Y=Yes N=No
P-TECH on Track – 5 years	"Y" or "N" indicator that the student is on track to graduate P-TECH program (with diploma and associate degree) in 5 years. Each P-TECH program will be required to define this metric, indicating in their P-TECH grant narrative the number of high school and/or college credits students will be required to earn each year to be considered on-track to earn their high school diploma and associate degree in 5 years.	Y=Yes N=No
P-TECH on Track – 6 years	"Y" or "N" indicator that the student is on track to graduate P-TECH program (with diploma and associate degree) in 6 years. Each P-TECH program will be required to define this metric, indicating in their P-TECH grant narrative the number of high school and/or college credits students will be required to earn each year to be considered on-track to earn their high school diploma and associate degree in 6 years.	Y=Yes N=No
High School Credits Earned	Number of high school credits (credits completed where the appropriate level of competency was achieved in the content area) earned by student at date of collection.	
College Credits Earned	Number of college credits earned (credits completed where the appropriate level of competency was achieved in the content area) by student at date of collection.	

Item	Description	Permitted Values
Exit Status	Indicates the student's Exit Status from High School. Completers include any student with a withdrawal code (Exit Status) of C and withdrawal status of 60, 62 or 70 in the EOY Attendance File.	T = Transferred (and exited) W = Terminated (and exited) C = Completed (and exited) O = Student has not exited
Met Local Graduation Requirements	"Y" or "N" indicator that the student met all local LSS requirements for High School graduation (diploma only), excludes the Maryland high school assessment graduation requirements.	Y=Yes N=No
High School Program Completion Status	The two-digit code referring to a student's high school program completion. A record must be reported for each student in grade 12 and any other completer identified on the EOY Attendance file. Completers include any student with a withdrawal code of C and withdrawal status of 60, 62 or 70 in the EOY Attendance File. If these fields are inappropriate for the student (e.g., the student is enrolled in grade 9, 10, or 11; or P-TECH students who met local graduation requirements for a high school diploma and continuing with P-TECH program), leave BLANK. To ensure the most appropriate coding of student completer status, the full student transcript should be reviewed to determine if the student has met both University System of Maryland (USM) and Career and Technical Education (CTE) requirements prior to assigning other completer codes to the student.	00=Non-completer 01=Met USM Freshman Admission course requirements 02=Met CTE Completer course requirements 03=Met requirements for both 01 and 02 04=Other completion not listed above Blank=Fields above are inappropriate for the student is enrolled in grade 9, 10, or 11; or P-TECH students who met local graduation requirement for a high school diploma and continuing with P-TECH program).
Earned Associates Degree	"Y" or "N" indicator that the student met earned an Associates Degree.	Y=Yes N=No

6.6 P-TECH POST-GRADUATE DATA

For the P-TECH Post-Graduate File, a single record must be reported for each student who graduated and exited with a diploma only or with both a diploma and an associate's degree in prior the school year (SY 2020-2021). Data on students' employment placement and enrollment in a four-year university two quarters after exiting is required for each student.

P-TECH Completer	"AD" or "DO" indicator that the student graduated and exited with a diploma only or a diploma and associate's degree.	AD = Associate's and Diploma DO = Diploma Only
Employed	"Y" or "N" indicator that the student was employed two quarters after exiting with a diploma only or with both a diploma and an associate's degree.	Y=Yes N=No
Industry Partner Employed	"Y" or "N" indicator that the student was employed with an industry partner two quarters after exiting with a diploma only or with both a diploma and an associate's degree. A listing of approved industry partners for each P-TECH program can be obtained from the	Y=Yes N=No

	local P-TECH Supervisor, the State P-TECH Coordinator or the Division of Career and College Readiness.	
4- year College Enrollment	“Y” or “N” indicator that the student was enrolled in postsecondary education at a four-year higher education institution two quarters after exiting with a diploma only or with both a diploma and an associate’s degree.	Y=Yes N=No

6.7 LOCAL FUNDING

For the P-TECH Funding File, a record must be reported for each P-TECH program of study. Each LSS is required to indicate the amount of local funds (not including matching local funds budgeted in P-TECH support grant) used to operate the P-TECH program for the reporting year.

Item	Description	Permitted Values
Local Funds	Amount of local funds spent (not including matching local funds budgeted in P-TECH support grant) rounded off to the nearest dollar.	

7. Data Definitions and File Layouts for P-TECH Enrollment and Outcome File

7.1 P-TECH ENROLLMENT AND OUTCOME FILE DATA DEFINITIONS

Item	Description	Permitted Values
LSS Number	The two-digit state designation of the local school system.	01-23, 30, 32
School Number	The four-digit code assigned to the school. Must be a valid school number for the reported academic year.	
State Assigned Student ID (SASID)	The valid State Assigned Student ID number assigned through USIS. Cannot contain pseudo numbers and cannot be BLANK. This number must be the same on all data files submitted to MSDE.	
Local Student ID Number	The unique number assigned by the local school system. May be any combination of numbers, not more than ten characters, right aligned. If fewer than ten characters, zero fill remaining positions to the left. This number must be the same on all data files submitted to MSDE.	
Last Name	The full legal last name borne in common by members of a family, as appears on the evidence of birth document. Up to twenty-five characters long. Do not include punctuation.	
First Name	The full legal first name given to a person at birth, baptism, or through legal change, as appears on the evidence of birth document. Up to fifteen characters long. Do not include punctuation.	
Middle Name	The student's full legal middle name given to a person at birth, baptism, or through legal change, as appears on the evidence of birth document. Up to fifteen characters long. Do not include punctuation. Report as indicated as per official birth documentation.	
Generation Code or Suffix	An appendage, if any, used to denote the student's generation in a family (e.g., Jr., Sr., III), as appears on the evidence of birth document. Valid values include Jr, JR, II, III, IV, V. Data reported for this element should be alpha characters right justified with null values pre-filled to the left without punctuation. Use Roman numbering for standardization – 2nd should be II (ii), 3rd should be III (iii), 4th should be IV (iv), 5th should be V. Jr and II are unique occurrences and both are valid values.	Jr, Sr, I, II, III, etc...
Preferred Name (OPTIONAL)	An alternative first name preferred by the student. Up to fifteen characters long. Do not include punctuation.	
Date of Birth	The four-digit year, two-digit month, and two-digit day (YYYYMMDD) on which the student was born. (Example: September 7, 2002 is 20020907)	YYYYMMDD
Grade	The two-digit number of the grade in which the student is placed.	96=Pre-K, under age 1 95=Pre-K, age 1 94=Pre-K, age 2 93=Pre-K, age 3 92=Pre-K, age 4 91=Kindergarten 01 through 12=Grades 01 through 12

		A=Past 12 th Grade
Gender	The one-digit code for gender of the student.	1=Male; 2=Female
Hispanic/Latino Ethnicity	An indication that the student traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.	Y=Yes, of Hispanic or Latino origin N=No, not of Hispanic or Latino origin
American Indian/Alaskan Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.	0=No; 1=Yes
Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	0=No; 2=Yes
Black or African American	A person having origins in any of the black racial groups of Africa.	0=No; 3=Yes
Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	0=No; 4=Yes
White	A person having origins in any of the original peoples of Europe, Middle East, or North Africa.	0=No; 5=Yes
FILLER	Filler	
P-TECH CIP	Classification of Instructional Program (CIP) code. Include first six digits of code as designated by MSDE. Leading zeros must be included. Approved P-TECH programs and assigned CIP codes can be obtained from the local P-TECH Supervisor, the State P-TECH Coordinator or the Division of Career and College Readiness.	Appendix A
P-TECH Year	Number of years student has been enrolled in P-TECH program.	1 st year enrolled in P-TECH program 2 nd year enrolled in P-TECH program 3 rd year enrolled in P-TECH program 4 th year enrolled in P-TECH program 5 th year enrolled in P-TECH program 6 th year enrolled in P-TECH program Exited
FILLER	Filler	
CTE Concentrator	“Y” or “N” indicator that the student ever enrolled in a CTE Course at the Concentrator Course level for a CTE Completer Program. A Concentrator Course level means more than 50% of the CTE	Y=Yes N=No

	program sequence.	
Internship	"Y" or "N" indicator that the student ever completed an internship.	Y=Yes N=No
Internship Paid	"Y" or "N" indicator that the student ever completed a paid internship.	Y=Yes N=No
Industry Partner Internship	"Y" or "N" indicator that the student ever completed an internship with an industry partner. A listing of approved industry partners for each P-TECH program can be obtained from the local P-TECH Supervisor, the State P-TECH Coordinator or the Division of Career and College Readiness.	Y=Yes N=No
High School on Track - 4 years	"Y" or "N" indicator that the student is on track to graduate High School (with diploma) in 4 years. Each P-TECH program will be required to define this metric, indicating in their P-TECH grant narrative the number of high school and/or college credits students will be required to earn each year to be considered on-track to earn their high school diploma in 4yrs.	Y=Yes N=No
P-TECH on Track - 4 years	"Y" or "N" indicator that the student is on track to graduate P-TECH program (with diploma and associate degree) in 4 years. Each P-TECH program will be required to define this metric, indicating in their P-TECH grant narrative the number of high school and/or college credits students will be required to earn each year to be considered on-track to earn their high school diploma and AS degree in 4yrs.	Y=Yes N=No
P-TECH on Track - 5 years	"Y" or "N" indicator that the student is on track to graduate P-TECH program (with diploma and associate degree) in 5 years. Each P-TECH program will be required to define this metric, indicating in their P-TECH grant narrative the number of high school and/or college credits students will be required to earn each year to be considered on-track to earn their high school diploma and AS degree in 5yrs.	Y=Yes N=No
P-TECH on Track - 6 years	"Y" or "N" indicator that the student is on track to graduate P-TECH program (with diploma and associate degree) in 6 years. Each P-TECH program will be required to define this metric, indicating in their P-TECH grant narrative the number of high school and/or college credits students will be required to earn each year to be considered on-track to earn their high school diploma and AS degree in 6yrs.	Y=Yes N=No
High School Credits Earned	Number of high school credits (credits completed where the appropriate level of competency was achieved in the content area) earned by student at date of collection.	
College Credits Earned	Number of college credits earned (credits completed where the appropriate level of competency was achieved in the content area) by student at date of collection.	
Exit Status	Indicates the student's Exit Status from High School. Completers include any student with a withdrawal code (Exit Status) of C and withdrawal status of 60, 62, 70 in the EOY Attendance file.	T = Transferred (and exited) W = Terminated (and exited) C = Completed (and exited) O = Student has not exited
Met Local Graduation Requirements	"Y" or "N" indicator that the student met all local LSS requirements for high school graduation (diploma only), excludes the Maryland high school assessment graduation requirements.	Y=Yes N=No

High School Program Completion Status	<p>The two-digit code referring to a student's high school program completion.</p> <p>A record must be reported for each student in grade 12 and any other completer identified on the EOY Attendance file.</p> <p>Completers include any student with a withdrawal code of C and withdrawal status of 60, 62 or 70 in the EOY Attendance File.</p> <p>If these fields are inappropriate for the student (e.g., the student is enrolled in grade 9, 10, or 11; or P-TECH students who met local graduation requirements for a high school diploma and continuing with P-TECH program), leave BLANK.</p> <p>To ensure the most appropriate coding of student completer status, the full student transcript should be reviewed to determine if the student has met both University System of Maryland (USM) and Career and Technical Education (CTE) requirements prior to assigning other completer codes to the student.</p>	<p>00=Non-completer</p> <p>01=Met USM Freshman Admission course requirements</p> <p>02=Met CTE Completer course requirements</p> <p>03=Met requirements for both 01 and 02</p> <p>04=Other completion not listed above</p> <p>Blank=Fields above are inappropriate for the student is enrolled in grade 9, 10, or 11; or P-TECH students who met local graduation requirement for a high school diploma and continuing with P-TECH program).</p>
Earned Associates Degree	"Y" or "N" indicator that the student met earned an Associate Degree.	Y=Yes N=No
Report Year	Four-digit year (YYYY) representing the school year (SY) for information being reported. For example, any information being reported from SY 2017-2019, Report Year would be "2019", for any records from SY2019-2020, Report Year would be "2020".	YYYY
Submission Date	Eight-digit date (YYYYMMDD) when the file was submitted to DCCR.	YYYYMMDD

7.2 P-TECH ENROLLMENT AND OUTCOME FILE LAYOUT

Item	Data Element Name	Start	Length	End	Type
1	LSS Number	1	2	2	String
2	School Number	3	4	6	String
3	State Assigned Student ID (SASID)	7	10	16	String
4	Local Student ID Number	17	10	26	String
5	Last Name	27	25	51	String
6	First Name	52	15	66	String
7	Middle Name	67	15	81	String
8	Generation Code or Suffix	82	3	84	String
9	Preferred Name (OPTIONAL)	85	15	99	String
10	Date of Birth	100	8	107	Number
11	Grade	108	2	109	String
12	Gender	110	1	110	String
13	Hispanic/Latino Ethnicity	111	1	111	String
14	American Indian/Alaskan Native	112	1	112	String
15	Asian	113	1	113	String
16	Black or African American	114	1	114	String
17	Native Hawaiian or Other Pacific Islander	115	1	115	String
18	White	116	1	116	String
19	FILLER	117	1	117	String
20	P-TECH CIP	118	6	123	String
21	P-TECH Year	124	1	124	String
22	FILLER	125	1	125	String
23	CTE Concentrator	126	1	126	String
24	Internship	127	1	127	String
25	Internship Paid	128	1	128	String
26	Industry Partner Internship	129	1	129	String
27	HS on Track - 4 Years	130	1	130	String
28	P-TECH on Track - 4 Yrs	131	1	131	String
29	P-TECH on Track - 5 Yrs	132	1	132	String
30	P-TECH on Track - 6 Yrs	133	1	133	String
31	HS Credits Earned	134	3	136	Number
32	College Credits Earned	137	3	139	Number
33	Exit Status	140	1	140	String
34	Met Local Graduation Requirements	141	1	141	String
35	High School Program Completion Status	142	2	143	String
36	Earned Associates Degree	144	1	145	String
37	Report Yr	146	4	149	String
38	Submission Date	150	8	157	Number

All files submitted are fixed width.

8. Data Definitions and File Layouts for P-TECH Post-Graduate File

8.1 P-TECH POST-GRADUATE FILE DATA DEFINITIONS

Item	Description	Permitted Values
LSS Number	The two-digit state designation of the local school system.	01-23, 30, 32
School Number	The four-digit code assigned to the school. Must be a valid school number for the reported academic year.	
State Assigned Student ID (SASID)	The valid State Assigned Student ID number assigned through USIS. Cannot contain pseudo numbers and cannot be BLANK. This number must be the same on all data files submitted to MSDE.	
Local Student ID Number	The unique number assigned by the local school system. May be any combination of numbers, not more than ten characters, right aligned. If fewer than ten characters, zero fill remaining positions to the left. This number must be the same on all data files submitted to MSDE.	
Last Name	The full legal last name borne in common by members of a family, as appears on the evidence of birth document. Up to twenty-five characters long. Do not include punctuation.	
First Name	The full legal first name given to a person at birth, baptism, or through legal change, as appears on the evidence of birth document. Up to fifteen characters long. Do not include punctuation.	
Middle Name	The student's full legal middle name given to a person at birth, baptism, or through legal change, as appears on the evidence of birth document. Up to fifteen characters long. Do not include punctuation. Report as indicated as per official birth documentation.	
Generation Code or Suffix	An appendage, if any, used to denote the student's generation in a family (e.g., Jr., Sr., III), as appears on the evidence of birth document. Valid values include Jr, JR, II, III, IV, V. Data reported for this element should be alpha characters right justified with null values pre-filled to the left without punctuation. Use Roman numbering for standardization – 2nd should be II (ii), 3rd should be III (iii), 4th should be IV (iv), 5th should be V. Jr and II are unique occurrences and both are valid values.	Jr, Sr, I, II, III, etc...
Preferred Name (OPTIONAL)	An alternative first name preferred by the student. Up to fifteen characters long. Do not include punctuation.	
Date of Birth	The four-digit year, two-digit month, and two-digit day (YYYYMMDD) on which the student was born. (Example: September 7, 2002 is 20020907)	YYYYMMDD
Grade	The two-digit number of the grade in which the student is placed.	96=Pre-K, under age 1 95=Pre-K, age 1 94=Pre-K, age 2 93=Pre-K, age 3 92=Pre-K, age 4 91=Kindergarten 01 through 12=Grades 01 through 12 A=Past 12 th Grade
Gender	The one-digit code for gender of the student.	1=Male; 2=Female

Hispanic/ Latino Ethnicity	An indication that the student traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.	Y=Yes, of Hispanic or Latino origin N=No, not of Hispanic or Latino origin
American Indian/Alaskan Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.	0=No; 1=Yes
Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	0=No; 2=Yes
Black or African American	A person having origins in any of the black racial groups of Africa.	0=No; 3=Yes
Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	0=No; 4=Yes
White	A person having origins in any of the original peoples of Europe, Middle East, or North Africa.	0=No; 5=Yes
FILLER	Filler	
P-TECH CIP	Classification of Instructional Program (CIP) code. Include first six digits of code as designated by MSDE. Leading zeros must be included. Approved P-TECH programs and assigned CIP codes can be obtained from the local P-TECH Supervisor, the State P-TECH Coordinator or the Division of Career and College Readiness.	Appendix A
P-TECH Year	Number of years student has been enrolled in P-TECH program.	1 st year enrolled in P-TECH program 2 nd year enrolled in P-TECH program 3 rd year enrolled in P-TECH program 4 th year enrolled in P-TECH program 5 th year enrolled in P-TECH program 6 th year enrolled in P-TECH program program Exited
FILLER	Filler	
P-TECH Completer	“AD” or “DO” indicator that the student graduated and exited with a diploma only or a diploma and associate’s degree.	AD = Associate’s and Diploma DO = Diploma Only
Employed	“Y” or “N” indicator that the student was employed two quarters after exiting with a diploma only or with both a diploma and an associate’s degree.	Y=Yes N=No

Industry Partner Employed	"Y" or "N" indicator that the student was employed with an industry partner two quarters after exiting with a diploma only or with both a diploma and an associate's degree. A listing of approved industry partners for each P-TECH program can be obtained from the local P-TECH Supervisor, the State P-TECH Coordinator or the Division of Career and College Readiness.	Y=Yes N=No
4- year College Enrollment	"Y" or "N" indicator that the student was enrolled in postsecondary education at a four-year higher education institution two quarters after exiting with a diploma only or with both a diploma and an associate's degree.	Y=Yes N=No
Report Year	Four-digit year (YYYY) representing the School Year (SY) for information being reported. For example, any information being reported from SY 2017-2019, Report Year would be "2019", for any records from SY2019-2020, Report Year would be "2020".	YYYY
Submission Date	Eight-digit date (YYYYMMDD) when the file was submitted to the Division of Career and College Readiness.	YYYYMMDD

8.2 P-TECH POST-GRADUATE FILE LAYOUT

Item	Data Element Name	Start	Length	End	Type
1	LSS Number	1	2	2	String
2	School Number	3	4	6	String
3	State Assigned Student ID (SASID)	7	10	16	String
4	Local Student ID Number	17	10	26	String
5	Last Name	27	25	51	String
6	First Name	52	15	66	String
7	Middle Name	67	15	81	String
8	Generation Code or Suffix	82	3	84	String
9	Preferred Name (OPTIONAL)	85	15	99	String
10	Date of Birth	100	8	107	Number
11	Grade	108	2	109	String
12	Gender	110	1	110	String
13	Hispanic/Latino Ethnicity	111	1	111	String
14	American Indian/Alaskan Native	112	1	112	String
15	Asian	113	1	113	String
16	Black or African American	114	1	114	String
17	Native Hawaiian or Other Pacific Islander	115	1	115	String
18	White	116	1	116	String
19	FILLER	117	1	117	String
20	P-TECH CIP	118	6	123	String
21	P-TECH Yr	124	1	124	String
22	FILLER	125	1	125	String
23	P-TECH Completer	126	2	127	String
24	Employed	128	1	128	String
25	Industry Partner Employed	129	1	129	String
26	4- year College Enrollment	130	1	130	String
27	Report Yr	131	4	134	String
28	Submission Date	135	8	142	Number

All files submitted are fixed width

9. Data Definitions and File Layouts for P-TECH Fall Enrollment Validation File

9.1 P-TECH FALL ENROLLMENT VALIDATION FILE DATA DEFINITIONS

Item	Description	Permitted Values
LSS Number	The two-digit state designation of the local school system.	01-23, 30, 32
School Number	The four-digit code assigned to the school. Must be a valid school number for the reported academic year.	
State Assigned Student ID (SASID)	The valid State Assigned Student ID number assigned through USIS. Cannot contain pseudo numbers and cannot be BLANK. This number must be the same on all data files submitted to MSDE.	
Local Student ID Number	The unique number assigned by the local school system. May be any combination of numbers, not more than ten characters, right aligned. If fewer than ten characters, zero fill remaining positions to the left. This number must be the same on all data files submitted to MSDE.	
Last Name	The full legal last name borne in common by members of a family, as appears on the evidence of birth document. Up to twenty-five characters long. Do not include punctuation.	
First Name	The full legal first name given to a person at birth, baptism, or through legal change, as appears on the evidence of birth document. Up to fifteen characters long. Do not include punctuation.	
Middle Name	The student's full legal middle name given to a person at birth, baptism, or through legal change, as appears on the evidence of birth document. Up to fifteen characters long. Do not include punctuation. Report as indicated as per official birth documentation.	
Generation Code or Suffix	An appendage, if any, used to denote the student's generation in a family (e.g., Jr., Sr., III), as appears on the evidence of birth document. Valid values include Jr, JR, II, III, IV, V. Data reported for this element should be alpha characters right justified with null values pre-filled to the left without punctuation. Use Roman numbering for standardization – 2nd should be II (ii), 3rd should be III (iii), 4th should be IV (iv), 5th should be V. Jr and II are unique occurrences and both are valid values.	Jr, Sr, I, II, III, etc...
Preferred Name (OPTIONAL)	An alternative first name preferred by the student. Up to fifteen characters long. Do not include punctuation.	
Date of Birth	The four-digit year, two-digit month, and two-digit day (YYYYMMDD) on which the student was born. (Example: September 7, 2002 is 20020907)	YYYYMMDD
Grade	The two-digit number of the grade in which the student is placed.	96=Pre-K, under age 1 95=Pre-K, age 1 94=Pre-K, age 2 93=Pre-K, age 3 92=Pre-K, age 4 91=Kindergarten 01 through 12=Grades 01 through 12 A=Past 12 th Grade

Gender	The one-digit code for gender of the student.	1=Male; 2=Female
Hispanic/ Latino Ethnicity	An indication that the student traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.	Y=Yes, of Hispanic or Latino origin N=No, not of Hispanic or Latino origin
American Indian/Alaskan Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.	0=No; 1=Yes
Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	0=No; 2=Yes
Black or African American	A person having origins in any of the black racial groups of Africa.	0=No; 3=Yes
Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	0=No; 4=Yes
White	A person having origins in any of the original peoples of Europe, Middle East, or North Africa.	0=No; 5=Yes
FILLER	Filler	
P-TECH CIP	Classification of Instructional Program (CIP) code. Include first six digits of code as designated by MSDE. Leading zeros must be included. Approved P-TECH programs and assigned CIP codes can be obtained from the local P-TECH Supervisor, the State P-TECH Coordinator or the Division of Career and College Readiness.	Appendix A
P-TECH Year	Number of years student has been enrolled in P-TECH program.	1 st year enrolled in P-TECH program 2 nd year enrolled in P-TECH program 3 rd year enrolled in P-TECH program 4 th year enrolled in P-TECH program 5 th year enrolled in P-TECH program 6 th year enrolled in P-TECH program program Exited
FILLER	Filler	
Report Year	Four-digit year (YYYY) representing the School Year (SY) for information being reported. For example, any information being reported from SY 2017-2019, Report Year would be "2019", for any records from SY2019-2020, Report Year would be "2020".	YYYY
Submission Date	Eight-digit date (YYYYMMDD) when the file was submitted to the Division of Career and College Readiness.	YYYYMMDD

9.2 P-TECH FALL ENROLLMENT VALIDATION FILE LAYOUT

Item	Data Element Name	Start	Length	End	Type
1	LSS Number	1	2	2	String
2	School Number	3	4	6	String
3	State Assigned Student ID (SASID)	7	10	16	String
4	Local Student ID Number	17	10	26	String
5	Last Name	27	25	51	String
6	First Name	52	15	66	String
7	Middle Name	67	15	81	String
8	Generation Code or Suffix	82	3	84	String
9	Preferred Name (OPTIONAL)	85	15	99	String
10	Date of Birth	100	8	107	Number
11	Grade	108	2	109	String
12	Gender	110	1	110	String
13	Hispanic/Latino Ethnicity	111	1	111	String
14	American Indian/Alaskan Native	112	1	112	String
15	Asian	113	1	113	String
16	Black or African American	114	1	114	String
17	Native Hawaiian or Other Pacific Islander	115	1	115	String
18	White	116	1	116	String
19	FILLER	117	1	117	String
20	P-TECH CIP	118	6	123	String
21	P-TECH Yr	124	1	124	String
22	FILLER	125	1	125	String
23	Report Yr	126	4	129	String
24	Submission Date	130	8	137	Number

All files submitted are fixed width

10. Data Definitions and File Layouts for P-TECH Funding File

9.1 P-TECH FUNDING FILE DATA DEFINITIONS

Item	Description	Permitted Values
LSS Number	The two-digit state designation of the local school system.	01-23, 30, 32
School Number	The four-digit code assigned to the school. Must be a valid school number for the reported academic year.	
P-TECH CIP	Classification of Instructional Program (CIP) code. Include first six digits of code as designated by MSDE. Leading zeros must be included. Approved P-TECH programs and assigned CIP codes can be obtained from the local P-TECH Supervisor, the State P-TECH Coordinator or the Division of Career and College Readiness.	
Local Funds	Amount of local funds spent (not including matching local funds budgeted in P-TECH support grant) rounded off to the nearest dollar.	
FILLER	Filler	
Report Year	Four-digit year (YYYY) representing the School Year (SY) for information being reported. For example, any information being reported from SY 2017-2019, Report Year would be "2019", for any records from SY2019-2020, Report Year would be "2020".	YYYY
Submission Date	Eight-digit date (YYYYMMDD) when the file was submitted to DCCR.	YYYYMMDD

9.2 P-TECH FUNDING FILE LAYOUT

Item	Data Element Name	Start	Length	End	Type
1	LEA Number	1	2	2	String
2	School Number	3	4	6	String
1	P-TECH CIP	7	6	12	String
2	Local Funds	13	6	18	Number
3	FILLER	19	1	19	String
4	Report Yr	20	4	23	String
5	Submission Date	24	8	31	Number

All files submitted at fixed width.

10. Procedures for Transmitting Files and Naming Conventions

10.1 DATA SECURITY AND FILE SUBMISSION

The P-TECH data collection files submitted to the DCCR contain personally identifiable information (PII) and therefore should never be shared via email. Data should only be submitted via the MSDE Secure Transport Server (<https://sst.msde.maryland.gov>) as an Excel spreadsheet (.xlsx) or a flat-file (.csv or .txt). All submissions must adhere to the specifications and requirements that appear in the respective file layouts.

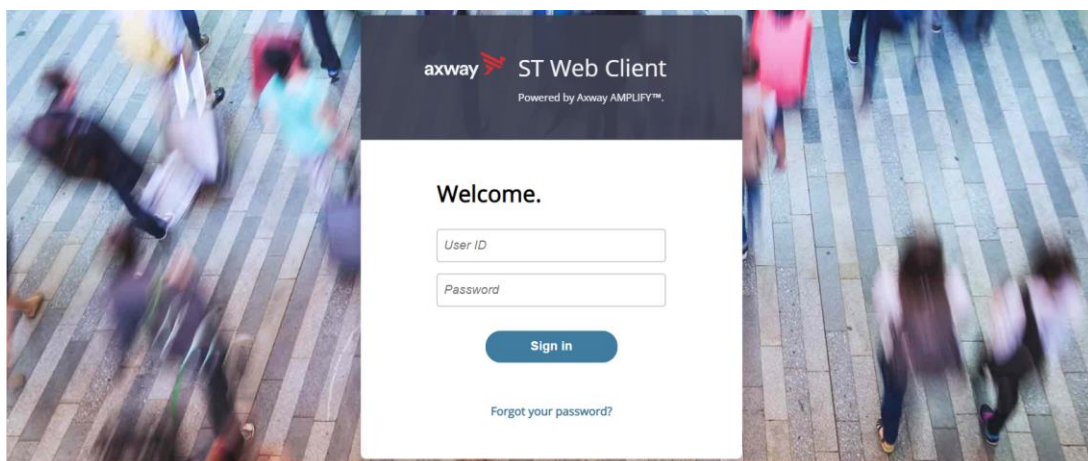
10.2 ACCESSING THE MSDE SECURE SERVER

In order to ensure the security of data being collected, the MSDE maintains a file transportation system called the MSDE Secure Transport Server. A separate folder for each local school system has been created on the MSDE Secure Transport Server. The following is information related to the file transfer process:

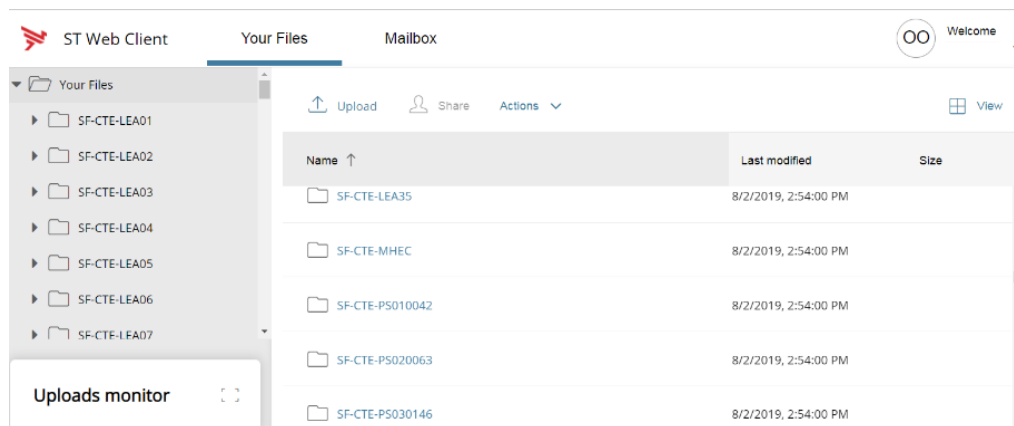
1. User accounts will be created for individuals only (accounts are not to be shared).
2. Account passwords will expire after 90 days.
3. Password complexity includes:
 - a. At least 6 characters;
 - b. At least 1 alpha character;
 - c. At least 1 numeric character; and,
 - d. At least 1 special character.
4. User names are case sensitive.

If you require a new account or have forgotten your password and/or username, please contact the Director of Data and Accountability for Career Programs. Please also contact the Director, if you find yourself locked out of your account and need to have your password reset.

The URL for the MSDE Secure Server is <https://sst.msde.maryland.gov/>.



After your initial login, you will be prompted to change your password. The next screen will display the Shared Folder(s) you have access to.



To upload files to the folder:

1. Double click on the folder;
2. Either drag and drop the file into the web browser or click the upload button; and
3. Ensure that the folder is saved inside the folder and not on the outside dashboard.

10.3 NAMING CONVENTIONS

The following file naming convention is to help identify files to provide technical assistance. The following is the naming convention for file submissions:

DATA_LL_YYYYMMDD_###.txt

Where:	Means:	Limit in characters:
DATA	The data collection abbreviation P-TECH Enrollment and Outcome File- PTENOUT P-TECH Post-Graduate File - PTPSGRAD P-TECH Fall Enrollment Validation File- PTFENVAL P-TECH Funding File- PTFUND	8
LL	LEA number	2
YYYYMMDD	The date when the file was generated in YYYYMMDD format	8
###	Number designated by the LSS to uniquely identify the individual submission (e.g., 001, 002)	3
.txt, .xlsx	Extension identifying the file format	4

File retrieval and submission must be done using the MSDE Secure Transport Server:

<https://sst.msde.maryland.gov/>

A separate folder for each LSS has been created on this server. Each LSS can access their assigned folder with a user name and password. ALL FILES MUST BE PLACED INSIDE THE FOLDER TO BE ACCESSIBLE TO MSDE STAFF. Please contact Nicassia Belton (410) 767-0186 if you need a user name or password.

Appendix A: Maryland P-TECH Programs of Study

MSDE-approved P-TECH programs of study and associated CIP codes.

CIP Code	Program Title	Career Cluster
110180	P-TECH: Information Systems and Cybersecurity	IT
110960	P-TECH: Cybersecurity	IT
110970	P-TECH: Pathways in Network and Information Technology	IT
110980	P-TECH: Cybersecurity Assurance and Computer Information Systems	IT
150060	P-TECH: Engineering Technology	CD
150680	P-TECH: Design, Fabrication, and Advanced Manufacturing	MET
510080	P-TECH: Healthcare Careers	HB
510760	P-TECH: Health Information Management	HB
510860	P-TECH: Physical Therapy Assistant	HB
510960	P-TECH: Respiratory Care	HB
511660	P-TECH: Nursing	HB
520280	P-TECH: Transportation and Logistics	TT
520960	P-TECH: Hospitality Services Management	CSHT

Appendix B: Maryland P-TECH Courses

MSDE-approved P-TECH courses and associated SCED subject area codes, course numbers, and course codes. The [list](#) is also available for download as an excel file.

SCED v5.0 Subject Area Code	SCED v5.0 Course Number	SCED v5.0 Course Code	SCED v5.0 Course Title
02	950	02950	CTE - Statistics of Health Information
04	903	04903	CTE - AP Microeconomics
04	904	04904	CTE - AP Macroeconomics
04	905	04905	CTE - AP Economics
05	963	05963	CTE - Advertising Design
09	911	09911	CTE - Naval Science 1
09	912	09912	CTE - Naval Science 2
09	913	09913	CTE - Naval Science 3
09	914	09914	CTE - Naval Science 4
09	921	09921	CTE - Leadership Education 1 (LE-I)
09	922	09922	CTE - Leadership Education 2 (LE-II)
09	923	09923	CTE - Leadership Education 3 (LE-III)
09	924	09924	CTE - Leadership Education 4 (LE-IV)
09	951	09951	CTE - Leadership Education and Training 1 (LET1)
09	952	09952	CTE - Leadership Education and Training 2 (LET2)
09	953	09953	CTE - Leadership Education and Training 3 (LET3)
09	954	09954	CTE - Leadership Education and Training 4 (LET4)
09	961	09961	CTE - Aerospace Science & Leadership 100
09	962	09962	CTE - Aerospace Science & Leadership 200
09	963	09963	CTE - Aerospace Science & Leadership 300
09	964	09964	CTE - Aerospace Science & Leadership 400
10	905	10905	CTE - Digital Media Design and Production
10	906	10906	CTE - Digital game design
10	907	10907	CTE - Digital Sound Design
10	908	10908	CTE - Digital Imaging
10	909	10909	CTE - Advanced topics in Digital Arts
10	910	10910	CTE - Digital Arts Capstone
10	911	10911	CTE - Principles of Arts, Media and Communication
10	912	10912	CTE - Interactive Media and Design Level I
10	913	10913	CTE - Interactive Media and Design Level II
10	914	10914	CTE - Interactive Media Portfolio Capstone
10	916	10916	CTE - Introduction to Information Sciences
10	917	10917	CTE - Computer Operating Systems
10	918	10918	CTE - Principles of Computer Information Systems

Appendix C: Listing of Staff in the Division of Career and College Readiness

Nicassia Belton, Ed.D., Director of Data and Accountability for Career Programs

Katherine Stewart, Ph.D., Education Data, Research, and Evaluation Specialist

China Wilson, Ph.D., Equity and Civil Right Compliance Specialist

Marquita Friday, Director of Career Programs

Charles (Scott) Nichols, Interim Coordinator Career Programs, STEM, and Computer Science

Charles (Chuck) Wallace, Coordinator of Career Programs and Student Organizations

Michelle Brownson, Management Associate

Jennifer Griffin, Career Programs and Apprenticeship Specialist

Elissa Hozore, Computer Science Specialist

Kellisse Williams, Career Programs and Early College Specialist

Teresa Shank, FFA Executive Director

Nina Roa, Director of Finance and Legislation for Career Programs

Traci Verzi, Coordinator of Finance and Legislation for Career Programs

Dean Kendall, Career Programs and Grants Specialist

Barbara Poindexter Webb, Career Programs and Grants Specialist

Pam Clay, Career and Technical Education Associate – Eastern Shore