

Pathways in Technology and Early College High School (P-TECH) Programs Data Collection

Reporting Specifications and Procedures Manual
2022-2023 School Year

Division of Assessment, Accountability and Performance Reporting

June 2023



MARYLAND STATE DEPARTMENT OF EDUCATION**Mohammed Choudhury**

State Superintendent of Schools

Dr. Deann Collins

Deputy State Superintendent
Office of Teaching and Learning

Chandra Haislet

Assistant State Superintendent
Division of Assessment, Accountability and Performance Reporting

Wes Moore

Governor

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Merin Thomas (Student Member)

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DOCUMENT HISTORY

Document Version	Date	Summary of Change
1.0	July 2022	Initial Document
2.0	June 2023	<ol style="list-style-type: none">1. Updated formatting to adhere MSDE branding standards2. Axway no longer used as MSDE secure file transfer3. “LSS” field changed to “LEA”4. P-TECH Funding File removed

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 Office of College and Career Pathways 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 2022-2023) 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 2022-2023) students who graduated and exited with a diploma only or with both a diploma and an associate degree that include data on employment placement and enrollment in a four-year university two quarters after exiting; and
3. P-TECH Fall Enrollment Validation File- collection captures student-level information for the Fall of the new school year (SY 2023-2024) that includes student demographics and P-TECH year of enrollment degree (Please ensure this file has a single entry per student.).

USE OF 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 education agency 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.

Performance Measures

Performance measures in the P-TECH Act of 2017 (Senate Bill 319):

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.

Performance Measure 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:

Indicator	Description
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)

Indicator	Description
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

Data for Student Accountability Files

P-TECH students are reported the same as any other student for most data collections. The Division of Assessment, Accountability, and Performance Reporting (DAAPR) 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)

[Appendix C](#) outlines how P-TECH students' information appears on the DAAPR End of Year (EOY) Attendance, High School Data Collection (HSDC), and the September Attendance file collections (along with their required codes).

Timeline and Due Dates

2022-2023 P-TECH Enrollment and Outcome File	Open: September 4, 2023
	Due: October 13, 2023
2022-2023 P-TECH Graduates File	Open: September 4, 2023
	Due: October 13, 2023
2023-2024 P-TECH Fall Enrollment Validation File due	October 27, 2023

File retrieval and submission must be done using the MOVEit Secure Server ([Appendix D](#)): <https://msde.sftp.md.gov>.

A separate folder for each local education agency (LEA) has been created on this server. Each LEA can access their assigned folder with a username and password. **ALL FILES MUST BE PLACED INSIDE THE CTE FOLDER (/Distribution/CTE/CTE-LEA##) TO BE ACCESSIBLE TO MSDE STAFF.** Please contact Michael Lape (Michael.Lape@maryland.gov) if a username, password, or access is needed.

CONTACT INFORMATION

For questions on reporting requirements, please contact:

Kellise Williamson

Career Programs and Early College Specialist
 Office of College and Career Pathways
 410-767-0319
kellise.williamson@maryland.gov

Marquita Friday

Director of Career Programs
 Office of College and Career Pathways
 410-767-0183
marquita.friday@maryland.gov

For questions regarding Secondary CTE Data file construction and submission, please contact:

Michael Lape

Education Program Specialist
 Division of Assessment, Accountability and Performance Reporting
 410-767-0087
michael.lape@maryland.gov

General Guidance for Submitting P-TECH Data

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

- Every student in grades 9-12 enrolled in a P-TECH program of study in the LEA 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;
- Students who graduated in the summer of 2023 must be reported;
- The student demographics in the file must match a record on the 2023 End-of-Year Attendance collection; and
- The P-TECH Enrollment and Outcome file and the P-TECH Fall Enrollment Validation file must contain only one record per student.

CHANGES FROM THE PRIOR YEAR

1. Updated formatting to adhere MSDE branding standards
2. Axway is no longer used as MSDE secure file transfer
3. "LSS" field changed to "LEA"
4. P-TECH Funding File removed

Data Files: Field Specifications

DEMOGRAPHIC FIELDS

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.

Data files **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
LEA 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.	
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.	

Item	Description	Permitted Values
Middle Name	<p>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.</p> <p>Report as indicated as per official birth documentation.</p>	
Generation Code or Suffix	<p>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.</p>	Jr, Sr, I, II, III, etc...
Preferred Name (OPTIONAL)	<p>An alternative first name preferred by the student. Up to fifteen characters long. Do not include punctuation.</p>	
Date of Birth	<p>The four-digit year, two-digit month, and two-digit day (YYYYMMDD) on which the student was born. (Example: September 7, 2002 is 20020907)</p>	YYYYMMDD
Grade	<p>The two-digit number of the grade in which the student is placed.</p>	<p>96=Pre-K, under age 1</p> <p>95=Pre-K, age 1</p> <p>94=Pre-K, age 2</p> <p>93=Pre-K, age 3</p> <p>92=Pre-K, age 4</p> <p>91=Kindergarten</p> <p>01 through 12=Grades 01 through 12</p> <p>A=Past 12th Grade</p>

Item	Description	Permitted Values
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

CIP CODE AND P-TECH YEAR FIELDS

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	<p>Classification of Instructional Program (CIP) code. Include first six digits of code as designated by MSDE. Leading zeros must be included.</p> <p>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.</p>	Appendix A
P-TECH Year	Number of years student has been enrolled in P-TECH program.	<p>1st year enrolled in P-TECH program</p> <p>2nd year enrolled in P-TECH program</p> <p>3rd year enrolled in P-TECH program</p> <p>4th year enrolled in P-TECH program</p> <p>5th year enrolled in P-TECH program</p> <p>6th year enrolled in P-TECH program</p> <p>Exited</p>

REPORT YEAR AND SUBMISSION DATE FIELDS

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

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. A Concentrator Course level means more than 50% of the CTE program sequence.	Y=Yes N=No
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

Item	Description	Permitted Values
P-TECH on Track – 4 years	<p>“Y” or “N” indicator that the student is on track to graduate P-TECH program (with diploma and associate degree degree) in 4 years.</p> <p>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.</p>	<p>Y=Yes</p> <p>N=No</p>
P-TECH on Track – 5 years	<p>“Y” or “N” indicator that the student is on track to graduate P-TECH program (with diploma and associate degree) in 5 years.</p> <p>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.</p>	<p>Y=Yes</p> <p>N=No</p>
P-TECH on Track – 6 years	<p>“Y” or “N” indicator that the student is on track to graduate P-TECH program (with diploma and associate degree) in 6 years.</p> <p>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.</p>	<p>Y=Yes</p> <p>N=No</p>
High School Credits Earned	<p>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.</p>	
College Credits Earned	<p>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.</p>	

Item	Description	Permitted Values
Exit Status	<p>Indicates the student's Exit Status from High School.</p> <p>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.</p>	<p>T = Transferred (and exited)</p> <p>W = Terminated (and exited)</p> <p>C = Completed (and exited)</p> <p>O = Student has not exited</p>
Met Local Graduation Requirements	<p>“Y” or “N” indicator that the student met all local LEA requirements for High School graduation (diploma only), excludes the Maryland high school assessment graduation requirements.</p>	<p>Y=Yes</p> <p>N=No</p>

Item	Description	Permitted Values
<p>High School Program Completion Status</p>	<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. 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>
<p>Earned Associates Degree</p>	<p>“Y” or “N” indicator that the student met earned an Associates Degree.</p>	<p>Y=Yes</p> <p>N=No</p>

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 degree in the prior school year (SY 2022-2023). Data on students' employment placement and enrollment in a four-year university two quarters after exiting is required for each student.

Item	Description	Permitted Values
P-TECH Completer	"AD" or "DO" indicator that the student graduated and exited with a diploma only or a diploma and associate degree.	AD = Associate 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 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 degree.	Y=Yes N=No

File Layouts for P-TECH Required Files

FIELD OVERVIEW

Field names are hyperlinked to field specifications.

Field (hyperlinked to field specifications)	P-TECH Enrollment and Outcome File	Post-Graduate File	Fall Enrollment Validation File
LEA Number	X	X	X
School Number	X	X	X
State Assigned Student ID (SASID)	X	X	X
Local Student ID Number	X	X	X
Last Name	X	X	X
First Name	X	X	X
Middle Name	X	X	X
Generation Code or Suffix	X	X	X
Preferred Name (OPTIONAL)	X	X	X
Date of Birth	X	X	X
Grade	X	X	X
Gender	X	X	X
Hispanic/ Latino Ethnicity	X	X	X
American Indian/Alaskan Native	X	X	X
Asian	X	X	X
Black or African American	X	X	X
Native Hawaiian or Other Pacific Islander	X	X	X
White	X	X	X

Field (hyperlinked to field specifications)	P-TECH Enrollment and Outcome File	Post-Graduate File	Fall Enrollment Validation File
P-TECH CIP Code	X	X	X
P-TECH Year	X	X	X
Report Year	X	X	X
Submission Date	X	X	X
CTE Concentrator	X		
Internship	X		
Internship Paid	X		
Industry Partner Internship	X		
High School on Track - 4 years	X		
P-TECH on Track - 4 years	X		
P-TECH on Track - 5 years	X		
P-TECH on Track - 6 years	X		
High School Credits Earned	X		
College Credits Earned	X		
Exit Status	X		
Met Local Graduation Requirements	X		
High School Program Completion Status	X		
Earned Associates Degree	X		
P-TECH Completer		X	
Employed		X	
Industry Partner Employed		X	

Field (hyperlinked to field specifications)	P-TECH Enrollment and Outcome File	Post-Graduate File	Fall Enrollment Validation File
4- year College Enrollment		x	

FILE 1: P-TECH ENROLLMENT AND OUTCOME FILE LAYOUT

Item	Data Element Name	Start	Length	End	Type
1	LEA 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

Item	Data Element Name	Start	Length	End	Type
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

FILE 2: P-TECH POST-GRADUATE FILE LAYOUT

Item	Data Element Name	Start	Length	End	Type
1	LEA 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

Item	Data Element Name	Start	Length	End	Type
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

FILE 3: P-TECH ENROLLMENT VALIDATION FILE LAYOUT

Item	Data Element Name	Start	Length	End	Type
1	LEA 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

Item	Data Element Name	Start	Length	End	Type
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

DATA SECURITY AND FILE SUBMISSIONS

The P-TECH data collection files submitted to the DAAPR contain personally identifiable information (PII) and therefore should never be shared via email. Data should only be submitted via the MOVEit Secure Transport Server ([Appendix D](#)) 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.

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)

SCED v5.0 Subject Area Code	SCED v5.0 Course Number	SCED v5.0 Course Code	SCED v5.0 Course Title
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: P-TECH Student Data on Accountability Files

Student Scenario	Scenario - Description	DAAPR Collection			
		EOY Attendance File	HSDC File	Sept. Attendance File	Subsequent EOY Attn File
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).	Student reported as C-60 the year the student meets the requirements for a Maryland High School Diploma.	Student reported in the year they meet the requirements for a Maryland High School Diploma.	Student reported with the appropriate State Aid Code	Student reported as W-89** the year the student earns the associate degree or other appropriate exit code if the student does not earn the associate degree.
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).	Student reported as C-60 the year the student meets the requirements for a Maryland High School Diploma.	Student reported the year they meet the requirements for a Maryland High School Diploma.	Student reported with the appropriate State Aid Code	Student reported as W-89 "Deferred Diploma"*** the year the student earns the associate degree.
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).	Student reported as C-60 the year the student meets the requirements for a Maryland High School Diploma.	Student reported the year they meet the requirements for a Maryland High School Diploma.	N/A	N/A
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.	Student reported with the appropriate exit code.	Student reported in HSDC the same year they are reported in EOY Attendance file.	N/A	N/A

**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.

Appendix D: MOVEit User Guide

This document is a “MOVEit User quick guide” which you can use as a resource tool to guide you through the MOVEit transition. This guide provides instructions on account set up, uploading and downloading files and password management.

LOGIN INSTRUCTIONS

STEP 1 - Go to <https://msde.sftp.md.gov> you will see the following screen. Enter credentials provided and click **Sign On**.

STEP 2 - Skip to step 6 if this is not your first time logging in. Click Continue to be prompted to enter your security questions for first time login.

STEP 3 - You must select 3 security questions from the ones listed and enter answers. Your responses are case sensitive. Click Continue.

Security questions

Question 1:
 What was the first name of your favorite child?

Question 2:
 What was the make and model of your first car?

Question 3:
 To what city did you go the first time you flew?

Continue

[Sign Out](#)

STEP 4 - The following is displayed and click Continue.

Username

Password

Security questions set up successfully

You can change the security questions and answers in the application under **My Account**.

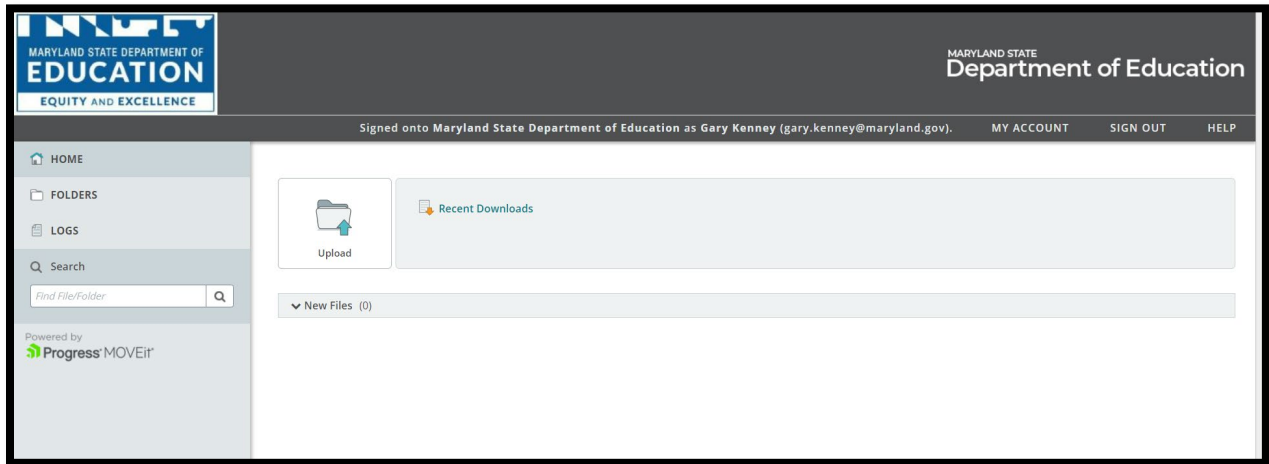
Security Notice

Continue

[Sign Out](#)

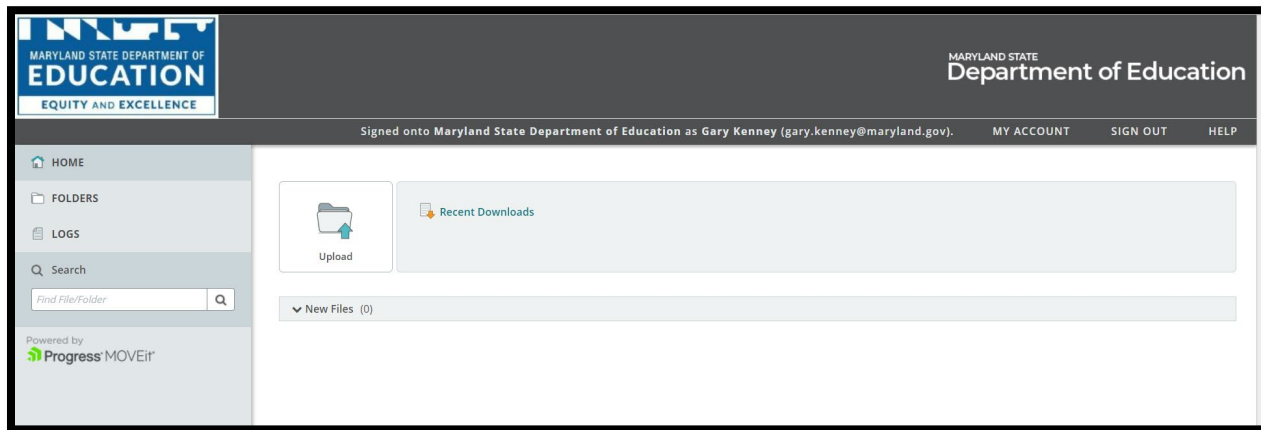
[Sign On](#)

STEP 5 - Once you are successfully logged in you will see the following screen. You are now able to select files to upload or download.

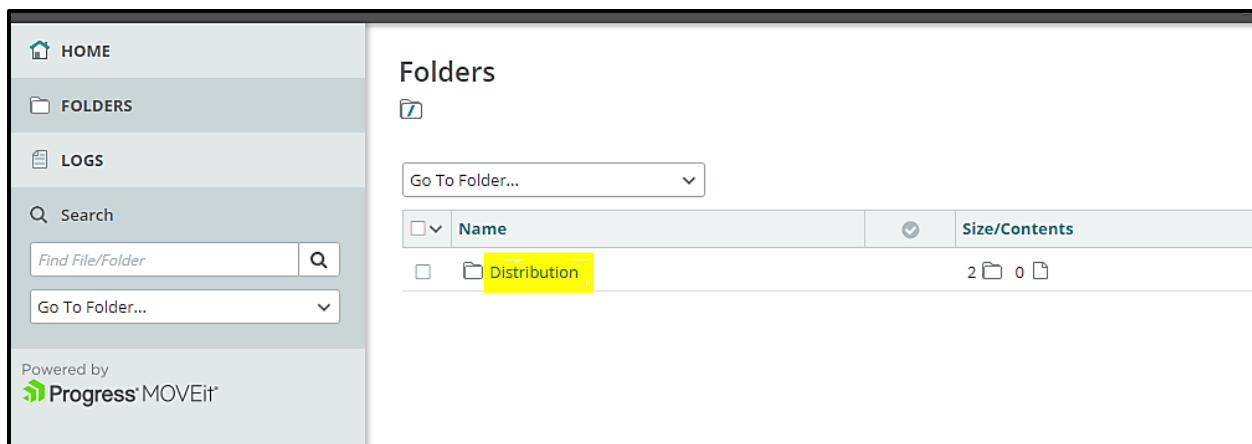


UPLOAD INSTRUCTIONS

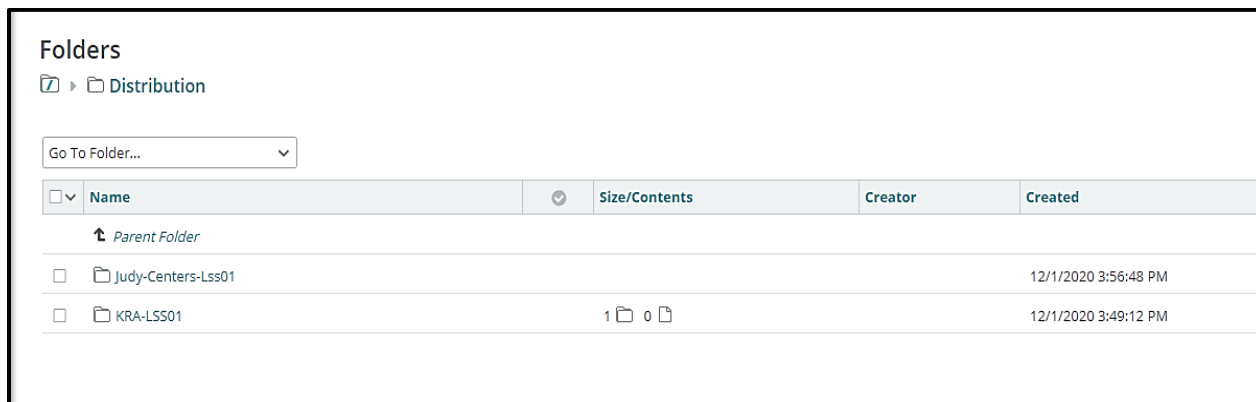
STEP 1 – After a successful login, your home screen will be displayed. If your account only has one folder you can access that folder by clicking on “Home” folder. If you have multiple folders, click on “Folders” on the left to display all folders you have access to.



Step 2 - It will first display the root folder which is Distribution, click on it and it will display the sub- folders you have access to.



STEP 3 – Select the folder you would like to upload to by clicking on it.

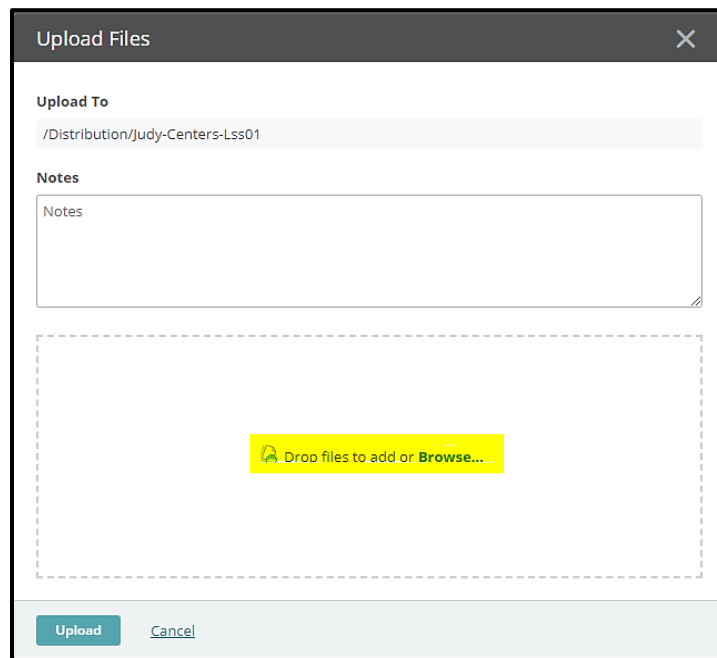


STEP 4 – Once you are in the folder there are two options to upload:

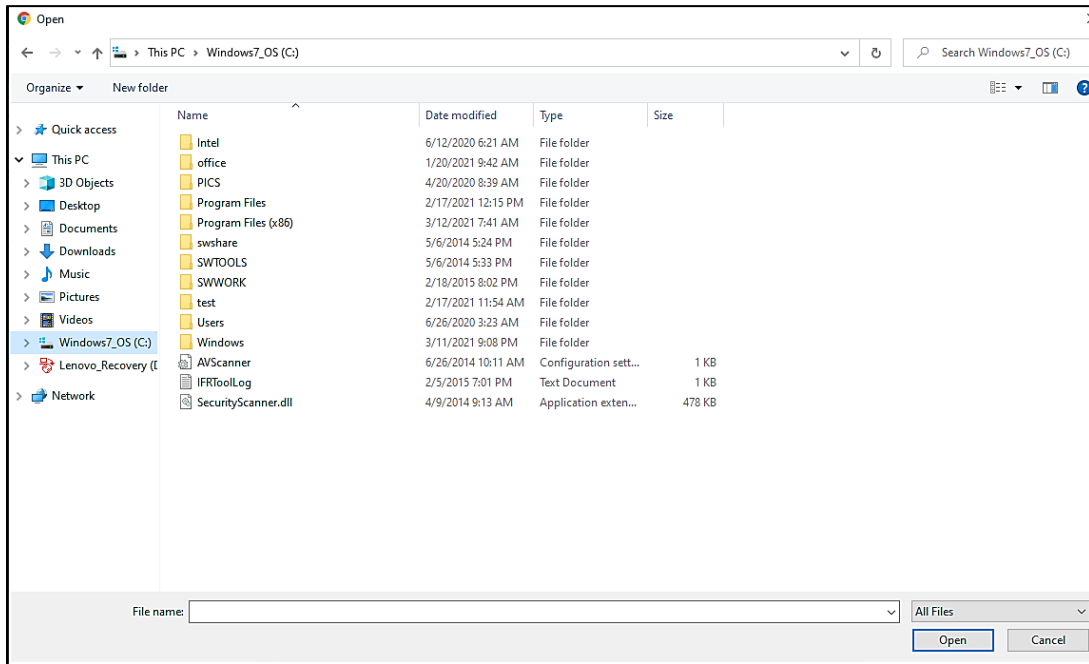
Option 1 - There are two options to upload. The first option is to drag and drop the file into the area that says Drop files to upload. You will then see a popup with the upload progress. Once completed, the file will appear in the folder.



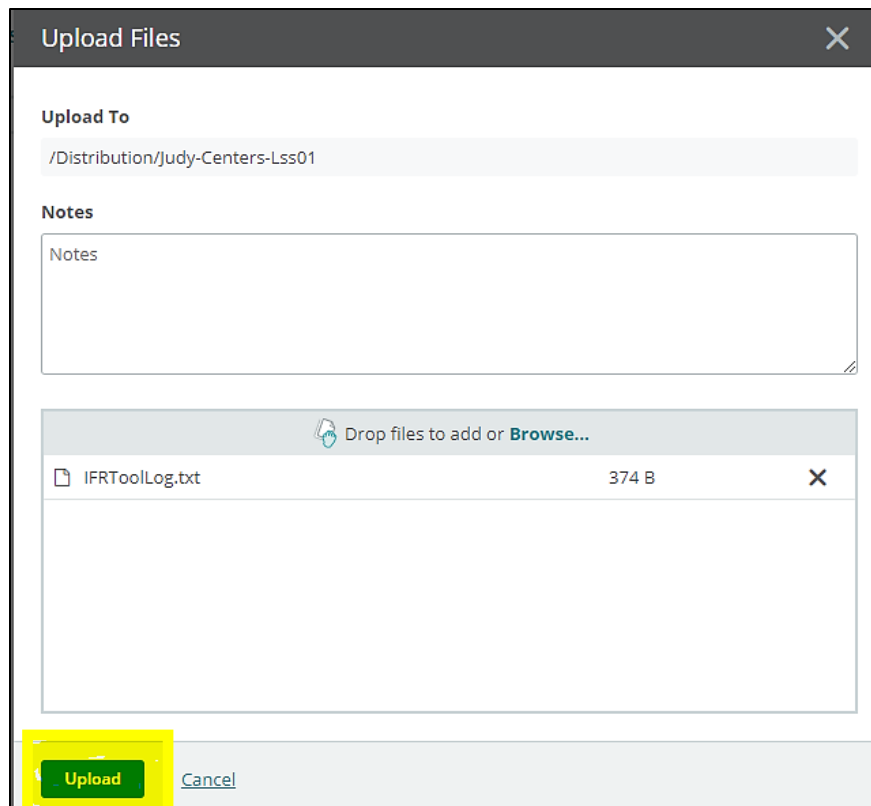
Option 2 - The second option is to Click on the green Upload button to the right. You will then have a dialog box to select a file from your local computer. You can then drag and drop the file into the window or select Browse.



When you click on browse this is the dialog you will see and can navigate through your local machine to find the file to upload. Select file and right click Open.

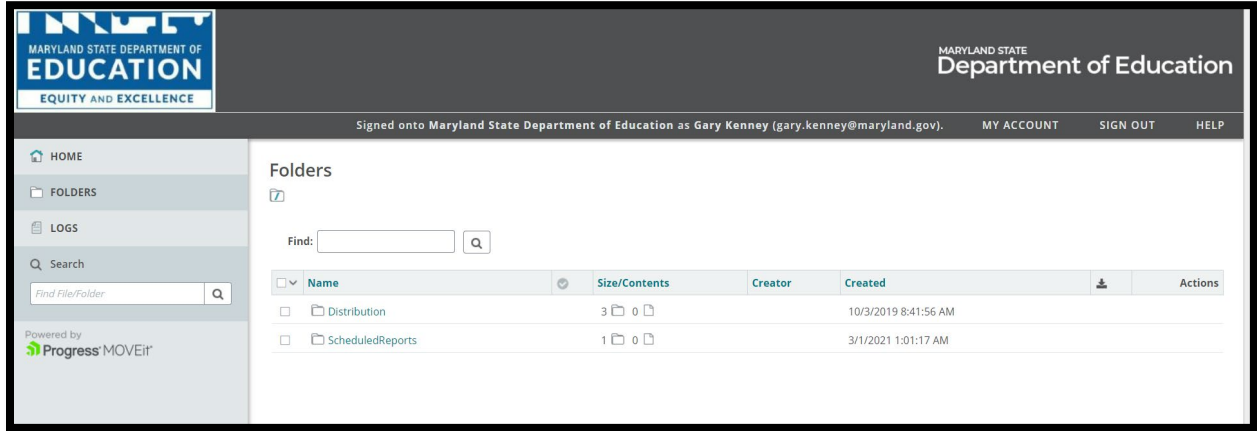


Another dialog box will be displayed which will show the file to be uploaded. Click Upload in the lower left corner. File will upload and a progress bar is displayed. Click Close in the dialog and the file is now uploaded.

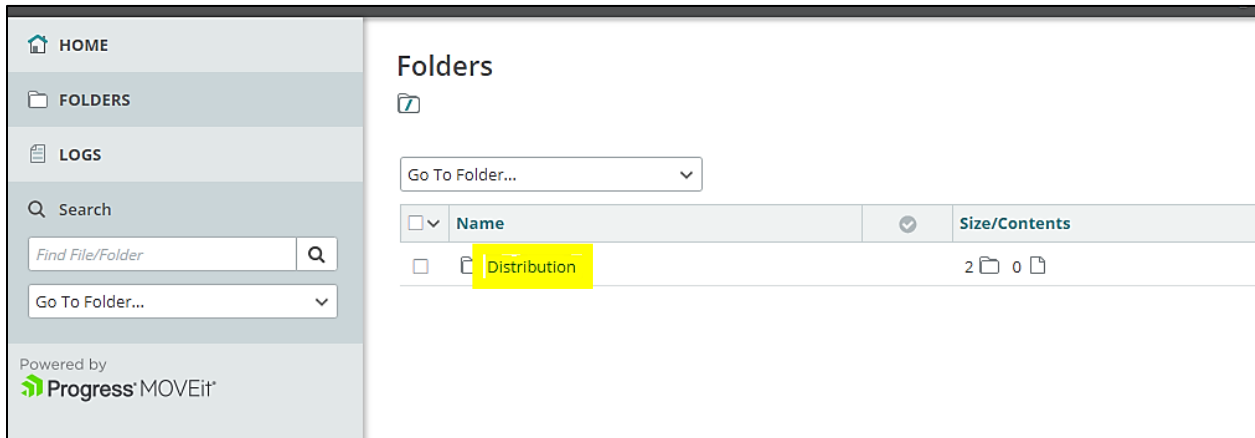


DOWNLOAD INSTRUCTIONS

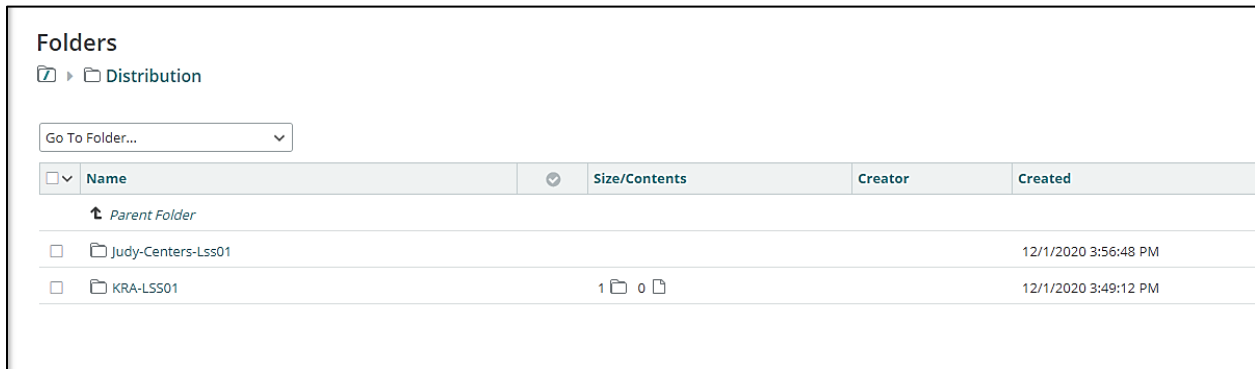
STEP 1 – After a successful login, your home screen will be displayed. If your account only has one folder, you can access that folder by clicking on your Folders. If you have multiple folders, click on “Folders” on the left to display all folders you have access to.



Step 2 - It will first display the root folder which is Distribution, click on it and it will display the sub folders you have access to.



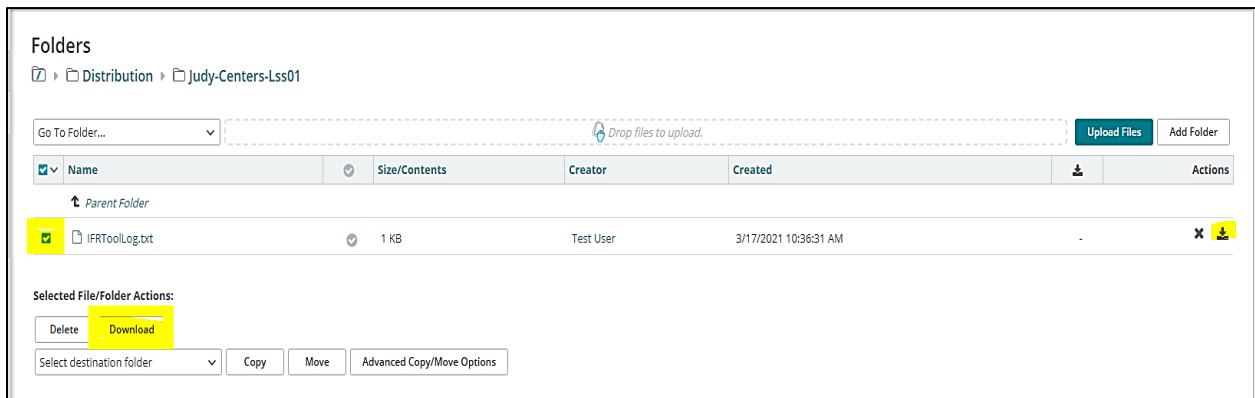
Step 3 – Select the folder you would like to download from by clicking on it.



STEP 4 – Once you are in the folder you would like to download from, there are two options to download:

Option 1 - Select file(s) by checking the box to the left of each of the file(s) to be downloaded. Then click the Download button below the file list.

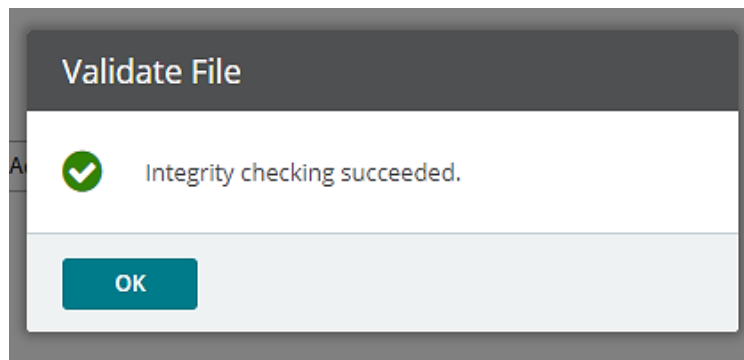
Option 2 - Download an individual file. Click the icon that looks like a down arrow with a line on the bottom located on the right-hand side of the file to be downloaded.



STEP 5 - Once you click the download icon you will see a popup with the option to validate files in the lower right of your screen.



STEP 6 - You can click on the X to close or click on Check to validate the file. If you choose to validate the file a dialog box will appear where the file was downloaded. You can then click on the downloaded file and click on Open. Another dialog box will pop up with the results of the validation. Click OK to close.



FORGOT PASSWORD

STEP 1 - From the login screen click Forgot Password

The screenshot shows a login form with the following elements:

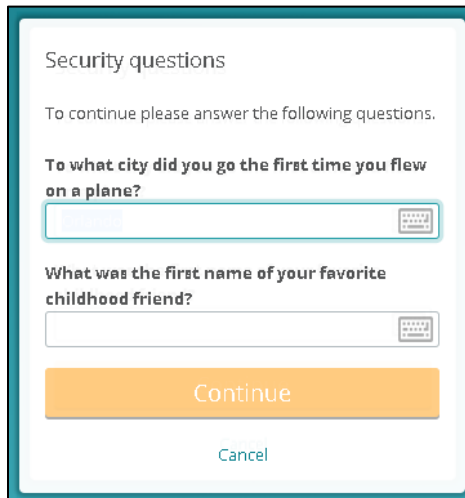
- Username:** A text input field containing "user.test".
- Password:** A password input field with masked characters ".....".
- Forgot Password?:** A yellow button with the text "Forgot Password?".
- Security Notice:** A vertical scrollable area containing the text: "Security Notice", "You are about to access a secured resource.", "Maryland State Department of Education reserves the right to monitor and/or limit access".
- Sign On:** A large orange button with the text "Sign On".
- Error Message:** A red warning icon followed by the text: "Invalid username/password or not allowed to sign on from this location."

STEP 2 - You are now prompted to enter your username and click in the "I'm Not a Robot" to confirm that you are, in fact, human. Click Continue.

The screenshot shows the "Forgot Your Password?" screen with the following elements:

- Title:** "Forgot Your Password?"
- Instruction:** "To reset your password enter your username below."
- Username:** A text input field containing "user.test".
- reCAPTCHA:** A checkbox labeled "I'm not a robot" which is checked with a green checkmark. To its right is the reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms".
- Continue:** A large orange button with the text "Continue".
- Cancel:** A smaller blue button with the text "Cancel".

STEP 3 – Answer your security questions. (Answers are case sensitive.) Click continue.



Security questions

To continue please answer the following questions.

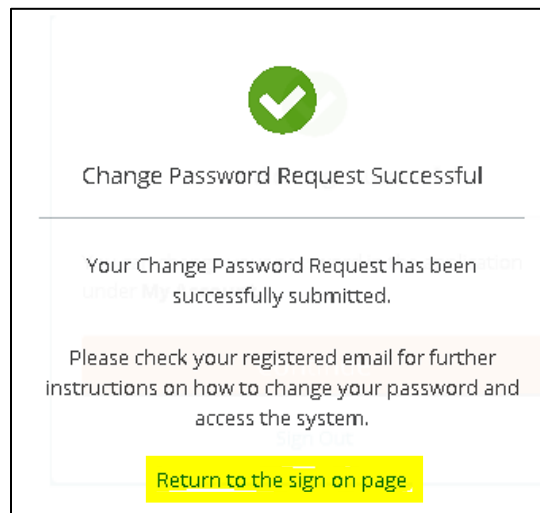
To what city did you go the first time you flew on a plane?


What was the first name of your favorite childhood friend?

Continue

Cancel

STEP 4 – You will see a message that reads “Change Password Request Successful”. Click Return to sign on page.





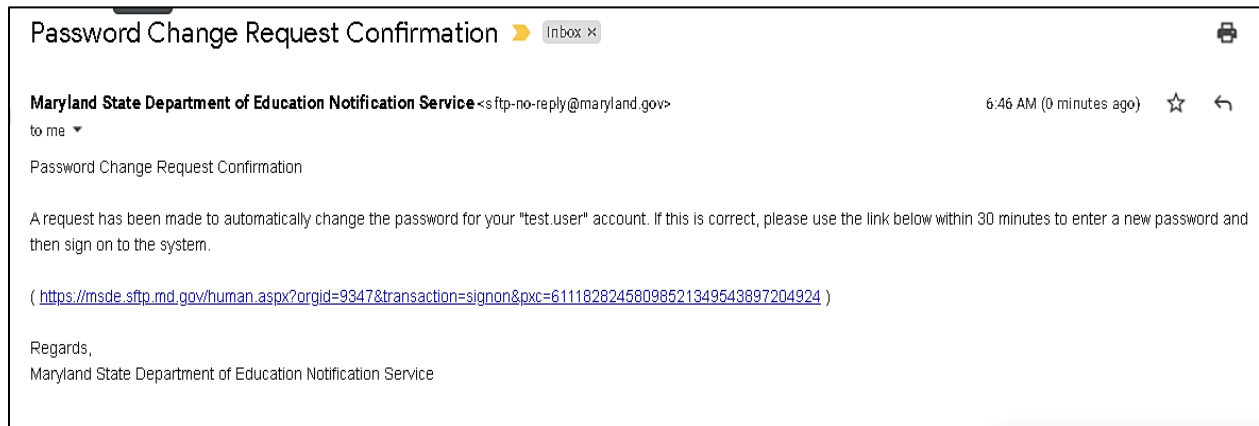
Change Password Request Successful

Your Change Password Request has been successfully submitted.

Please check your registered email for further instructions on how to change your password and access the system.

Return to the sign on page

STEP 5 – You must now check your email for a message with a link to reset your password. Once you have located the email Click on the link. (this link will expire after 30 minutes)



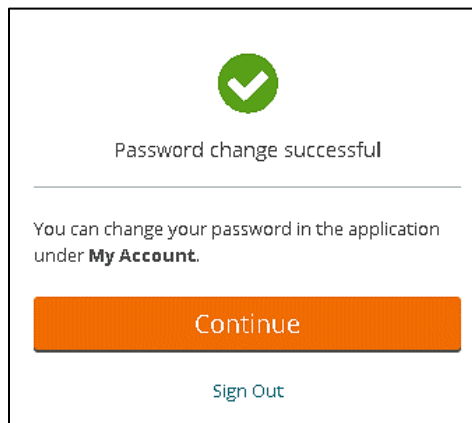
STEP 6 – Enter a new password that meets the requirements listed. Reenter the password to verify.

The screenshot shows a web interface for password change. At the top center is a green circular icon with a white checkmark. Below it is the text "Sign on successful". A horizontal line separates this from the "Password Change Required" section. This section contains a bulleted list of requirements:

- Must be at least 12 characters.
- Must not contain or resemble Username.
- Must contain at least one letter and one number.
- Must not contain dictionary words.
- Must contain both upper- and lower-case letters.
- Must contain at least one non-alphanumeric character.
- Must not match any of the previous 6 passwords.

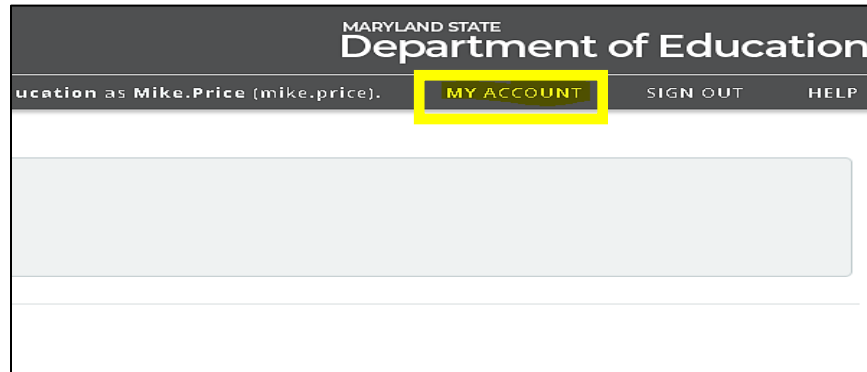
 Below the list are two input fields. The first is labeled "New Password" and contains the placeholder text "New Password". The second is labeled "Re-type Password" and contains the placeholder text "Re-type Password". Both fields have a small icon of a password strength indicator on the right. Below these fields is a large orange button with the text "Change Password". At the bottom center is a link that says "Sign Out".

STEP 7 – You should see a message that your password change was successful. Click continue.



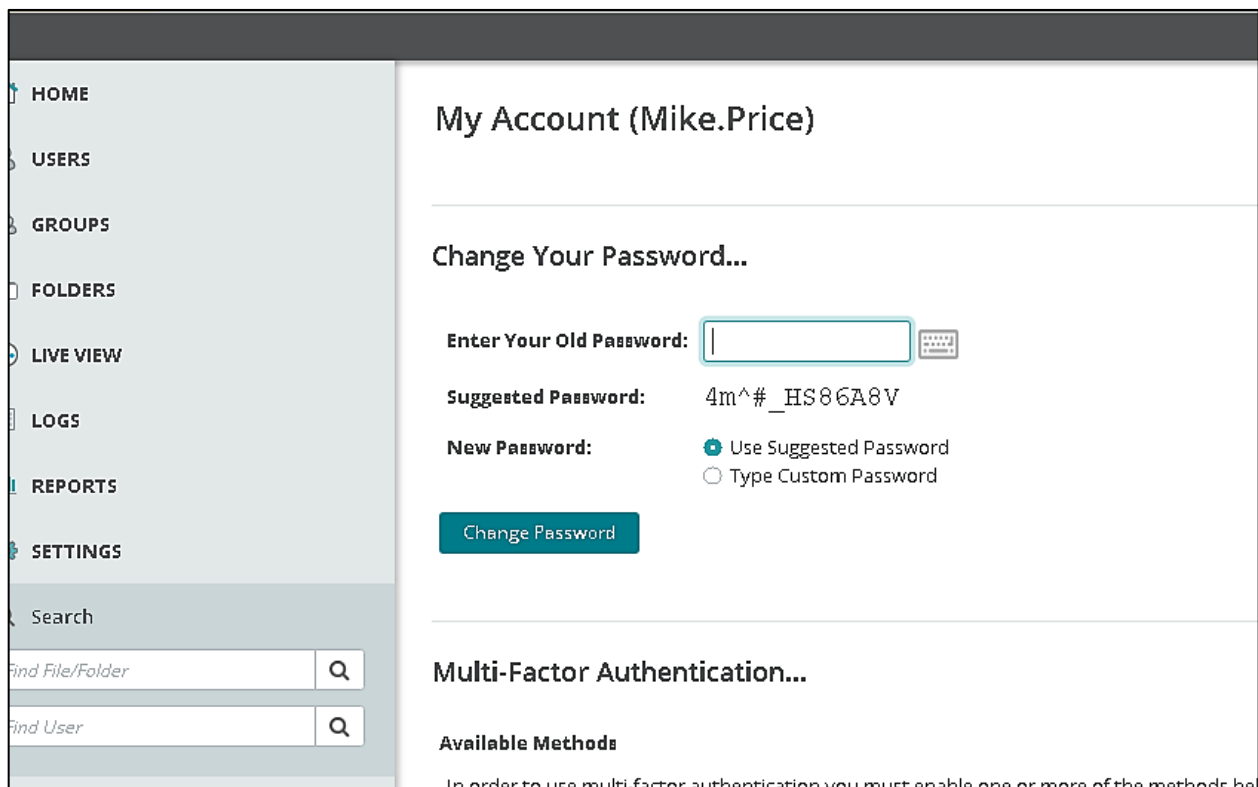
CHANGE PASSWORD

STEP 1 - Select My Account in the upper right corner.




STEP 2 - You will now be prompted to enter your old password. You then can choose to use the MoveIT suggested password or select “Type Custom Password”. Once complete click on Change Password.

*If selecting a custom password it must meet the requirement displayed on the screen.



*If selecting a custom password you must enter a password that meets the requirements displayed.

Change Your Password...


Enter Your Old Password: 

Suggested Password: K^ha^Dv^;19v

New Password: Use Suggested Password
 Type Custom Password

Requirements:

- Must be at least 12 characters.
- Must not contain or resemble Username.
- Must contain at least one letter and one number.
- Must not contain dictionary words.
- Must contain both upper- and lower-case letters.
- Must contain at least one non-alphanumeric character.
- Must not match any of the previous 6 passwords.

Enter Your New Password: 

Enter Your New Password Again: 