

Who do I include in this database?

At the secondary level:

10th grade students: All vocational students (Note: this includes all vocational concentrators).

11th grade students: All vocational concentrators.

12th grade students: All vocational concentrators.

Note: *The system will not allow you to save a student that has less than the required number of courses.*

At the postsecondary level: All vocational concentrators.

Please note that a student record needs to be filled out on all students who fell under the aforementioned categories in the 2002-2003 school year. **Even if a student drops out of school or transfers in the middle of the 2002-2003 school year, a student record is required for that student.** A field is available to indicate if a student left the vocational program prior to the assessment and, if that is the case, the website permits some missing information (such as assessment data) on that student.

Note that **data is required on vocational students and vocational concentrators as indicated above, regardless of whether or not that student was part of a Carl Perkins III funded program.** This is consistent with new federal reporting requirements put forth under Federal Carl Perkins III Legislation.

Definitions

At the *secondary level*, a **vocational student** is defined as a student who has taken at least two semester courses as part of a vocational program sequence, including those who may be currently enrolled in their second course.

At the *secondary level*, a **vocational concentrator** is defined as a student who has taken three or more semester courses in a vocational program, including those who may be currently enrolled in their third course.

At the *postsecondary level*, a **vocational concentrator** is defined as a student who has taken six or more semester courses in a vocational program, including those who may be currently enrolled in their sixth course.

Vocational program sequence refers to classes that are part of a specific vocational career cluster including:

- Agriculture & Natural Resources
- Architecture & Construction
- Arts, A/V Technology & Communications
- Business & Administration
- Education & Training
- Finance
- Government & Public Administration
- Health Science
- Hospitality & Tourism
- Human Services
- Information Technology
- Law & Public Safety
- Manufacturing
- Retail/Wholesale Sales & Services
- Scientific Research & Engineering
- Transportation, Distribution, & Logistics

An example of sequential vocational courses may be in Welding. Your school's Welding program requirement might be Applied Math, Algebra II, Welding I, Welding II, and Employability Skills. When trying to determine whether a student is "vocational" or not, you would take into account only those classes in the Welding program that the student took. Do not count vocational classes the student might have randomly taken in Business Ed, Woodworking, etc. which were not part of the sequence of courses designated for Welding. Please note that the rationale in applying such criteria is that we want to exclude students who are just taking a random vocational course and are not really part of a *vocational program*.