

Early Postsecondary CTE Data Reporting Dual Credit, Cambridge, Dual Enrollment

Beginning in the 2015-16 school year, Tennessee implemented sets of early postsecondary courses which allow high school students more opportunities to take college-level courses to earn credit hours that can be applied toward their postsecondary education and to Tennessee’s [Ready Graduate indicator](#).

Three types of CTE courses are included:

- **CTE Dual Credit (DC) Courses**
- **CTE Cambridge Courses**
- **CTE Dual Enrollment (DE) Courses**

A student enrolled in any of the above courses will be eligible for “CE” status, which is defined as any student **enrolled in one or more CTE high school courses**. This “CE” status will allow CTE students to use their eligibility towards becoming a CTE concentrator, which is defined as a student who has “completed three or more CTE courses within a single program of study.” This is a new definition starting in 2017-18.

Follow the table below for the data reporting structure for early postsecondary courses in eTIGER:

CTE Early Postsecondary Class Data Report

From 2015-16 School Year	Dual Credit (State and Local)	Cambridge	Dual Enrollment*
Report to eTIGER	Y	Y	Y, if award high school credits
Staff Responsible	CTE teachers	CTE teachers	CTE directors
Report Data Through	School course listing	School course listing	School course listing
Course Code Used	State-SDC codes/ Local-CTE course codes	Cambridge course codes	DE course codes
Data to Report			
Competencies/Standards	Y	Y	(no standard/competency)
Concentrator	Y, if applicable	Y, if applicable	Y, if applicable
Certificates	Y, if applicable	Y, if applicable	Y, if applicable
Number Periods	Y	Y	Y
Number Credits Earned	Y	Y	Y
Dual Credit	Y	N	N
Dual Enrollment	N	N	Y
Attest the Class	Y	Y	Y

*If the CTE Dual Enrollment course does NOT award high school credit, **NO data** needs to be reported to eTIGER; however, you will still need to **ATTEST the class**.

Statewide or Local Dual Credit

Locating class information and reporting student-level data:

1. Log into eTIGER.
2. Click "School Course Listing" under "Class/Course Rosters."
3. Select the class to report the data.
4. **Check the course code is correct:**
 - Local Dual Credit – using CTE high school course codes.
 - Statewide Dual Credit (SDC) – SDC course codes, the course title starting with "SDC."
5. At the class roster screen, report dual credit data for the student. In addition to reporting the data as a regular CTE class, find the column titled "Dual Credit:"
 - Click the "Yes" or "No" on the "Dual Credit" column to open the "Dual Credit/Dual Enrollment and Competencies Information" report screen for reporting individual student data.

Class Roster

Student Name	State ID	Enroll Type	Grade	Concentrator	Certificate	Competencies Assessed	Number Competencies Attained	Competencies Attained Percentage	Competency Comment	Reason Code	Number Periods	Number Credits Earned	EIS Credits Earned	Dual Credit	Stu. Clas Assgmt Dates	Stu. Enroll Dates
STUDENT NAME	STATE ID	P	12	NO	NO	0	0	0			Edit	0.5	0.5	NO	8/8/2013	8/5/2013
STUDENT NAME	STATE ID	P	12	NO	NO	0	0	0			Edit	0.5	0.5	NO	8/13/2013	8/5/2013
STUDENT NAME	STATE ID	P	11	NO	NO	0	0	0			Edit	0.5	0.5	NO	8/8/2013	8/5/2013
STUDENT NAME	STATE ID	P	12	YES	NO	NO	0	0			Edit	0.5	0.5	NO	8/27/2013	8/5/2013
STUDENT NAME	STATE ID	P	12	NO	NO	0	0	0			Edit	0.5	0.5	NO	8/8/2013	8/5/2013
STUDENT NAME	STATE ID	P	12	NO	NO	0	0	0			Edit	0.5	0.5	NO	8/8/2013	8/5/2013
STUDENT NAME	STATE ID	P	12	NO	NO	0	0	0			Edit	0.5	0.5	NO	12/4/2013	12/4/2013
STUDENT NAME	STATE ID	P	11	NO	NO	0	0	0			Edit	0.5	0.5	NO	8/8/2013	8/5/2013
STUDENT NAME	STATE ID	P	11	YES	NO	NO	0	0			Edit	0.5	0.5	NO	8/8/2013	8/5/2013
STUDENT NAME	STATE ID	P	12	YES	NO	NO	0	0			Edit	0.5	0.5	NO	8/8/2013	8/5/2013
STUDENT NAME	STATE ID	P	11	YES	NO	NO	0	0			Edit	0.5	0.5	NO	8/8/2013	8/5/2013
STUDENT NAME	STATE ID	P	12	NO	NO	0	0	0			Edit	0.5	0.5	NO	8/8/2013	8/5/2013

Note

Local Dual Credit is a high school course aligned to standards at a local postsecondary institution with an **optional** exam for credit at that **same local postsecondary institution**.

Statewide Dual Credit (SDC) is a high school course aligned to standards at a local postsecondary institution with a **required** exam to earn credit at **any Tennessee postsecondary institution**.

Statewide or Local Dual Credit

Selecting course status:

1. Select one of the following from the drop-down box under "Dual Credit:"
 - Select "**Pass**" if this student took a dual credit course and **passed** the required postsecondary course assessment at the end of this class.
 - Select "**Fail**" if this student took a dual credit course but **did not pass** the required postsecondary course assessment at the end of this class.
 - Select "**Yes**" if this student took a dual credit course but **did not take** the postsecondary required course assessment at the end of this class.
2. Click "Save This Record" to save the reported dual credit data.

Dual Credit and Competencies Screen (Reporting Individual Record)

Name: STUDENT NAME		State ID: STATE ID	
Race & Ethnicity: White & Non-Hispanic		Gender: Male	
District of Service:		SERVICE DISTRICT NO - SERVICE DISTRICT NAME	
School of Service:		SERVICE SCHOOL NO - SERVICE SCHOOL NAME	
Year: 2013-14		EIS Local Class Number: LOCAL CLASS NUMBER	
Course: 5891 - Computer Applications - BUS			
Beginning Period: 1/9/2014		Ending Period: 5/27/2014	
Competency Information			
Competencies Assessed:	0		
Competencies Attained:	0		
Competencies Attained Percentage:	0 %		
Competency Comment:	<input type="text"/>		
Competency Adjusted Reason:	-- Reason --		
Periods and Credits Earned			
Periods Enrolled:	<input type="text"/>		
Credits Earned:	<input type="text"/>		
EIS Credits Earned:	Not Reported		
		Dual Credit	
		A postsecondary course or a high school course aligned to a postsecondary course that is taught at the high school by high school faculty for high school credit. Students are able to receive postsecondary credit by successfully completing the course, plus passing an assessment developed and recognized by the postsecondary institution. Upon enrollment of the student, the institution will grant credit.	
		Dual Credit: <input type="text" value="No"/>	

Note

Select "**No**" or leave the Dual Credit column as "No" if this student **did not take** this class as dual credit course. Students taking a Local DC class **are highly recommended** to take the postsecondary course assessment.

CTE Dual Enrollment

Locating class information and reporting student level data:

1. Log into eTIGER.
2. Click "School Course Listing" under "Class/Course Rosters."
3. Select the class to report the data.
4. **Check the course correct:** For DE course codes, the course titles start with "Dual Enrollment."
5. There is **no standards or competencies to report** for DE classes.
6. In addition to reporting data as a concentrator or certificates, report the rest of DE related data by click "Report Class" to open a class report screen for below data:

- Number Periods
- Number Credit Earned (high school credit earned)
- Dual Enrollment earned Credit (postsecondary credits or clock hours earned)
- Dual Enrollment Institution

Class Roster

Student Name	State ID	ISIP ID	Enroll Type	Grade	Non-Trad Gender	Concentrator	Certificate	Number Periods	Number Credits Earned	EIS Credits Earned	Dual Enroll	Stu Class Assmnt Dates	Stu Enroll Dates
STUDENT NAME	STATE ID	ISIP ID	P	10		NO	NO	Edit	Edit	Not Reported	NO	1/9/2014	8/8/2013
STUDENT NAME	STATE ID	ISIP ID	P	12		NO	NO	Edit	Edit	Not Reported	NO	1/9/2014	8/8/2013
STUDENT NAME	STATE ID	ISIP ID	P	12	YES	NO	NO	Edit	Edit	Not Reported	NO	1/9/2014	8/8/2013
STUDENT NAME	STATE ID	ISIP ID	P	12		NO	NO	Edit	Edit	Not Reported	NO	1/9/2014	8/8/2013
STUDENT NAME	STATE ID	ISIP ID	P	11		NO	NO	Edit	Edit	Not Reported	NO	1/9/2014	8/8/2013
STUDENT NAME	STATE ID	ISIP ID	P	12		NO	NO	Edit	Edit	Not Reported	NO	1/9/2014	8/8/2013
STUDENT NAME	STATE ID	ISIP ID	P	12		NO	NO	Edit	Edit	Not Reported	NO	1/9/2014	8/8/2013
STUDENT NAME	STATE ID	ISIP ID	P	10		NO	NO	Edit	Edit	Not Reported	NO	1/9/2014	8/8/2013
STUDENT NAME	STATE ID	ISIP ID	P	10		NO	NO	Edit	Edit	Not Reported	NO	1/9/2014	8/8/2013
STUDENT NAME	STATE ID	ISIP ID	P	10		NO	NO	Edit	Edit	Not Reported	NO	1/9/2014	8/8/2013
STUDENT NAME	STATE ID	ISIP ID	P	11		NO	NO	Edit	Edit	Not Reported	NO	1/9/2014	8/8/2013
STUDENT NAME	STATE ID	ISIP ID	P	12	YES	NO	NO	Edit	Edit	Not Reported	NO	1/9/2014	8/8/2013
STUDENT NAME	STATE ID	ISIP ID	P	12		NO	NO	Edit	Edit	Not Reported	NO	1/9/2014	8/8/2013
STUDENT NAME	STATE ID	ISIP ID	P	12	YES	NO	NO	Edit	Edit	Not Reported	NO	1/9/2014	8/8/2013

14 records

NOTE: Data in this grid is from the processed tables only. Any new data collected today will not be reflected here until tomorrow after the EIS process has finished. Pink indicates data for the student is pending the EIS Process.

Report Class Rubric Template Print Table Class Print Extract Class Go Back

Please report all missing data as soon as possible. Please provide district number, school number, local class number, course code, type of data, and school year.

Note

Dual Enrollment is a postsecondary course taught either at the postsecondary institution, high school, or online. The high school student is enrolled at the postsecondary institution and earns postsecondary credit upon completion of the course. **High school credit is awarded based on local policy.**

Local high schools must accept postsecondary credits as a substitution for an aligned graduation requirement course, including general education and elective focus courses for those students who take and pass Dual Enrollment courses at a postsecondary institution for credit (See Section 1p in the [High School Policy](#)).

If not awarding high school credit, just **ATTEST the class**, as **NO DATA** needs to be reported to eTIGER.

Reporting Dual Enrollment Data

Selecting Dual Enrollment institution and reporting credits:

1. Select the postsecondary institution from the drop-down box list of "Dual Enrollment Institution." If the postsecondary institution is not listed, inform eTIGER support team at CTE.eTIGER@tn.gov to add that institution.
2. Enter the total earned credits or clock hours from the postsecondary institution. Click "Save This Record" to save the reported dual enrollment data.
3. Report "Number Credits Earned" for awarded high school credits.
4. Report "Number periods" for the periods of this DE class.

Report Class Screen for Dual Enrollment Class

Number Periods	Number Credits Earned	EIS Credits Earned	Dual Enroll Earned Credit	Dual Enroll Institution
		Not Reported		-- Select School --
		Not Reported		-- Select School --
		Not Reported		-- Select School --
		Not Reported		-- Select School --
		Not Reported		-- Select School --

Note:

Report Dual Enrollment data through "**Report Class.**" The screen for reporting individual records of a DE class (screen of "Dual Credit/Dual Enrollment Competencies") **can't save the data.**

CTE Cambridge Courses

Locating classes and reporting student level data:

Report Cambridge classes data as a regular CTE class.

1. Log into eTIGER.
2. Click "School Course Listing" under "Class/Course Rosters."
3. Select the class to report the data.
4. **Check the course correct:** Cambridge course codes, the course title starting with "IGCSE" or "ATCE."

Refer to the **CTE Early Postsecondary Class Data Report**, which is located on the first page of this guide, for the data requested to report:

- Competencies/Standards
- Concentrator, if applicable
- Certificate, if applicable
- Number Periods
- Number of Credit Earned
- Attest the Class

Class Roster

No DE or DC data to report

Student Name	State ID	ISP ID	Enroll Type	Grade	Non-Trad Gender	Concentrator	Competencies Assessed	Number Competencies Attained	Competencies Attained Percentage	Competency Comment	Reason Code	Number Periods	Number Credits Earned	EIS Credits Earned	Stu Clas Assmnt Dates	Stu Enroll Dates
STUDENT NAME	STATE ID	ISP ID	P	11	NO	NO	18	18	100			Edit	0.0	0.5	8/8/2013	8/5/2013
STUDENT NAME	STATE ID	ISP ID	P	11	NO	NO	18	18	100			Edit	0.0	0.5	8/8/2013	8/5/2013
STUDENT NAME	STATE ID	ISP ID	P	10	NO	NO	18	18	100			Edit	0.0	0.5	8/8/2013	8/5/2013
STUDENT NAME	STATE ID	ISP ID	P	10	NO	NO	18	18	100			Edit	0.0	0.5	8/8/2013	8/5/2013
STUDENT NAME	STATE ID	ISP ID	P	11	NO	NO	18	18	100			Edit	0.0	0.5	8/8/2013	8/5/2013
STUDENT NAME	STATE ID	ISP ID	P	11	NO	NO	18	18	100			Edit	0.0	0.5	8/8/2013	8/5/2013
STUDENT NAME	STATE ID	ISP ID	P	10	NO	NO	18	18	100			Edit	0.0	0.5	8/8/2013	8/5/2013
STUDENT NAME	STATE ID	ISP ID	P	11	NO	NO	18	18	100			Edit	0.0	0.5	8/8/2013	8/5/2013
STUDENT NAME	STATE ID	ISP ID	P	10	NO	NO	18	18	100			Edit	0.0	0.5	8/8/2013	8/5/2013
STUDENT NAME	STATE ID	ISP ID	P	12	NO	NO	18	18	100			Edit	0.0	0.5	8/8/2013	8/5/2013
STUDENT NAME	STATE ID	ISP ID	P	10	NO	NO	18	15	83.33			Edit	0.0	0.5	8/8/2013	8/5/2013
STUDENT NAME	STATE ID	ISP ID	P	10	NO	NO	18	18	100			Edit	0.0	0.5	8/8/2013	8/5/2013
STUDENT NAME	STATE ID	ISP ID	P	11	NO	NO	18	18	100			Edit	0.0	0.5	8/8/2013	8/5/2013

Note:

Cambridge courses offer instructionally aligned curricula, assessments, and pedagogy at the secondary and advanced levels for grades 9–12 high school students. A CTE Cambridge course, like other CTE regular courses, is assigned to a career cluster and applies to the corresponding program of study or career cluster. Therefore, the instructor must report standards or/and competencies for the course.

All Early Postsecondary Courses

Reporting data for an entire class:

- eTIGER users may also report the student performance data, instead of individually, as a whole class.
- “Report Class,”** a feature of eTIGER, is designed to report most of the class data including Dual Credit and Dual Enrollment at one time. This feature adds a “Class Reporting” screen (like the class roster screen) to allow entering and saving the data of an entire class. Please reference [“Reporting Class Data”](#) on the eTIGER homepage.

1. Log into eTIGER.
2. Click “School Course Listing” under “Class/Course Rosters.”
3. Select the class to report the data.
4. **Check the course correct:** (refer to prior sections for DC, DE, and Cambridge course code details).
5. At class roster screen, click the button titled “Report Class” to open the class data reporting screen,

Class Roster

The screenshot shows the eTIGER interface with a table of student data. The table has columns for Student Name, State ID, ISP ID, and various performance metrics. A red arrow points to the 'Report Class' button at the bottom of the table.

STUDENT NAME	STATE ID	ISP ID	P	09	NO	NO	0	0	0	Edit	Not Reported	NO	NO	1/3/2013	8/1/2012
STUDENT NAME	STATE ID	ISP ID	P	09	NO	NO	0	0	0	Edit	Not Reported	NO	NO	1/3/2013	8/1/2012
STUDENT NAME	STATE ID	ISP ID	P	09	NO	NO	0	0	0	Edit	Not Reported	NO	NO	1/3/2013	8/1/2012
STUDENT NAME	STATE ID	ISP ID	P	10	NO	NO	0	0	0	Edit	Not Reported	NO	NO	1/3/2013	8/1/2012
STUDENT NAME	STATE ID	ISP ID	P	09	NO	NO	0	0	0	Edit	Not Reported	NO	NO	1/3/2013	8/1/2012
STUDENT NAME	STATE ID	ISP ID	P	09	NO	NO	0	0	0	Edit	Not Reported	NO	NO	1/3/2013	8/1/2012
STUDENT NAME	STATE ID	ISP ID	P	11	NO	NO	0	0	0	Edit	Not Reported	NO	NO	1/3/2013	8/1/2012

10 records

NOTE: Data in this grid is from the processed tables only. Any new data collected today will not be reflected here until tomorrow after the EIS process has finished. Pink indicates data for the student is pending the EIS Process.

Buttons: Report Class, Roster Template, Print Table Class, Print Extract Class, Go Back

All Student Earned Credits must be entered and the extract processed before attesting.

Please report all missing data as soon as possible. Please provide district number, school number, local class number, course code, type of data, and school year.

Report Class (Reporting Whole Class Data)

CTE or DC class

Number Periods	Number Credits Earned	Dual Credit Earned	Dual Credit Earned Credits
Not Reported	Not Reported	Not Reported	Not Reported
Not Reported	Not Reported	Not Reported	Not Reported
Not Reported	Not Reported	Not Reported	Not Reported
Not Reported	Not Reported	Not Reported	Not Reported
Not Reported	Not Reported	Not Reported	Not Reported
Not Reported	Not Reported	Not Reported	Not Reported
Not Reported	Not Reported	Not Reported	Not Reported

DE class

Number Periods	Number Credits Earned	Dual Credit Earned	Dual Credit Earned Credits
Not Reported	Not Reported	Not Reported	Not Reported
Not Reported	Not Reported	Not Reported	Not Reported
Not Reported	Not Reported	Not Reported	Not Reported
Not Reported	Not Reported	Not Reported	Not Reported
Not Reported	Not Reported	Not Reported	Not Reported
Not Reported	Not Reported	Not Reported	Not Reported
Not Reported	Not Reported	Not Reported	Not Reported

All Early Postsecondary Courses

Entering student-level data:

Dual Credit Report

- Mark the “Dual Credit” column as “Pass,” “Fail,” or “Yes.”

Dual Enrollment Report

- Fill in the “Dual Enroll Earned Credit” for postsecondary credits or credit hours earned.
- Select the “Dual Enroll Institution” for enrolled postsecondary institution.

Cambridge Report

- Enter data to corresponding columns listed on the “Report Class” screen.

Click “Save” to save the whole class data.

Report Class for Early Postsecondary Data

DC class

Student Name	Date	Enrollment Status	Enrollment Method	Enrollment Comment	Enrollment Institution	Number Periods	EES Credits Earned	Dual Credit
Student 1	10/15/20	Enrolled	DC		Enroll Institution	1	0.0	Pass
Student 2	10/15/20	Enrolled	DC		Enroll Institution	1	0.0	Fail
Student 3	10/15/20	Enrolled	DC		Enroll Institution	1	0.0	Yes

DE class

Number Periods	Number Credits Earned	EES Credits Earned	Dual Enroll Earned Credit	Dual Enroll Institution
	Not Reported			-- Select School --
	Not Reported			-- Select School --
	Not Reported			-- Select School --
	Not Reported			-- Select School --
	Not Reported			-- Select School --
	Not Reported			-- Select School --
	Not Reported			-- Select School --

Note:

Click the “Save” button frequently to avoid timing out and potentially losing the entered data. For early postsecondary courses data reporting, report the **Dual Credit column for a DC class; Dual Enrollment Earned Credit and Dual Enrollment Institution for DE class; and NO DE or DC data for Cambridge class.**

All Early Postsecondary Courses

Reviewing reported data (continued):

From the class roster for the Cambridge class:

1. Check data at corresponding columns including:
 - a. Concentrator, if applicable
 - b. Certificate, if applicable
 - c. Competencies Assessed
 - d. Competencies Attained
 - e. Competency Comment, if applicable
 - f. Competency Adjusted Reason, if applicable
 - g. Number Periods
 - h. Number of Credit Earned

Cambridge Reported Class - I

Name: TEACHER NAME - License Number: TEACHER LICENSE NUMBER - Race & Ethnicity: White & Non-Hispanic
 District of Record: DISTRICT NUMBER - DISTRICT NAME - District of Service: DISTRICT NUMBER - DISTRICT NAME
 School of Record: SCHOOL NUMBER - SCHOOL NAME - School of Service: SCHOOL NUMBER - SCHOOL NAME
 Year: 2013-14 EIS Local Class Number: LOCAL CLASS NUMBER
 Course: 3880 - Maintenance and Light Repair II - Transportation, Distribution & Logistics
 Beginning Period: 8/8/2013 Ending Period: 5/27/2014
 EIS Monday Assigned Period: 3
 Non-Traditional Gender: FEMALE

Current Students Withdrawn and Transferred Students All Students
 You must "Generate List" to change "Filter" option.
 Generate List

Course Standards
 1 2 3 4 5 6

Student Name	State ID ESP ID	Enroll Type	Grade Non-Trad Gender	Concentrator	Certificate	Competencies Assessed	Number Competencies Attained	Competency Comment	Reason Code	Number Periods	Number Credits Earned	EIS Credits Earned	EIS Class Assessment Dates	Student Dates
STUDENT NAME	STATE ID ESP ID	P	11	NO	NO	24	24	100		Eds	Not Reported	Not Reported	8/8/2013	8/8/2013
STUDENT NAME	STATE ID ESP ID	P	12	NO	NO	24	22	91.67		Eds	Not Reported	Not Reported	8/8/2013	8/8/2013
STUDENT NAME	STATE ID ESP ID	P	12	YES	NO	24	22	95.83		Eds	Not Reported	Not Reported	8/8/2013	8/8/2013
STUDENT NAME	STATE ID ESP ID	P	12	YES	NO	24	22	91.67		Eds	Not Reported	Not Reported	8/8/2013	8/8/2013

4 records

NOTE: Data in this grid is from the processed tables only. Any new data collected today will not be reflected here until tomorrow after the EIS process has finished. Pink indicates data for the student is pending the EIS Process.

Report Class | Rubric Template | **Print Table Class** | Print Extract Class | Go Back

Please report all missing data as soon as possible. Please provide district number, school number, local class number, course code, type of data, and school year.

Contact - #7089 Help Desk CTE.eTIGER@tn.gov (615) 532-1380
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2. Click **"Print Table Class"** to display all reported data. **No data** should be reported for Dual Credit or Dual Enrollment.

Cambridge Reported Class - II

Student Table Data

Student Name	State ID ESP ID	Gender	Race/Ethnicity	Enroll Type	Grade	Pre Status	Career Code	Program Area/ Career Cluster	Area of Concentration	Cert/ License	Competency	Competency Percentage	Competency Comment	Reason Code	Competency Adjusted Reason Code	Dual Credit	Dual Enrollment	Home School and Local	Date of Birth	Date of Assessment	Local Dates
STUDENT 1	STATE ID ESP ID	M	White Hispanic	P	11	Standard					24	24	100					330 187	8/8/2013	8/8/2013	8/8/2013
STUDENT 2	STATE ID ESP ID	M	White Non-Hispanic	P	12	D					24	22	91.67					330 187	8/8/2013	8/8/2013	8/8/2013
STUDENT 3	STATE ID ESP ID	F	White Non-Hispanic	P	12	D					24	22	91.67					330 187	8/8/2013	8/8/2013	8/8/2013
STUDENT 4	STATE ID ESP ID	F	White Non-Hispanic	P	12	D					24	22	91.67					330 187	8/8/2013	8/8/2013	8/8/2013

4 students

Send all early postsecondary data questions to CTE.eTIGER@tn.gov.