

### **Seventh and Eighth Grade CTE Introductory Courses: High School Credit**

7th and 8th graders are able to take CTE Intro courses and can earn high school credit, which is a locally decided option. Users may select a MS code (if available) or HS code in KCCMS. It would be the school's decision whether to split student enrollment to separate course numbers for reasons such as accountability; but it is not a KSDE requirement that they do so

### **The College Career Field in KCCMS for Seventh and Eighth Grade CTE Introductory Courses**

In order to ensure proper coding of any CTE course, whether in an approved CTE pathway or not, the following instructions on coding middle school introductory CTE courses are being provided. Please remember that the Kansas Course Codes Management System (KCCMS), the Educator Data Collection System (EDCS), the Career and Technical Education (CTE) Pathway application, and the Student Teacher Courses (STCO) system all communicate with each other. When implementing the following changes, it is important that the EDCS report for your district/school has not been completed yet.

### **Middle School Introductory CTE Course NOT Part of a Pathway**

1. If your district has a middle school introductory Career and Technical Education (CTE) course that is NOT going to be part of a pathway, then that course should be coded with a "T" in the College/Career field in the Kansas Course codes Management System (KCCMS). This course should have a middle school course number. Coding of CTE courses with a "T" indicates that the course is a CTE course that is not part of an approved pathway.

Please make any necessary changes to these courses in the KCCMS before your Educator Data Collection System (EDCS) report is completed for your school/district. Any course coded with a "T" should be found under secondary teacher in EDCS. It is okay to make changes directly to a course record in KCCMS that is not part of an approved pathway for this purpose.

#### **EDCS Instructions:**

If a course is not part of a pathway and is mapped under the secondary course code i.e. "12XXX" (for a business course), the district may add the assignment to a middle school teacher by selecting Educator Type "Secondary".

EDCS will not allow a district to select "8" for the grade level. EDCS will allow selections of grades "9-12" only. The district may select "9" for the grade level in this instance though the course is at the middle school. EDCS does not allow grades under "9" for selection if the Educator Type is "Secondary".

### **Middle School Introductory CTE Course Part of a Pathway, Not Funded**

2. Any course in your middle school that will be used as an introductory course (not funded and in an approved pathway) **needs to be coded to a high school course number**. The Kansas course code still needs to indicate the 8th grade level (code 13).

#### **EDCS Instructions:**

The district would need to add the teacher to the High School building, select the Educator Type "Career and Technical Education", select the appropriate pathway and course, and select "8" for grade level. This is a work around since EDCS will not allow a user the option to select pathways in a middle school building.

### **Current Middle School Introductory CTE Course**

3. Any middle school course currently approved in KCCMS and Pathways coded with “E” *will be changed automatically* by KSDE to an “X” in the near future. This action will allow you to select that course as part of a pathway application for the 2014-2015 school year, and should allow you to select this course in EDCS for this school year, *if it was part of your approved 2013-2014 Pathway application*. **Please do not try to change these KCCMS records yourself.**

#### EDCS Instructions:

As in scenario 2 above, the district would need to add the teacher to the High School building , select the Educator Type “Career and Technical Education”, select the appropriate pathway and course, and select “8” for grade level. This is a work around since EDCS will not allow a user the option to select pathways in a middle school building.