|  |
| --- |
| **CH. 74 ADMISSIONS COLLECTION INSTRUCTIONS** |
|  |  |
|  |  |
|  | **\*\*Follow the data guidelines established by your district. DO NOT EMAIL YOUR COMPLETED REPORT, AS IT CONTAINS STUDENT-IDENTIFIABLE INFORMATION\*\*** |
|  | **This is due by the** [**SIMS October due date**](https://www.doe.mass.edu/infoservices/data/schedule.html)**. It should reflect admissions as of Oct 1.** |
|  |  |
|  | The Department is committed to minimizing the time needed by districts to complete this collection. Please provide as much about the listed students as possible. Please contact CCTE for assistance if the district cannot provide the required data elements. Please note that the data you are about to submit is what you, the school or program, have determined to be the most accurate and up to date*as of Oct 1.* **The submission will be checked for completeness, duplication of student records, incorrect formatting, and missing data.** Before submitting, please review the instructions and tips for completing data entry found below. Please contact us with any questions you may have prior to submitting. Submit the completed Template via the **Chapter 74 Admissions and Waitlist Application** in the [**Security Portal**](https://gateway.edu.state.ma.us/). We will contact you if you are required to address any data concerns and resubmit a revised and corrected form. |

Please contact CCTE@mass.gov with questions about this collection.

|  |
| --- |
| **Districts with Chapter 74 programs are required to log in & complete User Form.** |
| Log into the [**Security Portal**](https://gateway.edu.state.ma.us/). Select ‘Application List’, then select the **Chapter 74 Admissions and Waitlist Application.** If the person completing this report does not have access to the Security Portal, consult the district [Directory Administrator](https://www.doe.mass.edu/infoservices/data/diradmin/list.aspx).  |
| Complete the **User Form Page** in the application. Please answer the questions to the best of your school's ability. |
| Please identify the **staff member responsible for your schools' admissions processes;** this individual should complete the form and be able to respond to questions or concerns identified by the Department. Additionally, please identify the **staff member who will submit** the school's report via the [Security Portal](https://gateway.edu.state.ma.us/). This may or may not be the same person completing the report. |
| Based on the **User Form** **Page**, a district may Certify without submitting data; or will be required to submit and validate data, then Certify. |
| **Certification is required for each district with Chapter 74 programs.**  |

|  |
| --- |
| **Changes as of June 2023 (for students applying to start School Year 2023-24):**  |
|  | There are several changes to reflect ongoing improvements, based on questions and feedback from the field. * This collection is for students applying to enter **Grade 9** only.

These are changes to the **Template**, on the Student Data sheet: * There are minor text changes to the column headers in columns S & T.
 |
| **To submit the Chapter 74 Admissions Collection:** |
| 1. | Start with the **Chapter 74 Admissions Collection Template**, found on the [CTE Admissions](https://www.doe.mass.edu/ccte/cvte/admissions/default.html) page. Please use Microsoft Excel to complete the workbook. |
| 2. | On the **"Start Here"** page in the workbook, select school or program name from dropdown. |
| 3. | Please complete the **"Student Data"** page in the workbook: |
|  | Please populate this tab with the name of **each student who applied** to your school or program. Provide the requested student level information, as well as information based on their application, eligibility, offer of admissions, etc. **Please hover over the variable name to review the full prompt; a note will appear**. Most questions require specific responses: select your response from the dropdown menu or type responses. Other variables ask for scores or are text boxes. Please follow the proper formatting requested when providing information, following the [file specification](https://www.doe.mass.edu/ccte/cvte/admissions/file-spec.xlsx) on the [CTE Admissions](https://www.doe.mass.edu/ccte/cvte/admissions/default.html) page.  |
|  |  |
| 4. | Upload the completed workbook to the Application. There is a **validation** step; please fix any validation errors and re-load the completed workbook. After the workbook is validated, the user is prompted to **Certify**.  |
|  |  |
|  | *Some helpful tips for completing the "Student Data" tab:* |
|  |  |
|  | (1) Enter *full first, middle, and last names*. If the student application does not ask for middle names, please incorporate the middle name in your future application forms. This change will not require DESE approval or an amendment. Middle names help the Department confirm a student's identity. If it has been determined that the student does not have a middle name, please input "NMN". If unsure, leave blank. |
|  |   |
|  | (2) Please do not include *notes* in the data fields, such as "cannot read name/date" or "not included". |
|  |   |
|  | (3) If the application was not filled out completely, please include as much information provided by the applicant as possible. In these instances, indicate that an incomplete application was submitted. |
|  |   |
|  | (4) Follow the “mm/dd/yyyy” date format. For example, a student born on September 5, 2009, will appear as 9/5/2009. Check that you are not entering the date the application was submitted or the guardian's DOB. Do not leave this field blank; it helps us confirm the identity of the student.  |
|  |   |
|  | (5) While the accuracy of the information you provide is paramount, please provide the date an offer of admission was made only if it is readily available. It is okay to estimate the date or leave it blank if you do not have that information.  |
|  |   |
|  | (6) Select the city or town of residence from the dropdown menu embedded in the cell.  |
|  |   |
|  | (7) Select the *anticipated grade* from the dropdown menu embedded in the cell or enter the grade*.* If typing out a single-digit grade, add a zero in front of the grade number (e.g. grade 9 should be entered as "09"). You can do this as the column is formatted as a 'text' field. Do not leave this field blank. |
|  |   |
|  | (8) Hover over column names that have a red flag in the upper right corner. A note will appear with more about the requested data.  |
|  |   |