

# Entering CTE Data via Individual Enrollment

Under the Actions section, select **Individual Enrollment**:

DE56PerkinsAccountability

Production

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Then, **search for the student by name or student ID**.  
Once the list populates, click on the **document icon** on the far left.

Search Criteria Thursday, May 18, 2023

Last Name:

First Name:

SIMS#:

District #:

District Name:

Attendance Center Name:

School Year:

Search Results

	Last Name	First Name	SIMS	Date of Birth	Grade	Attendance Center
	Smith				12	01
	Smith				08	03
	Smith				11	01

The top section is where you can edit the individual's status if is a **single parent**.

You can also edit their **Placement** data however there are more efficient methods of doing this under the Placement Data Entry section. (note, the info displayed below is not a student named Smith nor from Beresford)

Student Detail

SIMS: [REDACTED]	Gender: M	Race/Ethnicity: Two or more races	DOB: [REDACTED]
Grade Level: [REDACTED]	Math: 0	ELA: 0	Science: 0
Single Parent: No	Migrant: [REDACTED]	Economically Disadvantaged: [REDACTED]	Disabled: No
Dropout: N	Graduate: [REDACTED]	Completer: [REDACTED]	LEP: [REDACTED]
Foster: N	Military: N	Placement: Select Placement Type	

Save

You may add industry certifications here if you would like however may be more efficient to use the **Industry Certifications** section in the blue box instead.

Industry or State Recognized Certificates

Career Cluster	Certificate	School Year
Add		

You can add CTE course data in the bottom section by clicking on Add. Typically, this should only be done for courses taught by teachers outside of your district such as in partnership with another district, the CTE Academy, NTHS, NWAS, the SD Center for Virtual Education or Dual Credit Courses.

Enrollment

CC#	Career Cluster	Class Assignment	Class Type	Credits	TSA	School Year
1	Agriculture, Food & Natural Resources	Introduction to Agriculture, Food, and Natural Resources	Cluster	0.50	[REDACTED]	2021
1	Agriculture, Food & Natural Resources	Introduction to Agriculture, Food, and Natural Resources	Cluster	0.50	[REDACTED]	2021

Add

Then, select and enter the applicable information:

Career Cluster	Agriculture, Food & Natural Resources
Class Assignment	Fundamental Natural Resources (18504SDVS)
Credits	0.5
TSA	81

Save Cancel