

### **Transcript information: How do I transcript these courses?**

The transcript must reflect the credit which is earned. Example options for transcription are listed, below.

a. Team Taught – two courses: In this example, student could earn CTE and core content credit: both CTE and core content assignment code must be posted on student's transcript. Example: Geometry in Construction, where the course is team taught and students earn both geometry and CTE credit. In this case, the following two codes must appear on the transcript: 02072 Geometry and 17003 Residential Construction

b. One course for core content credit. In this example, a CTE course title integrates all core content standards that are appropriate and therefore, the student may earn core content credit. The transcript should reflect the CTE code. Students cannot "double-dip" or use one course to meet both core content credit and CTE. DOE suggests that within the title put the core content title in parenthesis to indicate that the CTE course is approved for core content credit. Example: 18308 Ag Biotech (Life Science)

Note: Since students cannot "double-dip" in this case, they may choose to take the course for either core content credit OR CTE credit. In the event the student chooses CTE credit, it must be listed on the transcript with CTE listed in parentheses next to the course title. Example: 18308 Ag Biotech (CTE)

### **Perkins Data: How do I enter courses for Perkins data?**

Approved courses can be utilized as a CTE course for all students when reporting Perkins data in the Perkins Data collection portal. The CTE course code will need to be utilized in the Personnel Record Form (PRF) system for the appropriate teacher.