

# Vocational Education (Colorado) [.2120 - .2223]

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You are viewing a previous version of this article. See [Vocational Education \(Colorado\)](#) for the most current information.

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**Classic View:** *Student Information > General > Vocational Education*

**Search Terms:** Vocational Education

The Vocational Education tab captures the student's vocational education programs. Options here are specific to Colorado districts. Vocational Education student information is reported on the [VE-135 File](#).

The tab is separated into two parts:

- **Vocational Education** - lists the schools in which the student receives services, the start and end date, the CIP code, and the course name.
- **Vocational Education Detail** - provides detailed information of the student's selected Vocational Education.

Vocational Education Editor

Districts can determine which fields are required for entry using the [Attribute Dictionary](#) (expand the TEDS attribute). When the fields are marked as Required in the dictionary, an entry must be made in order to save the record. If the Required checkbox is not marked, data does not need to be entered.

If the Required checkbox is not marked and data is not entered for those fields, results on the [VE-135 Report](#) are not be populated.

## Vocational Education Editor

The following fields and options are available on the student's Vocational Education tool.

Field	Description
School	Indicates the school where the student receives CTE services.

Field	Description										
<b>Start Date</b>	Lists the date of when the student began receiving CTE services. Dates are entered in <i>mmddyy</i> format or can be entered using the Calendar icon.										
<b>End date</b>	Lists the date of when the student stopped receiving CTE services. Dates are entered in <i>mmddyy</i> format or can be entered using the Calendar icon.										
<b>Name</b>	Name of the Vocational Education service the student is receiving.										
<b>Status</b>	Indicates the status of the student's CTE program. <table border="1" data-bbox="391 611 1422 1077"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><b>COM: Completer</b></td> <td>Selection indicates the student completed all of the required credits.</td> </tr> <tr> <td><b>CON: Concentrator</b></td> <td>Selection indicates the student completed at least half of the required credits.</td> </tr> <tr> <td><b>PAR: Participant</b></td> <td>Indicates the student is participating in CTE course work.</td> </tr> <tr> <td><b>NOS: No Status</b></td> <td>Selection indicates the student completed less than half of the required credits.</td> </tr> </tbody> </table>	Code	Description	<b>COM: Completer</b>	Selection indicates the student completed all of the required credits.	<b>CON: Concentrator</b>	Selection indicates the student completed at least half of the required credits.	<b>PAR: Participant</b>	Indicates the student is participating in CTE course work.	<b>NOS: No Status</b>	Selection indicates the student completed less than half of the required credits.
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<b>CIP Code</b>	The 6-digit CIP Code of the student's CTE program.										
<b>Instructor</b>	The first 3 characters of the instructor's last name.  For example, John Smith is reported as "Smi."										
<b>VE Program ID</b>	The 5-digit VE Program ID (also known as the fiscal code or VE-115).										
<b>MS CTE</b>	When marked, the student reports on the VE-135 File.										
<b>WBL</b>	Indicates the experiences the student has had during their CTE program. Choose as many experiences as applicable.										

## Add a Vocational Education Record

1. Select the **Add Vocational Education** icon. A blank Vocational Editor appears.
2. Select the **School** from the dropdown list.
3. Enter the **Start Date** of the student being enrolled in Vocational Education programming.
4. Enter the **Name** of the program.
5. Enter a **Status**.
6. Enter the **CIP Code** of the program.
7. Enter the first three characters of the **Instructor's** name.
8. Enter the 5-digit **VE program ID**.
9. If this record is for a middle school student, mark the **MS CTE** checkbox.

10. Select the appropriate **WBL** options.
11. Click the **Save** icon when finished.

## End a Vocational Education Record

1. Select the appropriate Vocational Education record to end.
2. Enter an **End Date**.
3. Change the **Status** to reflect the student's completion status.
4. Click the **Save** icon when finished.

## Manage Documents

To view documents, click the **Documents** button on the action bar. Users with the appropriate tool rights may also complete the following tasks.

- [Upload Documents](#)
  - [Delete Documents](#)
  - [Replace Documents](#)
  - [Edit a Document Name or File Description](#)
  - [Download Documents](#)
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