



INDIANA COMMISSION *for* HIGHER EDUCATION

2023-2024 Assessments Taken for the Year - Funded Report

The below document provides instructions for high schools and CTE districts to run a report showing the data reported for industry certification reimbursement for the 23-24 school year. The deadline to report data was September 1, 2024. Questions can be directed to JVance@che.in.gov.

Step 1: Log into CTE InTERS. If your school does not have an InTERS account contact your [Area CTE Director](#) for assistance or the Commission's CTE [Data staff](#).

Step 2: Select the "Reports" tab

Step 3: Select the "Federal" tab

Step 4: Select the report titled "Assessments Taken for the Year-Funded"

Step 5: Select term dropdown and update to "List Term" 2023-2024

Step 6: Select location dropdown and update to the selection you desire (District or School)

Step 7: Based on your selection in Step 6 you may need to select a specific district or school

- ****Note**** *This report runs by home school*, meaning data is connected to the school the student is enrolled in.

Step 8: Leave the assessment dropdown set to the default "All"

Step 9: Leave the "include DOE codes" and "Location Breakdown" boxes unchecked

Step 10: Select approved type dropdown and update to "Grad Pathways"

Step 11: Select report type either as "count" or "audit"

- The "Count" option provides a summary PDF with a count of each assessment reported.
 - The "Audit" option provides additional detail in an Excel file. The file provides student level data and includes the actual reimbursement amount for each eligible assessment (column y). Column z identifies if the student participated in a CSA program (which would result in no reimbursement).
-

*Indiana Commission for Higher Education
September 2024*



