Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION
Office of College and Career Readiness
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Administrative Memorandum

Date: March 1, 2012
To: School Superintendents with Career Education Programs
Area Career Center Directors
From: Sharon Hoge, Ph.D.
Assistant Commissioner
Subject: CCR-12-003 – Guidance Related to Effectiveness Index Formula (EIF)

The Effectiveness Index Formula (EIF) is an incentive-based funding system comprised of two components: placement and enrollment. The goal of the EIF is to reward approved secondary Career and Technical Education (CTE) programs that achieve success in the positive placement of program completers.

Placement Component

The EIF defines a completer as a secondary student who earns three or more units of credit in approved secondary CTE programs (within a Sequence of Courses*) and graduates.

> To obtain the completer data, the Department will use the 2011 June Student Core and Attendance files in MOSIS. In these files, each Local Educational Agency (LEA) has identified each career education student as a CHS, CNP, CTP or CNT*.

To be included in the placement count, a completer must fall into one of the following categories: (1) a secondary student who continues his/her education in a related field, (2) a secondary student who becomes employed in a related field, or (3) a secondary student who enlists in the military.

> To obtain the placement data, the Department will use the February 2012 Student Graduate Follow Up file in MOSIS. In this file, each LEA has identified the CTE attending district, CTE attending school, follow-up status and CTE placement relation for each career education student.

Each area career center and comprehensive high school will utilize the 180-day follow-up results for secondary students who completed approved secondary career education programs.

> To obtain this data, the Department will match the completer's MOSIS ID in the 2011 June Student Core and Attendance file with the February 2012 Student Graduate Follow-Up MOSIS ID. If the completer was reported as either a 2YR R; 4YR R; NOC R; 2YR ER; 4YR ER; NOC ER; EMP R; MIL R or MIL NR*, the completer will be included in the count.

Enrollment Component
The enrollment number will be an unduplicated count of students enrolled in an approved career education program at a comprehensive high school and/or an area career center. To obtain this data, the Department will use the 2011 October Student Assignment file in MOSIS.

To ensure that each LEA receives the correct allocation from the EIF, please review and update, if necessary, any of the data elements mentioned above. The Department will allow LEAs to update data until **Friday, April 20, 2012**. On that date, the Department will assume that each LEA has made any necessary changes to the data, and the EIF allocations will be calculated.

Should you have any questions regarding the data to be used in the EIF, please contact Connie O'Brien at (573) 751-3524. If you have questions regarding the EIF allocations, please contact Andy Martin in the Finance section at (573) 751-0449.

*** Definitions**
Sequence of Courses – A series of courses that builds upon each other, shows a relationship and assists students in developing knowledge and skills leading to postsecondary education or employment.

CHS (Career Education Concentrator) – A secondary student who has earned three or more units of credit in a sequence in a Department-approved career education program area.

CNP (Concentrator Not Participant) – A secondary student who has earned three or more units of credit in a sequence in a Department-approved career education program area; however, is not participating in career education in the current school year.

CTP (Tech Prep Concentrator) – In addition to the requirements of a Tech Prep participant, the student will have earned three sequential CTE credits in grades 11 or 12.

CNT (Concentrator Tech Prep Not Participant) – In addition to the requirements of a Tech Prep participant, the student will have earned three sequential CTE credits in grades 11 or 12; however, is not participating in career education in the current school year.

2YR R – A CTE student attending a two-year college related to the program they received credit for while in high school.

2YR ER – A CTE student attending a two-year college in a field not related to the program they received credit for while in high school, but is employed in a job related to the program they received credit for while in high school.

4YR R – A CTE student attending a four-year college related to the program they received credit for while in high school.

4YR ER – A CTE student attending a four-year college in a field not related to the program they received credit for while in high school, but is employed in a job related to the program they received credit for while in high school.

NOC R – A CTE student attending a non-college credit postsecondary school related to the program they received credit for while in high school.

NOC ER – A CTE student attending a non-college credit postsecondary school in a field not related to the program they received credit for while in high school, but is employed in a job related to the program they received credit for while in high school.

EMP R – A CTE student competitively employed in a job related to the program they received credit for while in high school.

MIL R or NR – A CTE student serving in the military.