

Administrative Memo

Date: January 21, 2015
To: School District Administrators and Teachers
From: Sharon Helwig, Ph.D.
Assistant Commissioner
Subject: CCR-15-003 CTSO Data Collection in MOSIS

Beginning in the June cycle of the 2014-2015 school year, school districts will be required to provide student information regarding their participation in Career and Technical Student Organizations (CTSOs). This data will be reported within the Career Technical Student Organization (CTSO) file. The purpose of this data collection is to provide the department with a more concise look at the level of student participation in CTSOs.

CTSOs are an intra-curricular element of all Department-approved career education programs. CTSOs provide students with leadership skills, career competency, community service, and school service.

The file layout of the Career Technical Student Organization (CTSO) file may be reviewed at <http://dese.mo.gov/data-system-management/core-datamosis/file-layouts-2014-2015>

There are new code sets called Participation Level Codes that have been created for this new file. The Participation Level Codes are broken down as follows:

- 0 No participation
- 1 Dues paying member, no participation
- 2 Low level of participation (less than 25% participation in CTSO activities)
- 3 Medium level of participation (25-75% participation in CTSO activities)
- 4 High level of participation (greater than 75% participation in CTSO activities)

Percentages have been included to correctly report student participation in (CTSO) activities for the low, medium and high levels of participation. CTSO activities are determined locally and can include activities at the local, district, regional, state and national levels.

Specific information regarding this data collection will be shared during the MOSIS End of Year webinar, which is provided by the Office of Data System Management. This webinar is typically held at the end of April or the first part of May.

If you have specific questions, please contact Dennis Harden, Coordinator of Career Education at dennis.harden@dese.mo.gov or (573) 751-3500.