Ensuring Quality APR Data
MSIP 5: Standard 3: 5-6
Students Employed 180 Days After Graduation.

This document contains instructions for earning credit for students directly employed at the time of graduation or within six months of graduation during the February Follow-Up. These instructions do not apply to students in a post-secondary institution, technical school or branch of the military.

To get credit for employed graduates, the school must enter the program type and Classification for Instructional Programs (CIP) Code for a corresponding approved Career and Technical Education (CTE) course into their student information system (SIS). Personal Finance is the most common example because it is a statewide graduation requirement. However, any approved CTE course is valid for getting credit for employed students as long as the student completed that particular course.

To find a CTE approved course and the corresponding program type and CIP Code, follow these instructions:

1. Go to dese.mo.gov
2. Click on “Web Applications” on the home page
3. Login with your username and password

DESE Secured Web Application Logon

IMPORTANT NOTICE:
Inactive Account
Food and Nutrition Services
- Received an email concerning your inactive account? If so, please click HERE for more information.
- USER MANAGERS – The Food and Nutrition Services applications are only allowed one Authorized Representative.

If you already have a User Name, enter it below. Click [LogIn]
User Name: [Redacted]
Password: [Redacted]

Login

To view information available to the general public, Click [View Public Applications]

View Public Applications

4. Click on “Core Data”

User Applications

DESE Web Applications
- Adult Computer Enrollment System (ACES)
- Annual Report of the County Clerk
- Consultant Logs
- Core Data Collection
- Data Request Maintenance
- DESE Migrant Education
- Eligible Participant Maintenance
- ePeGS
- Missouri Comprehensive Data System (MCDS)
- Prop C Compliance
- User Manager
- Virtual Learning Platform

Report
- Report Menu -- All data and/or reports are now 

User Information
- Change Password
- Edit User Profile
- Edit Security Question/Answer
- Logon/Logoff
5. Click on “Reports” on the left-hand navigation bar

Location: Core Data Collection

- Core Data Collection
  - August Cycle
  - October Cycle
  - December Cycle
  - February Cycle
  - June Cycle
  - Reports
    - Edit Reports
    - Statewide Reports
    - DESE Web Application Menu
    - Logon/Logoff

6. Click on “Special Reports”
7. Click on “Approved Courses – Career Education”

8. Pick a course CIP code and program type for the desired course

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<thead>
<tr>
<th>Pgm-Ty</th>
<th>Cipcode</th>
<th>Course Number</th>
<th>Course Name</th>
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<td>016807</td>
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9. Enter both the program type number and the CIP code into your SIS for the employed student

Note: Because SISs differ between schools, the steps to input this information into your SIS may vary. Please contact your SIS vendor for further assistance.