DIRECTIONS FOR COMPLETION OF
COMPLETER/CONCENTRATOR FORM
2016

1. The completer/concentrator form this year will be completed as a Google Form which is on the CTE district webpage.
2. Each teacher will be responsible for filling out the form. Remember that when you begin to fill out the form, you cannot stop until the form has been completely filled out.
3. For reference to program areas, CIPCodes, and certifications, use the following website. http://ed.sc.gov/scdoe/assets/File/programs-services/152/documents/2015-16CATEStudentReportingProceduresGuide.pdf
4. Follow these guidelines when filling out the form.
    a. Enter the name of the school. Career center teachers should enter the homebased high school of the student.
    b. The teacher should enter his/her name for the second question.
    c. Check Yes if you work at one of the career centers or No if you do not.
    d. If you check Yes, you will have to enter the Remote School Code for the career center. These are the codes for the centers: 2301995 (Donaldson), 2301996 (Bonds), 2301997 (Enoree), 2301998 (Golden Strip).
    e. Next you should enter the email address of the counselor at the career center. This is to ensure that your counselor gets a copy of the completer form.
    f. For the next three entries, you will list the last name, first name, and middle name of the student as it appears in PS. Do not use nicknames. If the student goes by his middle name, do not list that as his first name. Make sure on all hyphenated last names that you list both parts of the last name.
    g. Next enter the date of birth of the student.
    h. The next field asks for the parent/guardian name.
    i. The next four fields ask for phone numbers. I strongly suggest that you get as many phone numbers as possible since you will need these next year when you follow up on the students who graduate.
    j. Also include the parent email in the next field. This could also be useful for contacting students for placement.
    k. A student is classified as a single parent if the student is the parent of a child and not married. This does not mean that the student comes from a single parent home. Do not poll the class to determine if any of the students are single parents. Ask the counselor if you do not know.
    l. If a student has an IEP that states that he/she is not to be taught all of the competencies of the class or the student is on the non-diploma track, check IEP for the question concerning counting the student in the standard assessment. The WP would be used if the student withdrew from the program. This would basically apply to students declared a concentrator this year but did not return next year to finish.

m. For the next question, enter the name of the program area the student is being declared a concentrator or completer. Examples would be Accounting, Welding, etc.

n. Next list the CIPCode of the program area that you named in the previous question.

o. Answer Yes or No to the question on whether the student is classified as a concentrator in the program area.

p. To indicate the year the student was declared a concentrator, use SP16 if declared a concentrator this spring or FA15 if declared a concentrator this past fall.

q. Next answer Yes or No to the question on whether the student is classified as a completer in the program area. If you answer Yes to this question, the answer to the concentrator question must also be Yes. You cannot be a completer without being declared a concentrator.

r. Use the same type dates to indicate when the student was declared a completer (SP16 or FA15).

s. Answer Yes or No to the question about industry certifications.

t. If you answer Yes to industry certifications, list the number of the certification, the name of the certification, and the date the student received the certification.

u. When you hit submit, you will receive a copy of the answers. A copy will also be sent to me. If you are in a career center, your counselor will also get a copy.