



South Carolina
Department of Education

Together, we can.

SC CAREER AND TECHNOLOGY EDUCATION
SASI Atom User Manual

2008-2009

This manual gives instruction on the purpose, use,
and completion of each field in this SASI South
Carolina defined atom.

**Standards and Learning Division, Office of Career and Technology Education
Educational Services Division, Office of Technology Services (OTS)
South Carolina Department of Education (SCDE)**

The screenshot shows a software window titled "SC Career & Technology Educ. Data Entry". The form is organized into several sections:

- Student Information:** Last Name, First Name, Middle Name, Grd, Gen, Student ID.
- Placement Details:** Sgl Parnt, Dpld Hmkr, Exceptions, CATETB/CIP Code, CATE Concentrator, Completer, Yr Comp.
- Remote/Diploma:** Remote, Diploma, CATE Placement, Placement Employer.
- Placement Information:** Placement Phone, Placement Job Title, Placement Supervisor.
- Higher Education:** Placement Start Date, Placement Higher Ed Name, Placement Higher Ed Program.
- Military:** Placement Military Branch, Placement Military Training, AtomDate.
- Certifications:** Certification 1, Certification 2, Certification 3.

At the bottom right, there are navigation buttons: a left arrow, a magnifying glass, a right arrow, and buttons for "Undo" and "Find".

Sgl Parnt (Single Parent)

{CATE: Shawn Larrymore, 803-734-8450 or Glenda Whittle, 803-734-8438}

Select the appropriate choice for this student.

The term "single parent" refers to a student: either a pregnant female student who is unmarried or a male or female student who is unmarried or legally separated from a spouse and has a minor child or children of whom he or she has either full custody or joint custody.

Blank = blank [default]

Y = Yes

N = No

Dpld Hmkr (Displaced Homemaker)

{CATE: Shawn Larrymore, 803-734-8450 or Glenda Whittle, 803-734-8438}

Select the appropriate choice for this student based on one or more of the following situations.

The term "displaced homemaker" refers to

- an individual who has worked primarily without remuneration to care for a home and family and for that reason has diminished marketable skills
- one who has been dependent on the income of another family member but is no longer supported by that income
- one who is a parent whose youngest dependent child will become ineligible to receive assistance under Part A of Title IV of the Social

Security Act within two years after the date on which the parent applies for assistance under this title

- one who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Blank = blank [default]

Y = Yes

N = No

Exceptions {CATE: [Shawn Larrymore, 803-734-8450](#) or [Glenda Whittle, 803-734-8438](#)}

Enter data on an annual basis for all students for the state assessment for Perkins accountability indicators and report card measures.

- ▶ Enter **I** (“IEP—non-diploma”) if the student has an IEP (individualized education program) stating that ***not all*** of the core standards will be taught.

Use the exception code **I** *exclusively* for students whose IEPs state that mastery of *only a portion* of the core standards in a program is appropriate.

Many students with IEPs do receive instruction in all of the required standards and therefore do qualify for a South Carolina high school diploma, and these students *should not be coded as “I”*.

- ▶ Enter **W** (“Withdrawn”) if the student withdrew from the CATE program or from the school during the school year.

Blank = blank [default]

I = IEP [non-diploma]

W = Withdrawn

CATE TBD {CATE: [Shawn Larrymore, 803-734-8450](#) or [Glenda Whittle, 803-734-8438](#)}

Not used.

*****NEW FIELD*****
 *****DESCRIPTION UNDER CONSTRUCTION*****

CIP Code {CATE: Shawn Larrymore, 803-734-8450 or Glenda Whittle, 803-734-8438}

Enter the appropriate code based on specific guidelines.

The Classification of Instructional Programs (CIP) codes designate the specific CATE programs and are used for federal reporting and for assessing the federal Perkins accountability indicators. Every student identified as a concentrator must be assigned a CIP code. Use only approved CIP codes. CIP codes are not the same as course codes. Guidelines on assigning CIP codes (*2008-2009 CATE Student Reporting Procedures Guide*) are available on the Web at

<http://www.ed.sc.gov/agency/offices/cate/datacollection/DataCollection.htm>

CATE Concentrator

{CATE: Shawn Larrymore, 803-734-8450 or Glenda Whittle, 803-734-8438}

Select the appropriate choice for this student.

A CATE Concentrator is a secondary student with an assigned CIP code who has earned 3 Carnegie units of credit in a state recognized CATE program.

Blank = blank [default]

Y = Yes

N = No

Completer (Completer)

{CATE: Shawn Larrymore, 803-734-8450 or Glenda Whittle, 803-734-8438}

Select the appropriate choice for this student.

A Completer is a CATE concentrator who has earned all of the required units in a CATE program identified by the assigned CIP code.

- ▶ **Note:** CATE programs must include a minimum of 4 Carnegie units of credit.

Blank = blank [default]

Y = Yes

N = No

Yr Comp (Completion Year)

{CATE: Shawn Larrymore, 803-734-8450 or Glenda Whittle, 803-734-8438}

This optional field assists you in knowing the year in which the student completed the course work related to his or her career goal.

Remote (School Number)

{CATE: Shawn Larrymore, 803-734-8450 or Glenda Whittle, 803-734-8438}

The Remote field specifies the location where the CATE program is offered. An entry should be made in this field only if the program is offered at a location other than the student's high school. This entry will identify the other high school or the career center that offers the particular program.

- ▶ **Note:** Leave this field blank if the program is offered at the student's home high school.

Diploma

{CATE: Shawn Larrymore, 803-734-8450 or Glenda Whittle, 803-734-8438}

Enter diploma data for **all** twelfth-grade students. The data for each student will be used to assess the school's and district's performance for the Perkins accountability indicators and the career center report card measure for high school graduation. Indicate in this field whether each twelfth-grade student met the criteria for receiving a South Carolina high school diploma or state certificate.

- ▶ **Note:** For any twelfth-grade student whose Diploma field is left blank and who meets all graduation requirements during the summer and receives a South Carolina high school diploma prior to the next school year, the school may change the entry code to "Y" and send a notification letter to the Office of Career and Technology Education by September 1. The notification should include the student's name, SUNS identification, and a request to update the Diploma field.

Blank = blank [default]

Y = Yes

N = No

CATE Placement (CATE Placement Level)

{CATE: Shawn Larrymore, 803-734-8450 or Glenda Whittle, 803-734-8438}

School districts and career centers are required by South Carolina law (S.C. Code Ann. § 59-53-1960) and by State Board of Education Regulation 43-234 to survey their CATE completers ten months after graduation to determine their placement status with regard to employment, postsecondary education, or military service. A record of the responses to this survey must be maintained by the districts/career centers for a period of three years. The survey records should contain sufficient information to allow for the verification of all reported placements.

In order to be available for placement, students must be program completers and must have graduated.

Enter one of the following CATE placement codes as appropriate:

- A – Employed, Related**
 - B – Employed, Unrelated**
 - C – Continuing Education or Postsecondary Education**
 - D – Military**
 - E – Unemployed or Not Seeking Employment**
 - F – Not Available for Placement (Status Unknown, Deceased, Incarcerated, or Medical Disability)**
 - G – Still in High School**
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Placement Employer (for Placement Codes A or B)

{CATE: [Shawn Larrymore, 803-734-8450](#) or [Glenda Whittle, 803-734-8438](#)}

Enter the company name where the student was placed after graduation.

Placement Phone (for Placement Codes A or B)

{CATE: [Shawn Larrymore, 803-734-8450](#) or [Glenda Whittle, 803-734-8438](#)}

Enter the employer's phone number.

Placement Job Title (for Placement Codes A or B)

{CATE: [Shawn Larrymore, 803-734-8450](#) or [Glenda Whittle, 803-734-8438](#)}

Enter the title of the job in which the student was placed after graduation.

Placement Supervisor (for Placement Codes A or B)

{CATE: [Shawn Larrymore, 803-734-8450](#) or [Glenda Whittle, 803-734-8438](#)}

Enter the name of the supervisor within the company where the student was placed after graduation.

Placement Start Date (for Placement Codes A or B)

{CATE: [Shawn Larrymore, 803-734-8450](#) or [Glenda Whittle, 803-734-8438](#)}

Enter the student's start date for placement in employment after graduation.

Placement Higher Ed Name (for Placement Code C)

{CATE: [Shawn Larrymore, 803-734-8450](#) or [Glenda Whittle, 803-734-8438](#)}

Enter the name of the postsecondary institution the student attended after graduation.

Placement Higher Ed Program (for Placement Code C)

{CATE: [Shawn Larrymore, 803-734-8450](#) or [Glenda Whittle, 803-734-8438](#)}

Enter the name of the program at postsecondary institution to which the student was admitted.

Placement Military Branch (for Placement Code D)

{CATE: [Shawn Larrymore, 803-734-8450](#) or [Glenda Whittle, 803-734-8438](#)}

Enter the name of the military branch in which the student enlisted after graduation.

Placement Military Training (for Placement Code D)

{CATE: [Shawn Larrymore, 803-734-8450](#) or [Glenda Whittle, 803-734-8438](#)}

Enter the name of the type of military training the student received at the branch in which the student enlisted after graduation.

Placement-level data will be used to assess the placement indicator required by Perkins IV and the career center report card measure for placement. As mandated in Section 59-53-1960 of the Code of Laws of South Carolina, in order for a job preparatory program other than occupational agriculture to continue to exist, 50 percent of its graduates who are available for placement must be placed during the prior three years in the area in which they were trained. The placement data reported in 2008-09 will be compiled with the data reported for the previous two years to obtain the percentage of students placed in a related area for the three-year period.

Students must be advised prior to enrollment in a job preparatory program of the possible discontinuation of the program and of the employment outlook for program graduates. Students enrolling in CATE programs that are not preparatory for employment must be clearly advised of this fact by the school district.

Certification 1, 2 & 3

{CATE: [Shawn Larrimore, 803-734-8450](#) or [Glenda Whittle, 803-734-8438](#)}

Provide certification information for your CATE students by selecting the appropriate certification(s) in the drop-down box on the SASI screen.

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|---|---|
| <p>01 = CompTIA A+
 02 = Academy of Info. Technology
 03 = ARI - Industry Competency Exams (ICE)
 05 = ASE - Auto Collision Repair
 06 = ASE - Auto Technology
 07 = AWS
 08 = Academy of Finance
 09 = Academy of Hospitality and Tourism
 10 = Electronics Technician
 12 = Certified Nurse Aide
 14 = Cisco Certified Network Associate
 15 = Emergency Medical Technician
 17 = EPA Section 608
 18 = First Responder
 19 = IC 3
 23 = Microsoft Office Specialist
 24 = Ntl. Health Care Found. Skill Standards
 25 = NCCER – A/C Ref. Technology
 26 = NCCER – Carpentry
 27 = NCCER – Electricity
 28 = NCCER – Mechatronics
 29 = NCCER – Masonry
 30 = NCCER – Plumbing
 31 = NCCER – Welding Technology
 32 = CompTIA Network+
 33 = NIMS</p> | <p>34 = Outdoor Power Equipment
 35 = Pharmacy Technician
 37 = ProStart
 39 = S.C. Cosmetology License
 40 = American Red Cross-Babysitting
 43 = Certified Rooms Division Specialist
 44 = First Aid/CPR/AED
 45 = CompTIA DHTI +
 46 = HVAC Excellence
 47 = Oracle
 49 = ServSafe
 50 = The Real Game
 51 = Electrocardiographic (EKG) Technician
 52 = Phlebotomist
 54 = ADDA - Certified Apprentice Drafter
 55 = S. C. Nail Technician License
 56 = NCCER - Core
 57 = Sports Safety Training
 58 = NCCER – NCCT National Construction Career Test
 59 = South Carolina Early Childhood Credential
 60 = Cisco Certified Entry Networking Technician
 61 = Microsoft Certification Application Specialist
 62 = Adobe Certified Associate</p> |
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