TO: Vice Presidents of Instruction
                Registrars
                Tech Prep Directors
                Workforce Education Deans

FROM: Michael Scroggins, Assistant Director, Information & Technology
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DATE: May 1, 2002 – updated June 17, 2002

SUBJECT: Coding Tech Prep Students – New Process

This memo is intended to clarify the new process for coding Tech Prep students in the Student Management System (SMS) as decided by WACRAO members. The funding for Tech Prep is increasingly based on data taken from SMS so it is important that this new coding procedure be implemented correctly and consistently.

Here are the steps of the new procedure:
1. The student must have a Transcript Biographic record. Use screen SM6008 to enter this information.
2. Using the screen SM6013, enter the course and grade information with a SECTION code of "T#P".
3. Run job SG080R or SG085R to append this record into the Transcripts database.
4. All student information must be entered by September 10 of each year.

These instructions are for direct transcripting. Colleges with large numbers of Tech Prep may wish to register the students, print grade rosters and post using the usual grading methods. What is most important is that the courses are built with the SECTION code of "T#P".

SBCTC staff will run a report each Fall that captures data for all Tech Prep students that were coded in the previous Fall, Winter, Spring and Summer quarters of each year. This information will be used for informing the Tech Prep funding formula.

Please contact Sally Zeiger Hanson at 360-753-3672 or Mike Scroggins at 360-586-8771 if you need any further information.