



# Postsecondary Student Coding & Reporting

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Community, technical, and state colleges provide information on a student's participation in a state-approved Tech Prep AAS degree program to the Texas Higher Education Coordinating Board. This information on Tech Prep students helps the Coordinating Board meet federal reporting requirements.



Tech Prep data elements are included in two reports.

The **CTC Student Report** (CBM001) includes all students enrolled in the institution on the official census date for each semester and shows how many students have declared a Tech Prep program major.

Item #13C Type Major. Enter the code which represents the primary major:

1. Academic
2. Technical
3. Tech Prep

**NOTE:** The Tech Prep declared major definition requires that students must declare themselves as specific Tech Prep majors who have matriculated from a high school Tech Prep program; course enrollment alone in Tech Prep courses is not sufficient to identify students as Tech Prep majors.

The **Tech Prep Student Report** (CBM00T) is completed annually in July and includes students who are enrolled in an approved Tech Prep postsecondary program and who matriculated from a high school Tech Prep program during the prior summer, fall, and spring terms. Each student is reported only once, during the first year that the student is accepted in a Tech Prep program in an institution.

This report also captures the number of semester credit hours that the postsecondary institution accepted or plans to accept in transfer credit (course articulation) from the student's high school Tech Prep program.

For more information, refer to the [Reporting and Procedures Manual for Public Community, Technical, and State Colleges, February 2001](#).

