Commonwealth of Virginia
Database Index Reporting Form

1. **Public Body Name & Numeric Code**: DOE (201)

2. **Database Title**: Student Enrollment /Completion (Voc. Ed.)

3. **Database Acronym**: CTERS

4. **Point of Contact**: Susan Williams

5. **Phone Number**: (804) 371-2924

6. **Signature & Date:**

7. **Database Description and Contents**: *(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)*

The database developed in Oracle that maintains data on student enrollment by career and technical program area for federal reporting. Enrollments are reported by gender. Sub-population membership, special program participation and completers are also reported by program area.

Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.

8. **Date of Last Update** August 24, 2001

9. **Frequency of Update**: Daily, O Weekly, Monthly, Other: Annually

10. **Formats Available and Schedule of Fees**: *(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)*

a. Format	b. Cost
Schema only – one copy	$65.00
Additional copies	$0.05 per page
Table Contents (ASCII format)	$65.00 per table

Send completed form to The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-1905 (Attn: Mary Clark).

5/30/97