

BTE Recordkeeping & Evaluation: BTE Participant List Instructions

Instructions for Site Coordinator

- The BTE Site Coordinator is responsible for providing the BTE Site Evaluator with an accurate and up-to-date BTE Participant List Template annually (i.e., Year 1, Year 2, and Exit-Year 3).
- The BTE Participant List Template contains four Excel spreadsheets (“sheets”) denoting the evaluation period or date of collection (i.e., Enrollment, Year 1, Year 2, and Exit-Year 3). Each sheet can be accessed by clicking on the appropriately labeled tab at the bottom of the spreadsheet file.
- At each reporting point, BTE participant data should be entered into the *same* sheet (e.g., Year 1 data for the BTE participants should be entered into the Year 1 sheet.)
- At each reporting point, the BTE Site Coordinator completing the appropriate Excel sheet should enter the site name, his or her own name, and the date of submission (as identified in the Evaluation Agreement) at the top of the sheet, where indicated.
- During the development of the BTE Evaluation Agreement, the partners determine the unique identification number for BTE participants (and Control Group). Each individual should maintain the same number throughout the evaluation). The BTE Site Coordinator maintains the BTE Participant List and shares updates on program status with the secondary school contact and the Site Evaluator by the unique identification number; this will ensure confidentiality.
- At enrollment/baseline, the BTE Site Coordinator records each BTE participant name, associated identification number, and program start date; this information should be recorded on the “Enrollment” sheet. This sheet is for recording keeping purposes only and should not be shared with the BTE Site Evaluator.
- At each reporting point, the BTE Site Coordinator develops an accurate list of BTE participants associated identification number, program status (e.g. enrolled/active participation, withdrew/not enrolled, or completed the program), and program end date (if applicable; this information should be recorded on the “Year 1, Year 2, or Exit-Year 3” sheet.
- Each student’s data should be entered on a separate row in the sheet.
- Each time a sheet is completed, the BTE Site Coordinator should follow the instructions on the following pages.

Enrollment Sheet		
Sheet Column Letter	Name of Column	Instructions for What to Enter
A	BTE Identification Number	Assigned identification number for each BTE participant (each individual should maintain the same number throughout the evaluation). This number is provided by the secondary school contact at baseline.
B	Name [First/Given Name]	BTE Participants First/Given Name (be sure to align all participant names with associated identification number.
C	Name [Last/Sur Name]	BTE Participants Last/SurName (be sure to align all participant names with associated identification number.
D	Start Date	The date [MM/DD/Year] the BTE participant started / enrolled in the BTE program.

Year 1 / Year 2 / Exit-Year 3 Sheets		
Sheet Column Letter	Name of Column	Instructions for What to Enter
A	BTE Identification Number	Assigned identification number for each BTE participant (each individual should maintain the same number throughout the evaluation). This number is provided by the secondary school contact at baseline.
B	Start Date	The date [MM/DD/YEAR] the BTE participant started / enrolled in the BTE program.
C	BTE Status	<p>Year 1 and Year 2:</p> <p>1 = Enrolled/Active BTE Participant 2 = Withdrew/No longer enrolled in the BTE program 3 = Completed/Graduated from three-year BTE Program</p> <p>Exit - Year 3:</p> <p>1 = Enrolled/Active BTE Participant 2 = Withdrew/No longer enrolled in the BTE program 3 = Completed/Graduated from three-year BTE Program</p>
D	BTE Program Participation End Date	If a BTE participant left the BTE program prior to the period being reported on, indicate the date [MM/DD/YEAR] that the student left the program. Note: the BTE Site Coordinator should provide an up-to-date list of BTE participants each program year.