

To support accurate reporting for STARS CTE-related CTSO data field, begin by understanding the membership criteria.

*CTE-related Career Technical Student Organizations (CTSO)
BPA, DECA, Educators Rising, FCCLA, FFA, HOSA, SkillsUSA, and TSA*

CTSO Student Group:

The STARS **Student Cohort Group Fact Template** is used to capture Career Technical Student Organizations (CTSO) that students are participating in during the school year. Every CTSO student **who is a paid member and enrolled in the national database**, is a participant and should be reported in this template.

Support the process through the following steps:

1. Notify your STARS contact that your CTE program will have CTSO membership.
2. Submit your membership names to the national organization and confirm payment (finalized membership).
3. Print four (4) copies of the membership roster.
4. Strike out any membership which is **not current** students (alumni, advisors, industry professionals, grade 13...).
5. Give a copy of the updated roster to:
 - 1.) Administration
 - 2.) Athletic/Activities Director
 - 3.) STARS Coordinator
 - 4.) Keep a copy for your records.
6. Repeat this process if membership changes.

Identify the key individuals who impact the STARS reporting process:

Administrator _____

Athletic Director/Activities Director _____

SCHOOL/DISTRICT STARS CONTACT _____

CTSO Sponsor _____

**Please submit your final membership rosters to
Administration, Athletic/Activities Director, and STARS Coordinator
by Friday, March 15, 2019**

CTSO Data Submission Schedule: EOY

If you don't know the name of your district's STARS coordinator, please call or email JoAnn Beuerle with the College and Career Readiness Bureau at (505) 827-6717, or joann.beuerle@state.nm.us for that information.