

# MOSIS CTSO (Career Technical Student Organization) (Missouri)

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Tool Search: MOSIS Extracts

The Career and Technical Student Organizations (CTSO) Extract reports department-approved career education programs, and is collected in June. CTSOs provide students with leadership skills, career competency, community service and school service.

*MOSIS CTSO Extract*

**Read** - Access and generate MOSIS CTSO (Career Technical Student Organization).

**Write** - N/A

**Add** - N/A

**Delete** - N/A

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

## Report Logic

# Flag Setup

The following Flag codes must match exactly, along with the State Reported and Active checkboxes marked, in order to report.

Students report when they are assigned a flag of the following within the school year being reported:

- DECA program flag Code must be **DECA**
- EdRising program flag Code must be **EDR**
- FBLA program flag Code must be **FBLA**
- FCCLA program flag Code must be **FCCLA**
- FFA program flag Code must be **FFA**
- HOSA program flag Code must be **HOSA**
- Pathways program flag Code must be **Pathways**
- SkillsUSA program flag Code must be **SkillsUSA**
- TSA program flag Code must be **TSA**

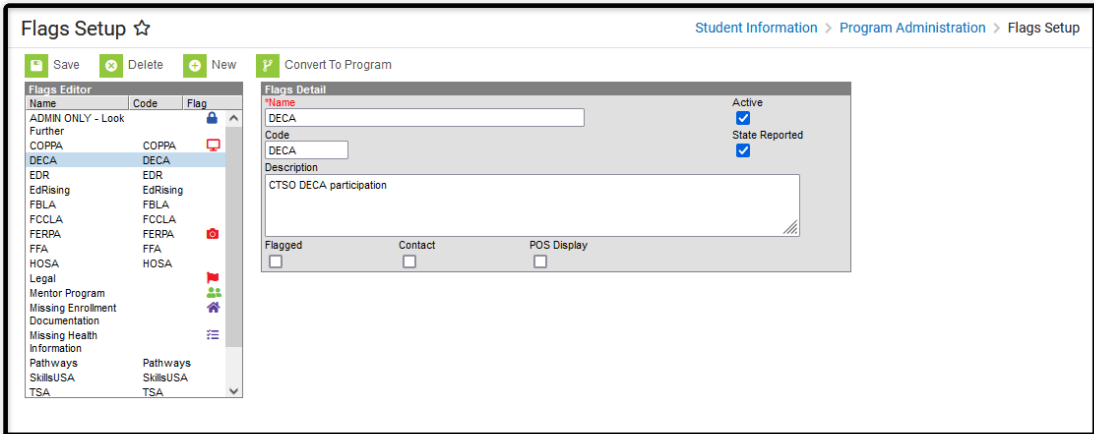
The code assigned on the flag (see articles listed below) **MUST** be one of these options in order for the student to report.

The following articles provide more information on flags:

- See the [Flags](#) article for information on creating flags.
- See the [Flags \(Student\)](#) article for information on assigning flags to students.
- See the [Batch Assignment Tool](#) article for mass assignment of flags.

The flag start date must be within the report generation Effective Date and the School Term Start Date.

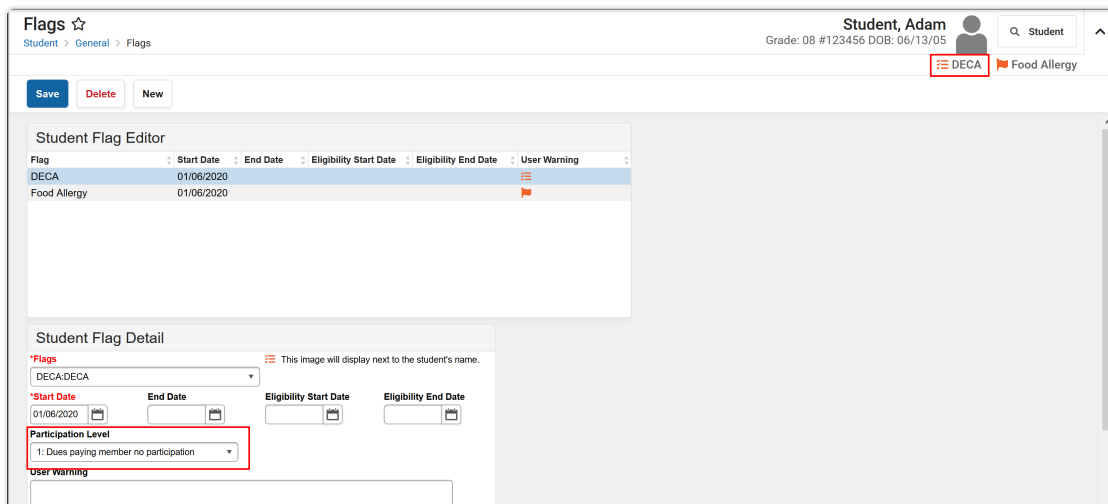
Flags must be marked for State Reporting. A sample flag may look like this:



Creating Flags for CTSO

This selected flag displays a flag image, which means when it's assigned to a student, a flag icon displays next to the student's name. The name of the flag and the assigned Participation Level (see the following list of available options) reports.

- 0 - No Participation
- 1 - Dues paying member, no participation
- 2 - Low level of participation less than 25%
- 3 - Medium level of participation 25-75%
- 4 - High level of participation greater than 75%



Student Flag Assignment

## Student Information

One record reports for the school of enrollment as of the effective date or the last school enrollment (if there is no enrollment on the effective date).

If the student is enrolled in multiple schools and the flag end date is null or after the effective date, the school of the latest enrollment reports or the last enrollment if the student is no longer enrolled.

If the student is assigned a flag that ends before the effective date but the selected calendars overlap with the start of a new flag, those flags report.

If the student has multiple records with the same flag name with different levels of participation and both flags are active (no end date), multiple records report listing the varying levels of participation and flag start dates.

Primary enrollments report. If there is no primary enrollment, secondary and special education enrollments report. If the student has multiple concurrent enrollments of the same type, the latest enrollment reports.

Students do not report when:

- Their enrollment record is marked as State Exclude or No Show.
- The grade level of enrollment is marked as State Exclude.
- The calendar of enrollment is marked as State Exclude.

## Report Editor

Field	Description
<b>Extract Type</b>	Selection determines which extract generates. For this report, choose CTSO.
<b>Reporting Period</b>	Indicates the section of the school year for which student data is being reported. CTSO is only reported in the June Reporting Period.
<b>Report Protected Identities</b>	When marked, student identity information (last name, first name, etc.) reports from the Protected Identity Information fields.
<b>Report State Excluded Students</b>	When marked, students who meet the report population requirements but their enrollment record is marked as State Exclude report along with all other records.  When not marked, students marked as State Exclude on their enrollment record are excluded from the report.
<b>Effective Date</b>	Entered date is used to return students who were enrolled as of that date. The current date is pre-populated, but can be modified by entering a new date in <i>mmdyy</i> format or by using the calendar icon to select a date.
<b>Ad hoc Filter</b>	Selecting an ad hoc filter limits the students reported to only those in the filter.
<b>Format</b>	The extract can be generated in CSV, HTML, Tab Delimited or XML. Use the State Format (CSV) when submitting the extract to the state; use the other formats for testing and data review prior to state submission.
<b>Select Calendars</b>	At least one calendar must be selected in order to generate the extract. Calendars can be chosen by Active Year, School Year or Year.

# Generate the CTSO Report

1. Select the **CTSO Extract Type**.
2. Select the **Reporting Period**.
3. Mark the **Report Protected Identities** checkbox, if desired.
4. Mark the **Report State Excluded Students** checkbox, if desired.
5. Enter the desired **Effective Date**.
6. Select any applicable **Ad hoc Filters**.
7. Select the **Format** of the extract.
8. Select which **Calendar(s)** to include within the extract.
9. Click the **Generate Extract** button.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1	Collection	CurrentSc	Reporting	Reporting	SendDistC	SendScho	StateID	LocalStudentID	LastName	FirstName	MiddleNa	Suffix	DateOfBirth	StudentGr	Gender	RaceEthni	DECA	FBLA	FCCI
2	2015Jun1.	2015	12345	1234			1234567890	123456	STUDENT	ALBUS	M		9/12/1997	11	M	W		1	0
3	2015Jun1.	2015	12345	1234			2345678901	234567	STUDENT	BENSON	M		9/12/1997	12	M	W		3	0
4	2015Jun1.	2015	12345	1234			3456789012	345678	STUDENT	CLAUDE	L		2/11/1998	11	M	W		0	0
5	2015Jun1.	2015	12345	1234			4567890123	456789	STUDENT	DARCY	M		8/10/1998	11	F	W		0	0
6	2015Jun1.	2015	12345	1234			5678901234	567890	STUDENT	EVELYN	F		2/13/1998	11	F	W		0	0
7	2015Jun1.	2015	12345	1234			6789012345	678901	STUDENT	FRANCINE	E		8/17/1997	11	F	W		0	2
8																			
9																			

CTSO Extract - State Format (CSV)

# Report Layout

Element Name	Description	Location
<b>Collection Version</b>	<p>Collection version number based on the submission type in which the cycle occurs and the current school year. Format is YYYYMMM1.0StuCore, where:</p> <ul style="list-style-type: none"> <li>• YYYY = selected calendar's End Year</li> <li>• MM1 = Collection Period Code (Oct, Dec, etc.)</li> <li>• StuCore = Extract Name Code</li> </ul> <p><i>Alphanumeric, 50 characters</i></p>	Not dynamically stored
<b>Current School Year</b>	<p>The ending year of the current school year as displayed in the selected year in the Campus toolbar.</p> <p><i>Numeric, 4 digits (YYYY)</i></p>	<p>Calendar Information &gt; School Year &gt; End Year</p> <p>SchoolYear.endYear</p>
<b>Reporting District Code</b>	<p>DESE-assigned 6-digit county district code.</p> <p><i>Numeric, 6 digits</i></p>	<p>District Information &gt; State District Number</p> <p>District.number</p>

Element Name	Description	Location
<b>Reporting School Code</b>	<p>DESE-assigned 6-digit school code for the reporting school.</p> <p>Reports the selected code entered on the State Reporting Fields Enrollment editor, if populated.</p> <ul style="list-style-type: none"> <li>• If not populated, the Calendar Type is used to determine the reported value. If the Calendar Type Code is AP: Alternative Program School, all students enrolled in that calendar report the value entered in the Residing School field on the State Reporting Enrollment editor.</li> <li>• If the Reporting School field is not populated and the Calendar Type is not AP, the School Organization Type is used. When the School Organization Type Code is AP: Alternative Program School, all students enrolled in that school report the value entered in the Residing School field on the State Reporting Enrollment editor.</li> <li>• If the Reporting School field is not populated and the Calendar Type is not AP and the School Organization Type is not AP, the Reporting School reports from the State School Number.</li> </ul> <p><i>Numeric, 6 digits*</i></p> <p><i>*Note: while this report displays the full 6 digit school code, the state only accepts 4 and this value will need to be manually adjusted before submitting to the state.</i></p>	<p>Enrollments &gt; State Reporting Fields &gt; Reporting School; Residing School</p> <p>Enrollment.reportingSchool Enrollment.residingSchool</p> <hr/> <p>Calendar Information &gt; Type</p> <p>Calendar.type</p> <hr/> <p>School Information &gt; School Org Type; State School Number</p> <p>School.type School.number</p>

Element Name	Description	Location
<b>Sending District Code</b>	<p>Reports the six-digit number of the district in sending the information, usually the same as the student's district of residence.</p> <p>This value reports from the Residing District field on the student's Enrollment record, if populated. If not populated, the State District Number reports.</p> <p><i>Numeric, 6 digits</i></p>	<p>Enrollments &gt; State Reporting Fields &gt; Residing District</p> <p>Enrollment.residingDistrict</p> <hr/> <p>District Information &gt; State District Number</p> <p>District.number</p>
<b>Sending School Code</b>	<p>Reports the four-digit number of the school sending the information, usually the same as the student's school of residence.</p> <p>This value reports only when the Sending District Code field is reported.</p> <p>This value reports from the Residing School field on the student's Enrollment record, if populated. If not populated, the State School Number reports.</p> <p><i>Numeric, 4 digits</i></p>	<p>Enrollments &gt; State Reporting Fields &gt; Residing School</p> <p>Enrollment.residentSchool</p> <hr/> <p>School Information &gt; State School Number</p> <p>School.number</p>
<b>State ID</b>	<p>State-assigned student identifier.</p> <p><i>Numeric, 10 digits</i></p>	<p>Demographics &gt; Person Identifiers &gt; State ID</p> <p>Person.stateID</p>
<b>Local Student ID</b>	<p>Local student ID maintained by the district. Allows for data to be associated to local systems from DESE source Systems.</p> <p><i>Alphanumeric, 20 characters</i></p>	<p>Demographics &gt; Person Identifiers &gt; Student Number</p> <p>Person.studentNumber</p>

Element Name	Description	Location
<b>Legal Last Name</b>	<p>Legal last name as it appears on the student's birth certificate.</p> <p>When the Report Protected Identities checkbox is marked on the report editor, the student's last name reports from the Legal Last Name field if populated.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>Demographics &gt; Person Information &gt; Last Name</p> <p>Identity.lastName</p> <hr/> <p>Identities &gt; Protected Identity Information &gt; Legal Last Name</p> <p>Identity.legalLastName</p>
<b>Legal First Name</b>	<p>Legal first name as it appears on the student's birth certificate.</p> <p>When the Report Protected Identities checkbox is marked on the report editor, the student's first name reports from the Legal First Name field if populated.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Demographics &gt; Person Information &gt; First Name</p> <p>Identity.firstName</p> <hr/> <p>Identities &gt; Protected Identity Information &gt; Legal First Name</p> <p>Identity.legalFirstName</p>
<b>Legal Middle Name</b>	<p>Legal middle Name as it appears on the birth certificate.</p> <p>When the Report Protected Identities checkbox is marked on the report editor, the student's middle name reports from the Legal Middle Name field if populated.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Demographics &gt; Person Information &gt; Middle Name</p> <p>Identity.middleName</p> <hr/> <p>Identities &gt; Protected Identity Information &gt; Legal Middle Name</p> <p>Identity.legalMiddleName</p>
<b>Legal Suffix</b>	<p>Generational indication (Jr., III, etc.) part of the name, if any.</p> <p>When the Report Protected Identities checkbox is marked on the report editor, the student's middle name reports from the Legal Suffix field if populated.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Demographics &gt; Person Information &gt; Suffix</p> <p>Identity.suffix</p> <hr/> <p>Identities &gt; Protected Identity Information &gt; Legal Suffix</p> <p>Identity.legalSuffix</p>



Element Name	Description	Location
<b>Date of Birth</b>	<p>Student birth date.</p> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	<p>Demographics &gt; Person Information &gt; Birth Date</p> <p>Identity.birthDate</p>
<b>Student Grade Level</b>	<p>Grade level at the time data is being submitted.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Enrollments &gt; General Enrollment Fields &gt; Grade</p> <p>Enrollment.grade</p>
<b>Gender</b>	<p>The student's gender.</p> <p>When the Report Protected Identities checkbox is marked on the report editor, the student's gender reports from the Legal First Name field if populated.</p> <p><i>Alphanumeric, 1 character (M or F)</i></p>	<p>Demographics &gt; Person Information &gt; Gender</p> <p>Identity.gender</p> <hr/> <p>Identities &gt; Protected Identity Information &gt; Legal Gender</p> <p>Identity.legalGender</p>
<b>Race/Ethnicity</b>	<p>The Race/Ethnicity Code of the student. The following values are returned:</p> <ul style="list-style-type: none"> <li>• If student is Hispanic, race/Ethnicity is H.</li> <li>• If student is Asian, race/Ethnicity is A.</li> <li>• If student is Native Hawaiian or Other Pacific Islander, race/Ethnicity is P.</li> <li>• If student is American Indian or Alaskan Native, race/Ethnicity is I.</li> <li>• If student is Black or African American, race/Ethnicity is B.</li> <li>• If student is White, race/Ethnicity is W.</li> <li>• If student is multiracial, race/Ethnicity is M.</li> </ul> <p><i>Alphanumeric, 1 character</i></p>	<p>Demographics &gt; Person Information &gt; Race Ethnicity</p> <p>Identity.race Ethnicity</p>

Element Name	Description	Location
<b>DECA</b>	<p>When the student has a flag for membership in Distributive Education Clubs of America, reports the assigned participation level code. Otherwise, reports a value of 0.</p> <p><i>Numeric, 1 digits</i></p>	<p>Flags &gt; Student Flag Detail &gt; Participation Level</p> <p>ProgramParticipation.concentrator</p>
<b>FBLA</b>	<p>When the student has a flag for membership in Future Business Leaders of America, reports the assigned participation level code. Otherwise, reports a value of 0.</p> <p><i>Numeric, 1 digits</i></p>	<p>Flags &gt; Student Flag Detail &gt; Participation Level</p> <p>ProgramParticipation.concentrator</p>
<b>FCCLA</b>	<p>When the student has a flag for membership in Family, Career and Community Leaders of America, reports the assigned participation level code.</p> <p>Otherwise, reports a value of 0.</p> <p><i>Numeric, 1 digits</i></p>	<p>Flags &gt; Student Flag Detail &gt; Participation Level</p> <p>ProgramParticipation.concentrator</p>
<b>HOSA</b>	<p>When the student has a flag for membership in Health Occupations Students of America, reports the assigned participation level code.</p> <p>Otherwise, reports a value of 0.</p>	<p>Flags &gt; Student Flag Detail &gt; Participation Level</p> <p>ProgramParticipation.concentrator</p>
<b>SkillsUSA</b>	<p>When the student has a flag for membership in SkillsUSA, reports the assigned participation level code. Otherwise, reports a value of 0.</p> <p><i>Numeric, 1 digits</i></p>	<p>Flags &gt; Student Flag Detail &gt; Participation Level</p> <p>ProgramParticipation.concentrator</p>

Element Name	Description	Location
<b>TSA</b>	<p>When the student has a flag for membership in Technology Student Association, reports the assigned participation level code.</p> <p>Otherwise, reports a value of 0.</p> <p><i>Numeric, 1 digits</i></p>	<p>Flags &gt; Student Flag Detail &gt; Participation Level</p> <p>ProgramParticipation.concentrator</p>
<b>FFA</b>	<p>When the student has a flag for membership in Future Farmers of America, reports the assigned participation level code.</p> <p>Otherwise, reports a value of 0.</p> <p><i>Numeric, 1 digits</i></p>	<p>Flags &gt; Student Flag Detail &gt; Participation Level</p> <p>ProgramParticipation.concentrator</p>
<b>EdRising</b>	<p>When the student has a flag for membership in EdRising, reports the assigned participation level code.</p> <p>Otherwise, reports a value of 0.</p> <p><i>Numeric, 1 digits</i></p>	<p>Flags &gt; Student Flag Detail &gt; Participation Level</p> <p>ProgramParticipation.concentrator</p>
<b>Pathways</b>	<p>When the student has a flag for membership in Pathways, reports the assigned participation level code.</p> <p>Otherwise, reports a value of 0.</p> <p><i>Numeric, 1 digits</i></p>	<p>Flags &gt; Student Flag Detail &gt; Participation Level</p> <p>ProgramParticipation.concentrator</p>