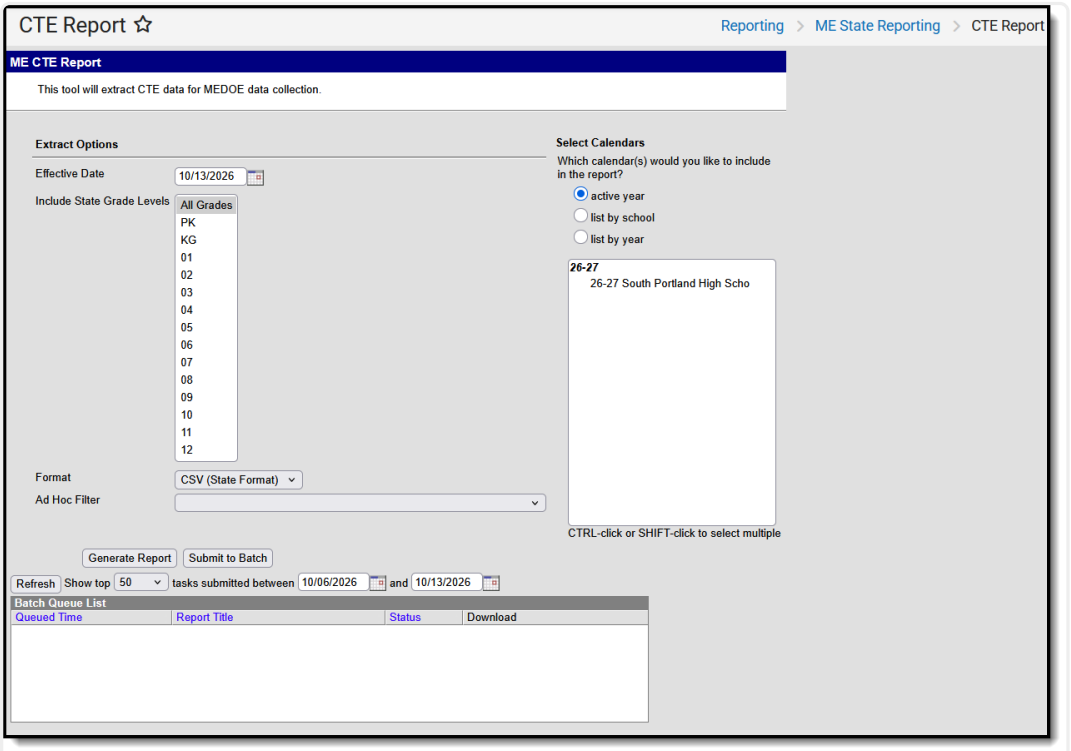
CTE Report (Maine)

Last Modified on 10/13/2026 9:28 am CDT

Path: Reporting > ME State Reporting > CTE Report

The CTE Report extracts Career and Technical Education (CTE) program data for upload into the Maine Department of Education's data system.



Maine CTE Report Editor

Report Logic

Logic determines the report population as follows:

- Report one record for each CTE record in the calendar(s) selected in the report editor.
- A student must have at least one enrollment record in the calendar(s) selected in the report editor.
- A student must have at least one CTE record in the calendar(s) selected in the report editor.
- The report will exclude any records tied to the following:
  - Enrollment records where State Exclude = True
  - Enrollment records where No Show = True
  - Records tied to Grade Levels marked as Exclude from state reporting
  - Records tied to calendars marked as Exclude
  - Enrollment records where the Start Date is greater than the Effective Date entered on the report editor.
  - CTE records where the CTE Start Date is greater than the report editor Effective Date.
- If the student has multiple records in the selected calendar, report the enrollment record with a Service Type = P: Primary.

    - If either or none of these enrollment records have a Service Type = P: Primary, report the enrollment record with the most recent Start Date.
    - If multiple enrollments have the same Start Date, report the enrollment record with the lowest enrollmentID.
- Data is reported from the core Career Tech Programs tool.
    - Students must have a CTE Programs Participation record active for at least one day in the selected calendar in order to be included in the report.
    - Only report the CTE program if the program's Start Date is less than or equal to the Effective Date entered on the extract editor. If the start date is in the previous calendar year it will not be reported. The Start Date of the program record must fall within the reporting school year calendar.
    - Only report the record if the associated CTE Program Admin Start Reported = True.
    - Only report if associated CTE Program Admin Category = CTE

Generating the Extract

1. Enter the **Effective Date**. Data as of this date will report.
2. Select which **State Grade Levels** will report data.
3. Select which **Calendars** will report data.
4. Select the report **Format**. For submission to the state, select the CSV (State Format).
5. To further narrow results, select an **Ad Hoc Filter** (optional).
6. Decide how to generate the report:

Generate Report	Click the **Generate Report** button to immediately generate the report. The report will appear in a separate window in the designated format.
Submit to Batch	Click the **Submit to Batch** button to send the extract to the Batch Queue List. Batch Queue functionality provides the ability to schedule when the extract is generated and allows users to navigate away from the Special Education Report editor while the extract is being built. The Batch Queue List also lets users view and access historical Special Education Reports that were run through the Batch Queue tool.

Understanding the CTE Report

Use the table below to better understand what each report column means and how it reports data.

Field	Description	Location
SAUID	Logic reports the District Number associated with the student's CTE record. *Numeric, 4 digits*	System Administration > Resources > District Info > State District Number District.number

Field	Description	Location
StateStudentID	Logic reports the Student State ID of the student. *Numeric, 9 digits*	Census > Demographics > Student State ID Person.stateID
School ID	NEO Organization ID for the attending school. • If CTE Admin School is not null, report the School Number associated with the schoolID for the value selected in CTE Admin School. • Else, report **School Number** associated with the student's CTEDataME record *Numeric, 4 digits*	Program Admin > Programs > Career Tech Programs > Career Tech Program Detail > School School.number Program.schoolID
YearCode	Logic concatenates the Start Year and End Year of the reported School Year associated with the student's CTE record, separated by a hyphen. *Numeric, 9 digits (YYYY-YYYY)*	System Administration > Calendar > School Years SchoolYear.startYear SchoolYear.endYear
Action	Currently reports as null.	N/A
CTECode	The CTE Program Code. Core CTE checkbox = True: • Report the Career Tech Program State Code (CIP) *Numeric, 15 digits*	Program Admin > Programs > Career Tech Programs > Career Tech Program Detail > State Code (CIP) Program.code

Field	Description	Location
StartDate	Logic reports the CTE Start Date. Report the Career Tech Program Start Date. *Date field (YYYYMMDD)*	Student Information > General > CTE > CTE Information > CTE Start Date ProgramParticipation.startDate Student Information > Academic Planning > Career Tech Program > Start Date
EndDate	Logic reports the CTE Exit Date. 1. If all of the following are true, report Career Tech Program **End Date**: ◦ Career Tech Program **End Date** <= Extract Editor **Effective Date** 2. Else, report null *Date field (YYYYMMDD*	Student Information > Academic Planning > Career Tech Program > End Date ProgramParticipation.endDate
EarlyCollegeLD	Logic looks to see if the individual is Early College LD. If all of the following are true, report 'Y': 1. Career Tech Program **Early College LD** = true Else, report 'N'. *Alphanumeric, 1 character (Y or N)*	Student Information > Academic Planning > Career Tech Program > Early College LD ProgramParticipationCTE.earlyCollegeLD

Field	Description	Location
Out-of-WorkInd	Indicates if the individual is currently out of work. If all of the following are true, report 'Y': • Career Tech Program **Out-of-WorkInd** = true Else, report N. *Alphanumeric, 1 character (Y or N)*	Student Information > Academic Planning > Career Tech Program > Out-of-Work Individual ProgramParticipationCTE.displacedHomemaker
SingleParent	Logic looks to see if the individual is a single parent. Report Y if 'Single Parent' on the Career Tech Program = True Else, report null. *Alphanumeric, 1 character (Y or N)*	Student Information > Academic Planning > Career Tech Program > Single Parent ProgramParticipationCTE.singleParent

Field	Description	Location

700InstHrs	Indicates the student is receiving at least 700 instructional hours in the CTE program in one year.
	
	Logic is as follows:
	1. If all of the following are true, report 'Y':
	  1. Career Tech Program**700 Instructional Hours** = true
	2. If all of the following are true Report 'N'
	  1. Career Tech Program **700 Instructional Hours**= FALSE
	
	Alphanumeric, 1 character (Y or N)
		Student Information > Academic Planning > Career Tech Program > 700 Instructional Hours
		
		ProgramParticipationCTE.insthrsmet

SatelliteProgram	The student is enrolled in a program at a satellite location.
	
	1. If all of the following are true, report 'Y':
	  ◦ Career Tech Program **Satellite Program** = true
	2. If all of the following are true Report 'N'
	  ◦ Career Tech Program **Satellite Program** = false
	
	Alphanumeric, 1 character (Y or N)
		Student Information > Academic Planning > Career Tech Program > Satellite Program
		
		ProgramParticipationCTE.satelliteProgram