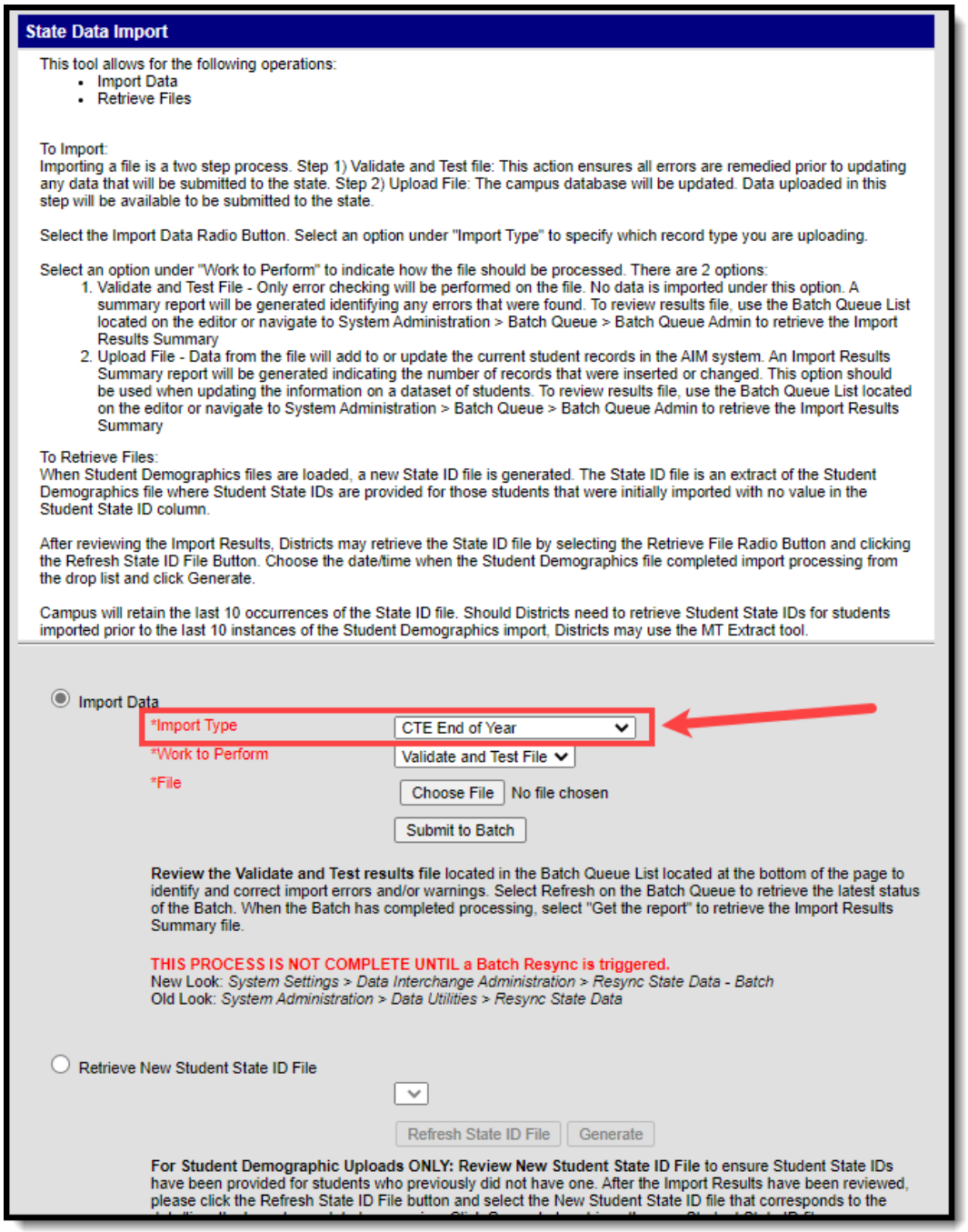
CTE End of Year Upload (Montana)

Last Modified on 05/01/2026 10:22 am CDT

Import Business Rules | Header Layout | Upload Layout

Tool Search: MT Data Upload

The CTE End of Year Upload allows users to import end of year CTE data into the Infinite Campus Montana Edition.



MT Uploads - CTE End of Year

Import Business Rules

- Student must have a primary, partial, or Special Ed enrollment in the district that matches the district and state IDs on the import.
- The enrollment must be within a calendar that has the same end year as the end year on the enrollment.
- Student can import data for multiple pathways.
    - Each pathway would appear as a row of data
    - Students can have multiple rows in the file
    - Students are allowed only one row per pathway.
- Pathway Credits must equal the sum of District Credits + Transfer Credits.
- The report can be run against a district's active year as well as any prior year.
    - The report can be run against calendars in prior years however only the current data within the CTE Concentrator state program tab, for students enrolled for those calendars, will report. There will not be a way to have a snapshot of the CTE Concentrator program data in prior years.
- The import can be used in district edition only.
- CTE Concentrator data imported into Campus District Edition or Montana Edition sites will sync to State Edition.

Header Layout

Data Element	Description	Type, Format and Length
Record Type	The abbreviation for the type of file extract generated. This will always report as HD.	Alphanumeric, 2 characters
Date	The most recent date the file was generated.	Date field, 10 characters MM/DD/YYYY
Time	The most recent time the file was generated.	Time field, 8 characters HH:MM:SS
Version	The most current version of the file interface specification and references to the application system. This field will always report as MT9.1.	Alphanumeric, 5 characters

Upload Layout

The following lists the data elements and formats for the CTE End of Year Upload.

The Retrieve New Student State ID File option is only relevant to Student Demographic uploads. Please ignore this option.

Data Element	Description	Format	Campus UI and Database
Record Type	The abbreviation for the type of file upload entered. Must equal 'CE' • Required	Alphanumeric, 2 characters	Not dynamically stored
District Number	This is a unique system number that identifies the district uploading the information, assigned by the Montana Office of Public Instruction. • Required • The District Number must be four characters long. Zero padding is required.	Numeric, 4 digits	District Information > State District Number District.number
Student State ID	Unique student ID number assigned by OPI. • Required • Must be nine digits long, no zero padding required. • Allow value to report only if the student is or has been enrolled in grade 09, 10, 11, 12.	Numeric, 9 digits	Demographics > Student State ID Person.stateID
Student Local ID	Unique student ID number assigned by the school of enrollment. • Length must be between 0-15 characters	Numeric, 15 digits	Demographics > Local Student Number Person.studentNumber
Last Name	Student's legal last name.	String, 50 characters	Demographics > Last Name Identity.lastName
First Name	Student's legal first name.	String, 50 characters	Demographics > First Name Identity.firstName
Pathway	The career and technical education pathway the student is following. • Required	String, 2-4 characters	State Programs > CTE Concentrator > Pathway CTEConcentrator.pathway

Data Element	Description	Format	Campus UI and Database
	• Allow only if grade = 09, 10, 11, 12. • If the Pathway code did not previously exist in the student's CTE Concentrator tab both the Start Date and Modified Date will display the date the file was imported. • If the Pathway code already exists in the student's CTE Concentrator tab the file will update the Pathway record IF: 1. Current field values stay the same or increase in value. ▪ CTE Concentrator can change from 'No' to 'Yes' ▪ Single Parent can change from 'No' to Yes' ▪ Pathway Credits can increase in value ▪ District Credits can increase in value ▪ Non District Credits can increase in value ▪ Dual Enrollment Credits can increase in value ▪ Work Based Learning Credits can		

Data Element	Description	Format	Campus UI and Database
	increase in value • Modified Date in the CTE Concentrator Tab will display the date the file was imported • Start Date will not be changed.		
Concentrator	Indicates if the student is a Concentrator in the pathway. • Required • Allow only if grade = 09, 10, 11, 12. • Y = Concentrator • N = Participant • Can change from “No” to “Yes” • If the existing CTE Concentrator value for the Pathway is “Yes” and the file is “No” the record will not be imported and an error will display	Y / N	State Programs > CTE Concentrator > Concentrator CTEConcentrator.cteStatus

Data Element	Description	Format	Campus UI and Database
Single Parent	A student who is unmarried or legally separated from a spouse and has a minor child or children for which he/she has either custody/joint custody or is pregnant. • Required • Allow only if grade = 09, 10, 11, 12. • If the Pathway already exists the value for Single Parent in the file must match the current value or can change from “No” to “Yes” • If the existing Single Parent value for the Pathway is “Yes” and the file is “No” the record will not be imported and an error will display.	Y / N	State Programs > CTE Concentrator > Single Parent CTEConcentrator.singleParent

Data Element	Description	Format	Campus UI and Database

Pathway Credits	Total CTE credits earned in the pathway.
	• Allow only if grade = 09, 10, 11, 12.
	• Must be numeric
	• Must be at least 0.0
	• District Credits + Out of District Credits + Middle School Credits must equal Pathway Credits total.
	• Pathway Credits must equal the sum of District Credits and Non-District Credits.
	  ◦ If not the record will not be imported and an error will appear.
	• If the Pathway already exists the value for Pathway Credits can only stay the same or increase in value.
	  ◦ If the existing Pathway Credits value for the Pathway is greater than the value in the file the record will not be imported and an error will display.
		Numeric	State Programs > CTE Concentrator > Pathway Credits
			
			CTEConcentrator.pathwayCredits

Data Element	Description	Format	Campus UI and Database
District Credits	Total number of credits the student earned for the pathway within the current district. • Allow only if grade = 09, 10, 11, 12. • Must be numeric • Must be at least 0.0 • District Credits + Out of District Credits + Middle School Credits must equal Pathway Credits total. • If the Pathway already exists the value for District Credits can only stay the same or increase in value. ◦ If the existing District Credits value for the Pathway is greater than the value in the file the record will not be imported and an error will display.	Numeric	State Programs > CTE Concentrator > In District Credits CTEConcentrator.districtCredits

Data Element	Description	Format	Campus UI and Database
Non District Credits	Total number of credits the student earned for the pathway in schools outside of the current district. • Allow only if grade = 09, 10, 11, 12. • Must be numeric • Must be at least 0.0 • District Credits + Out of District Credits + Middle School Credits must equal Pathway Credits total • If the Pathway already exists the value for Non District Credits can only stay the same or increase in value. ◦ If the existing Non District Credits value for the Pathway is greater than the value in the file the record will not be imported and an error will display.	Numeric	State Programs > CTE Concentrator > Out of District Credits CTEConcentrator.nonDistrictCredits

Data Element	Description	Format	Campus UI and Database
Middle School Credits	Total number of credits the student earned for the pathway in Middle School. • Allow only if grade = 09, 10, 11, 12. • Must be numeric and at least 0.0. • District Credits + Out of District Credits + Middle School Credits must equal Pathway Credits total. • If the Pathway already exists, the value for Middle School Credits can only stay the same or increase in value ◦ If the existing Middle School Credits value for the Pathway is greater than the value in the file, the record will not be imported, and an error will display.	Numeric	State Programs > CTE Concentrator > Middle School Credits Earned cteConcentrator.middleSchoolCredits

Data Element	Description	Format	Campus UI and Database
Dual Enrollment Credits	Total Dual Enrollment credits earned in the pathway. • Allow only if grade = 09, 10, 11, 12 • Must be numeric • If the Pathway already exists the value for Dual Enrollment Credits can only stay the same or increase in value. ◦ If the existing Dual Enrollment Credits value for the Pathway is greater than the value in the file the record will not be imported and an error will display.	Numeric	State Programs > CTE Concentrator > Dual Enrollment Credits CTEConcentrator.dualEnrollCredits

Data Element	Description	Format	Campus UI and Database
Work Based Learning Credits	Total Work Based Learning credits earned in the pathway. • Allow only if grade = 09, 10, 11, 12 • Must be numeric • If the Pathway already exists the value for Work Based Learning Credits can only stay the same or increase in value. ◦ If the existing Work Based Learning Credits value for the Pathway is greater than the value in the file the record will not be imported and an error will display.	Numeric	State Programs > CTE Concentrator > Work Based Learning Credits CTEConcentrator.workBasedCredits
Filler	Filler field	N/A	N/A
Year	The school year reporting data. This is the end year of the school year, so if reporting 2020-2021, the reported Year would be 2021. • Required • Must match the end year for the calendar	Number	Calendar > End Year Calendar.endYear