

CTE End of Year Upload (Montana)

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

State Data Import

This tool allows for the following operations:

- Import Data
- Retrieve Files

To Import:
Importing a file is a two step process. Step 1) Validate and Test file: This action ensures all errors are remedied prior to updating any data that will be submitted to the state. Step 2) Upload File: The campus database will be updated. Data uploaded in this step will be available to be submitted to the state.

Select the Import Data Radio Button. Select an option under "Import Type" to specify which record type you are uploading.

Select an option under "Work to Perform" to indicate how the file should be processed. There are 2 options:

1. Validate and Test File - Only error checking will be performed on the file. No data is imported under this option. A summary report will be generated identifying any errors that were found. To review results file, use the Batch Queue List located on the editor or navigate to System Administration > Batch Queue > Batch Queue Admin to retrieve the Import Results Summary
2. Upload File - Data from the file will add to or update the current student records in the AIM system. An Import Results Summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a dataset of students. To review results file, use the Batch Queue List located on the editor or navigate to System Administration > Batch Queue > Batch Queue Admin to retrieve the Import Results Summary

To Retrieve Files:
When Student Demographics files are loaded, a new State ID file is generated. The State ID file is an extract of the Student Demographics file where Student State IDs are provided for those students that were initially imported with no value in the Student State ID column.

After reviewing the Import Results, Districts may retrieve the State ID file by selecting the Retrieve File Radio Button and clicking the Refresh State ID File Button. Choose the date/time when the Student Demographics file completed import processing from the drop list and click Generate.

Campus will retain the last 10 occurrences of the State ID file. Should Districts need to retrieve Student State IDs for students imported prior to the last 10 instances of the Student Demographics import, Districts may use the MT Extract tool.

Import Data

*Import Type CTE End of Year ▼

←

*Work to Perform Validate and Test File ▼

*File Choose File No file chosen

Review the Validate and Test results file located in the Batch Queue List located at the bottom of the page to identify and correct import errors and/or warnings. Select Refresh on the Batch Queue to retrieve the latest status of the Batch. When the Batch has completed processing, select "Get the report" to retrieve the Import Results Summary file.

THIS PROCESS IS NOT COMPLETE UNTIL a Batch Resync is triggered.
 New Look: [System Settings > Data Interchange Administration > Resync State Data - Batch](#)
 Old Look: [System Administration > Data Utilities > Resync State Data](#)

Retrieve New Student State ID File

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For Student Demographic Uploads ONLY: Review New Student State ID File to ensure Student State IDs have been provided for students who previously did not have one. After the Import Results have been reviewed, please click the Refresh State ID File button and select the New Student State ID file that corresponds to the

Image 1: 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' <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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.	String, 2-4 characters	State Programs > CTE Concentrator > Pathway CTEConcentrator.pathway

Data Element	Required Description	Format	CTE Concentrator Pathway Campus UI and Database
	<ul style="list-style-type: none"> • 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: <ol style="list-style-type: none"> 1. Current field values stay the same or increase in value. <ul style="list-style-type: none"> ▪ 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 		

Data Element	Description	Learning Credits can increase in	Format	Campus UI and Database
	<ul style="list-style-type: none"> Modified Date in the CTE Concentrator Tab will display the date the file was imported Start Date will not be changed. 	value		
Concentrator	<p>Indicates if the student is a Concentrator in the pathway.</p> <ul style="list-style-type: none"> 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		<p>State Programs > CTE Concentrator > Concentrator</p> <p>CTEConcentrator.cteStatus</p>

Data Element	Description	Format	Campus UI and Database
Single Parent	<p>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.</p> <ul style="list-style-type: none"> • 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	<p>Total CTE credits earned in the pathway.</p> <ul style="list-style-type: none"> • Allow only if grade = 09, 10, 11, 12. • Must be numeric • Must be at least 0.0 • Pathway Credits must equal the sum of District Credits and Non District Credits. <ul style="list-style-type: none"> ◦ 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. <ul style="list-style-type: none"> ◦ 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	<p>Total number of credits the student earned for the pathway within the current district.</p> <ul style="list-style-type: none"> • Allow only if grade = 09, 10, 11, 12. • Must be numeric • Must be at least 0.0 • If the Pathway already exists the value for District Credits can only stay the same or increase in value. <ul style="list-style-type: none"> ◦ 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	<p>Total number of credits the student earned for the pathway in schools outside of the current district.</p> <ul style="list-style-type: none"> • Allow only if grade = 09, 10, 11, 12. • Must be numeric • Must be at least 0.0 • If the Pathway already exists the value for Non District Credits can only stay the same or increase in value. <ul style="list-style-type: none"> ◦ 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	<p>State Programs > CTE Concentrator > Out of District Credits</p> <p>CTEConcentrator.nonDistrictCredits</p>

Data Element	Description	Format	Campus UI and Database
Dual Enrollment Credits	<p>Total Dual Enrollment credits earned in the pathway.</p> <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> ◦ 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	<p>Total Work Based Learning credits earned in the pathway.</p> <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> ◦ 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	<p>State Programs > CTE Concentrator > Work Based Learning Credits</p> <p>CTEConcentrator.workBasedCredits</p>
Filler	Filler field	N/A	N/A
Year	<p>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.</p> <ul style="list-style-type: none"> • Required • Must match the end year for the calendar 	Number	<p>Calendar > End Year</p> <p>Calendar.endYear</p>