

# CTE End of Year Extract (Montana)

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**PATH:** *MT State Reporting > MT Extracts > CTE End of Year*

**Search Term:** *MT Extracts*

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

Image 1: MT Extracts - CTE End of Year

## Business Rules

- If a student has multiple active enrollment records in the selected calendar, export the most recent enrollment.

- This extract can be generated in both District and State Editions of Infinite Campus.
- State Edition users can extract the CTE End of Year file but cannot import this file directly into the State Edition.

## Header Layout

Data Element	Description	Type, Format and Length
<b>Record Type</b>	The abbreviation for the type of file extract generated. This will always report as HD.	Alphanumeric, 2 characters
<b>Date</b>	The most recent date the file was generated.	Date field, 10 characters MM/DD/YYYY
<b>Time</b>	The most recent time the file was generated.	Time field, 8 characters HH:MM:SS
<b>Version</b>	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

## Extract Layout

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

Data Element	Description	Format	Campus UI and Database
<b>Record Type</b>	Always reports a value of 'CE'.	Alphanumeric, 2 characters	Not dynamically stored
<b>District Number</b>	This is a unique system number that identifies the district uploading the information, assigned by the Montana Office of Public Instruction.	Numeric, 4 digits	System Administration > Resources > District Information > State District Number  District.number
<b>Student State ID</b>	Unique student ID number assigned by OPI.	Numeric, 9 digits	Census > People > Demographics > Student State ID  Person.stateID
<b>Student Local ID</b>	Unique student ID number assigned by the school of enrollment.	Numeric, 15 digits	Census > People > Demographics > Local Student Number  Person.studentNumber

<b>Data Element</b>	<b>Description</b>	<b>Format</b>	<b>Campus UI and Database</b>
<b>Last Name</b>	Student's legal last name.	String, 50 characters	Census > People > Demographics > Last Name  Identity.lastName
<b>First Name</b>	Student's legal first name.	String, 50 characters	Census > People > Demographics > First Name  Identity.firstName
<b>Pathway</b>	The career and technical education pathway the student is following.	String, 2-4 characters	Student Information > Program Participation > State Programs > CTE Concentrator > Pathway  CTEConcentrator.pathway
<b>Concentrator</b>	Indicates if the student is a Concentrator in the pathway.	Y / N	Student Information > Program Participation > State Programs > CTE Concentrator > Concentrator  CTEConcentrator.cteStatus
<b>Single Parent</b>	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.	Y / N	Student Information > Program Participation > State Programs > CTE Concentrator > Single Parent  CTEConcentrator.singleParent
<b>Pathway Credits</b>	Total CTE credits earned in the pathway.	Numeric	Student Information > Program Participation > State Programs > CTE Concentrator > Pathway Credits  CTEConcentrator.pathwayCredits
<b>District Credits</b>	Total number of credits the student earned for the pathway within the current district.	Numeric	Student Information > Program Participation > State Programs > CTE Concentrator > In District Credits  CTEConcentrator.districtCredits

Data Element	Description	Format	Campus UI and Database
<b>Non District Credits</b>	Total number of credits the student earned for the pathway in schools outside of the current district.	Numeric	Student Information > Program Participation > State Programs > CTE Concentrator > Out of District Credits  CTEConcentrator.nonDistrictCredits
<b>Dual Enrollment Credits</b>	Total Dual Enrollment credits earned in the pathway.	Numeric	Student Information > Program Participation > State Programs > CTE Concentrator > Dual Enrollment Credits  CTEConcentrator.dualEnrollCredits
<b>Work Based Learning Credits</b>	Total Work Based Learning credits earned in the pathway.	Numeric	Student Information > Program Participation > State Programs > CTE Concentrator > Work Based Learning Credits  CTEConcentrator.workBasedCredits
Filler	Filler field	N/A	N/A
<b>Year</b>	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.	Number	System Administration > Calendar > Calendar > End Year  Calendar.endYear