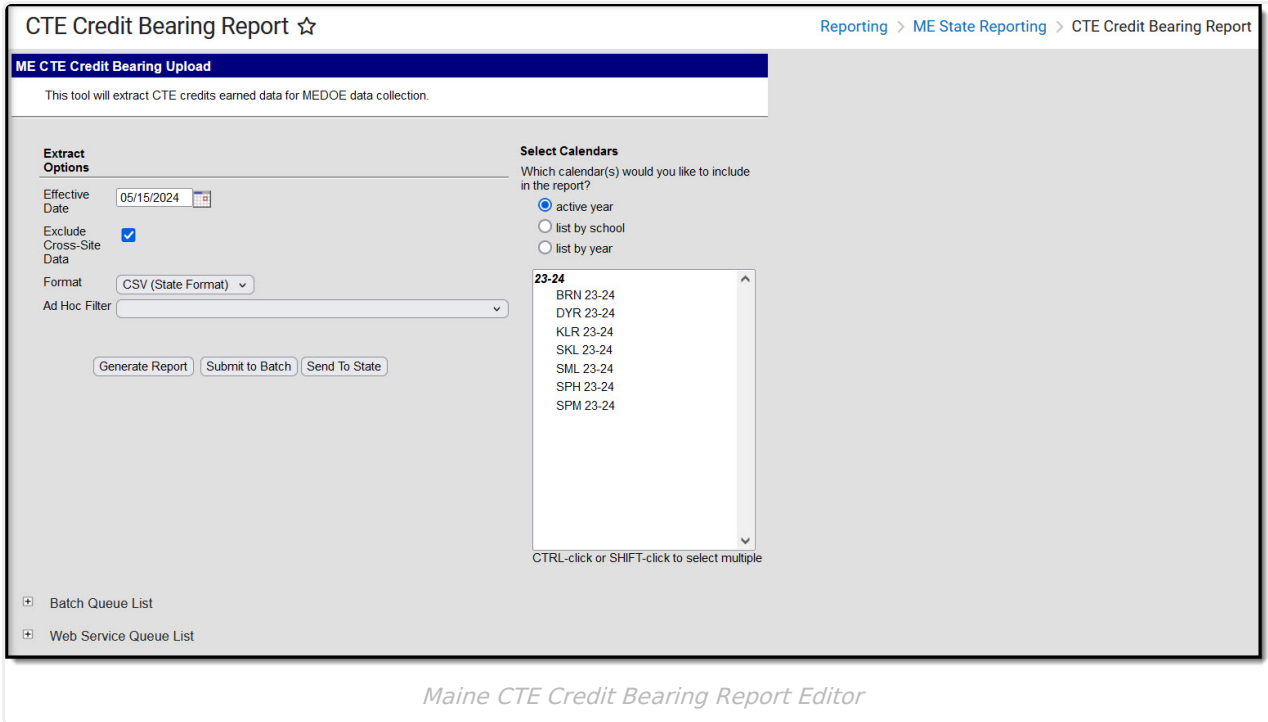


# CTE Credit Bearing Report (Maine)

Last Modified on 05/30/2024 11:29 am CDT

Tool Search: CTE Credit Bearing Upload

The CTE Credit Bearing Report details the number of CTE credits earned for student(s).



## Reporting Population and Business Rules

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### Generate the Report

1. Enter the **Effective Date**. Only qualified course sections active as of this date will report data.
2. To exclude cross-site data from the report, mark the **Exclude Cross-Site Data** option. To include this data, be sure the checkbox is left unmarked.
3. Select the report **Format**.
4. To filter the report for a specific set of data, select an **Ad Hoc Filter**. Filters are created in the Filter Designer tool.
5. Select which **Calendar(s)** will report data.
6. Select how the data is generated/sent:
  - **Generate Report** - Select this option to generate the report immediately.
  - **Submit to Batch** - Select this option to schedule when the report will be generated. The report will appear in the Batch Queue List.
  - **Submit to State** - Select this option to send the report to the Maine State Edition of Infinite Campus. You can view upload progress to the state within the Web Service Queue list.

CourseSection is only available in the HTML format of the extract.

## Report Data Elements

See the table below for details about each report element.

This report return credits earned per class - i.e. since a class/course identifier is NOT returned in the state format (CSV) of this report, records MAY appear to be duplicated

For example:

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Data Element Label	Description	UI and Database Location
<b>SAUID</b>	Report the District Number <ul style="list-style-type: none"> <li>• NEO Organization ID for the attending SAU</li> <li>• District number on import MUST match district number tied to the student's enrollment. If no match provide the following error: "Student does not have an enrollment in this SAU Id, School ID, and school year."</li> <li>• Required</li> </ul>	System Administration > Resources > District Info > State District Number  District.number
<b>StateStudentID</b>	Report Student State ID <ul style="list-style-type: none"> <li>• The student's state ID</li> <li>• Must match an existing state ID of student in the selected district. If no match is found, provide the following error: "There are currently no students enrolled with this state ID"</li> <li>• Required</li> </ul>	Census > Demographics > Student State ID  Person.stateID

Data Element Label	Description	UI and Database Location
<b>SchoolID</b>	Report the School Number <ul style="list-style-type: none"> <li>• NEO Organization ID for the attending school</li> <li>• Must match on school number of the student's enrollment in the school year. Provide the following error if student has no enrollment in selected school. "Student does not have an enrollment in this SAU Id, School ID, and school year."</li> <li>• Required</li> </ul>	
<b>Year</b>	Report concatenated school year start year-end year.  <i>Example: 2021-2022</i>	System Administration > Calendar > School Years  SchoolYear.startYear SchoolYear.endYear
<b>CTECode</b>	Reports the Course > CIP Code <ul style="list-style-type: none"> <li>• CTE program code</li> <li>• The code must match the value and format in a list provided by MDOE. CIP code must match what codes have been approved for the uploading CTE</li> <li>• Required</li> </ul>	
<b>StartDate</b>	Report Career Tech Program Start Date <ul style="list-style-type: none"> <li>• CTE Start Date</li> <li>• Must be within the school year of the upload.</li> <li>• Required</li> </ul>	Student Information > General > CTE > CTE Information > CTE Start Date  ProgramParticipation.startDate
<b>Institution</b>	Per student/course record look to see if the student has a code selected in the CTE Institution field on the section roster of record, if populated, report <ol style="list-style-type: none"> <li>1. Else look to see if there is a value selected in the CTE Institution field on Course               <ul style="list-style-type: none"> <li>◦ Else leave null/blank</li> </ul> </li> </ol> <a href="#">Click here</a> to see Institution codes.	Scheduling > Course > CTE Institution  Scheduling > Sections > CTE Institution

Data Element Label	Description	UI and Database Location
<b>CreditAmount</b>	<p>Cumulative Credits from all Grading Tasks flagged final.</p> <p>If only one Final Grade Grading task is present, reports credits earned captured only on that task regardless of how many other grading tasks may hold potential credits earned. If &gt;1 Final Grade Grading task is present on the reporting section for that student, report cumulative credits earned from all Grading Tasks flagged final.</p> <ul style="list-style-type: none"> <li>• The amount of credit earned by the student.</li> <li>• Required</li> <li>• The value must be in .5 increments and cannot be greater than 20.0</li> </ul>	<p>Examples: (per student/section)</p> <ol style="list-style-type: none"> <li>1. 2 grading tasks present each holding 1.0 credits possible, but only one task is marked final with the student earning a passing grade, report record with credits earned = 1.0</li> <li>2. 2 grading tasks present each holding 1.0 credits possible with both tasks marked final               <ol style="list-style-type: none"> <li>1. with the student earning a passing grade on both tasks, report record with credits earned = 2.0</li> <li>2. with the student earning a passing grade on only one task (the other is failing) report record with credits earned = 1.0</li> <li>3. where both tasks earn a failing grade, NO record reports.</li> </ol> </li> </ol>
<b>Course ID</b>	<p>The Course ID for the reporting record.</p> <p>The value must not exceed ten characters. No punctuation allowed, alphanumeric only.</p> <p>Report Local Course Number up to 10 characters.</p> <ul style="list-style-type: none"> <li>• Punctuation, spaces, and special characters will be omitted.</li> </ul>	Course.number
<b>CourseSection</b>	<p>Reports as concatenated: course <b>name</b> + space + section #</p> <p>Return only one record representing the reportable section the student is rostered into and earned the reportable credit/s for.</p> <div data-bbox="411 1904 1431 1991" style="background-color: #e1f5fe; padding: 5px; border: 1px solid #cfe2f3;"> <p>This field is only available in the HTML version of this extract.</p> </div>	

## Appendix A - Institutions

▶ [Click here to expand...](#)

## Appendix B - Credit Type Codes

Description	Definition	Code
Advanced Placement (AP)	Advanced Placement is specified as the type of credits or units of value available for the completion of a course in addition to Carnegie Units.	AdvancedPlacement
Dual Credit	Dual Credit is specified as the type of credits or units of value available for the completion of a course in addition to Carnegie Units.	DualCredit
Enhanced Articulation	Other is specified as the type of credits or units of value available for the completion of a course in addition to Carnegie Units. Maine defined courses with MDOE Enhanced Articulation agreements.	Other
Simultaneous CTE and Academic Credit	Simultaneous CTE and Academic Credit is specified as the type of credits or units of value available for the completion of a course in addition to Carnegie Units.	CTEAndAcademic

### Previous Versions

- [CTE Credit Bearing Report \(Maine\) \[.2144 - .2227\]](#)