

# Fall CTE Extract (Montana)

Last Modified on 12/14/2025 8:45 pm CST

Location: MT Extracts > Fall CTE

The Fall CTE Extract allow districts to report post-program Career and Technical (CTE) information used by the state of Montana to track and report this data.

The screenshot shows the 'MT Extracts' interface with a blue header bar. The main content area is titled 'MT State Extracts' with a sub-instruction: 'This tool will extract data to complete several formats of the MT State-defined reporting formats. Choose the State Format to get the file in the state defined tab separated file format, otherwise choose one of the testing/debugging formats.' Below this, there are 'Extract Options' and 'Format' dropdowns. The 'Extract Type' dropdown is set to 'Fall CTE' and is highlighted with a red box. The 'Format' dropdown is set to 'State Format(TSV)'. To the right of these dropdowns is a 'Select Calendars' button. Below these are three radio buttons for selecting calendar types: 'active year' (selected), 'list by school', and 'list by year'. A scrollable list box displays a list of schools for the year 23-24, with '23-24 Emerson School' selected and highlighted with a black box. Other schools listed include 23-24 Butte Central Elementary, 23-24 Butte High School, 23-24 East Middle School, 23-24 Hillcrest School, 23-24 Kennedy School, 23-24 Margaret Leary School, 23-24 West Elementary School, 23-24 Whittier School, CC 23-24 Butte High School, and WEH 23-24 West Elementary Schr. At the bottom of the list box, the text 'CTRL-click or SHIFT-click to select multiple' is visible. The top right corner of the interface shows a breadcrumb navigation: 'Reporting > MT State Reporting > MT Extracts'.

Image 1: Fall CTE Extract

## Reporting Population and Business Rules

- Report all students with an enrollment in the selected the calendar and their post-program career and technical education data.
  - If a student has multiple active enrollment records in the selected calendar, report the most recent enrollment.
  - Career and Technical Education record MUST occur within the district and the year selected.

## Generate the Report

1. Select an **Extract Type** of 'CTE Fall'.
2. Select the report **Format**.
3. Select which **Calendar(s)** will report data.
4. Click **Generate Extract**. The extract will appear in a separate window in the designated format.

MT Header Records:1			
RecordType	Date	Time	Version
HD	06/24/2021	14:34:51	MT9.1
MT CTE Records:1			
RecordType	DistrictNumber	SchoolNumber	CalendarNumber
CT	0902	1103	0
StateID	LocalID	LastName	FirstName
		William	CTEConcentrator
			PostProgramStatus
			DateContacted
			Year
			07
			12/09/2020
			2021

*Image 2: Example of the Fall CTE Extract - HTML Format*

## Data Elements

Data Element	Description	GUI Path and Database Location
<b>Record Type</b>	Reports a value of "CT."	N/A
<b>District Number</b>	The reporting district's District Number.	District Information > State District Number District.number
<b>School Number</b>	The reporting school's School Number.	School Information > State School Number School.number
<b>Calendar Number</b>	The reporting calendar's Calendar ID Number.	Calendar Information > Calendar ID Calendar.number
<b>Student's State ID</b>	The student's State ID number.	Demographics > Student State ID Person.stateID
<b>Student's Local ID</b>	The student's Local Student Number.	Demographics > Local Student Number Person.studentNumber
<b>Last Name</b>	The student's last name.	Demographics > Last Name Identity.lastName
<b>First Name</b>	The student's first name.	Demographics > First Name Identity.firstName
<b>CTE Concentrator</b>	Reports 'Y' when a student has a populated Post-Program Status and Date Contacted.	Enrollments > CTE Concentrator > CTE Concentrator Enrollment.vocationalCode

<b>Data Element</b>	<b>Description</b>	<b>GUI Path and Database Location</b>
<b>Post-Program Status</b>	<p>The student's Post- Program Status.</p> <p>2-digit code, including leading zeros</p>	<p>Enrollments &gt; Post Program Status &gt; Post Program Status</p> <p>Enrollment.postGraduationStatus</p>
<b>Date Contacted</b>	<p>The date the student was contacted.</p>	<p>Enrollments &gt; Post Program Status &gt; Date Contacted</p> <p>Enrollment.dateContacted</p>
<b>Year</b>	<p>The calendar end year for the reporting enrollment record.</p> <p>For example, 2021 would report for the 2020-2021 school year.</p>	<p>Calendar Information &gt; End Year</p> <p>Calendar.endYear</p>