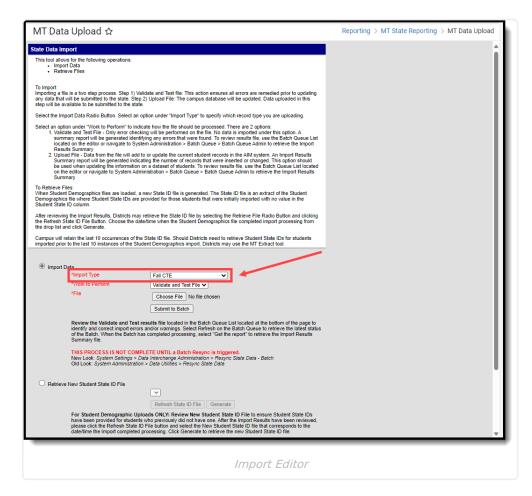# Fall CTE Upload (Montana)

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Tool Search: MT Data Upload

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

Import Editor

Reporting Population and Business Rules

- Student must have a Primary, Partial, or Special Ed enrollment in the district that matches the school, 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.
- Existing post-program information will not be overwritten.
  - The results file indicates post-program data that differs from the data in the file.
- When there are multiple enrollments, enrollments are updated within the selected calendars.
- The import can be used in both Montana and District edition sites.

The **Retrieve New Student State ID File** option is only relevant to Student Demographic uploads. Please ignore this option when uploading Fall CTE data.

Header Layout

Data Element	Description	Type, Format and Length
Record Type	The abbreviation for the type of file upload entered. This will always report as CT.	Alphanumeric, 2 characters
Date	The most recent date a change was made on the file, or the date the file was generated.	Date field, 10 characters MM/DD/YYYY
Time	The most recent time a change was made on the file, or the date 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

Data Element	Description	GUI Path and Database Location	Column
Record Type	Imports a value of "CT." *CT*	N/A	A
District Number	The unique system number assigned by the OPI. • Must be 4 characters long • Zero padding required If value is null, then error will occur. *String, 4 characters*	District Information > State District Number District.number	B
School Number	The unique school number assigned by the OPI. • Must be 4 characters long • Zero padding required If value is null, then error will occur. *String, 4 characters*	School Information > State School Number School.number	C

Data Element	Description	GUI Path and Database Location	Column
Calendar Number	The number assigned to a school's calendar. Each school has at least one calendar. Can be any number you assign. • Needs to correspond with calendar set up in Calendar Extract • Needs to correspond with calendar set up in 3.1, field 4. If value is null, then error will occur. *Numeric*	Calendar Information > Calendar ID Calendar.number	D
Student's State ID	The unique statewide student ID. • Must be nine digits, with no zero padding required If value is null, then error will occur. *Numeric, 9 digits*	Demographics > Student State ID Person.stateID	E
Student's Local ID	Student ID assigned by the school district. • Allow any length between one and fifteen characters • Zero padding required If value is null, then error will occur. *String, up to 15 characters*	Demographics > Local Student Number Person.studentNumber	F
Last Name	Legal last name of the student. If left blank, must have tab. *String*	Demographics > Last Name Identity.lastName	G
First Name	Legal first name of the student. If left blank, must have tab. *String*	Demographics > First Name Identity.firstName	H

Data Element	Description	GUI Path and Database Location	Column
CTE Concentrator	Student is a CTE Concentrator in a designated CTE Pathway. This field is NOT imported. *Alphanumeric, Y or N*	N/A	I
Post-Program Status	Primary placement status of CTE Concentrator after completing their program. Required If value is null, then error will occur. Value from the import will not overwrite existing value on Enrollment. *Numeric*	Enrollments > Post Program Status > Post Program Status Enrollment.postGraduationStatus	J
Date Contacted	This indicates the date the student was contacted by the school to determine their post-graduation status. This date should be six months past graduation. Required. If value is null, then error will occur. **Value from the import will not overwrite existing value on Enrollment** *Date Field, MM/DD/YYYY*	Enrollments > Post Program Status > Date Contacted Enrollment.dateContacted	K

Data Element	Description	GUI Path and Database Location	Column
Year	The calendar end year for the reporting enrollment record. For example, 2021 would report for the 2020-2021 school year. Required Must match the end year for the calendar *Numeric, 4 digits*	Calendar Information > End Year Calendar.endYear	L