

# Fall CTE Upload (Montana)

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**Classic Path:** [MT State Reporting](#) > [MT Data Upload](#) > [Fall CTE](#)

**Search Terms:** [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.

**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.

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**Import Data**

\*Import Type

←

\*Work to Perform

\*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**

**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

*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.
  - Results file will indicate post-program data that differs from data in the file.
- If there are multiple enrollments, update all enrollments within the selected calendars.

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
<b>Record Type</b>	The abbreviation for the type of file upload entered. This will always report as CT.	Alphanumeric, 2 characters
<b>Date</b>	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
<b>Time</b>	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
<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

## Upload Layout

Data Element	Description	Format	GUI Path and Database Location	Column
<b>Record Type</b>	Imports a value of "CT."	CT	N/A	A

Data Element	Description	Format	GUI Path and Database Location	Column
<b>District Number</b>	<p>The unique system number assigned by the OPI.</p> <ul style="list-style-type: none"> <li>• Must be 4 characters long</li> <li>• Zero padding required</li> </ul> <p>If value is null, then error will occur</p>	String	<p>System Administration &gt; Resources &gt; District Information &gt; State District Number</p> <p>District.number</p>	B
<b>School Number</b>	<p>The unique school number assigned by the OPI.</p> <ul style="list-style-type: none"> <li>• Must be 4 characters long</li> <li>• Zero padding required</li> </ul> <p>If value is null, then error will occur</p>	String	<p>System Administration &gt; Resources &gt; School &gt; State School Number</p> <p>School.number</p>	C
<b>Calendar Number</b>	<p>The number assigned to a school's calendar. Each school has at least one calendar. Can be any number you assign.</p> <ul style="list-style-type: none"> <li>• Needs to correspond with calendar set up in Calendar Extract</li> <li>• Needs to correspond with calendar set up in 3.1, field 4.</li> </ul> <p>If value is null, then error will occur.</p>	Numeric	<p>System Administration &gt; Calendar &gt; Calendar &gt; Calendar ID</p> <p>Calendar.number</p>	D

Data Element	Description	Format	GUI Path and Database Location	Column
<b>Student's State ID</b>	<p>The unique statewide student ID.</p> <ul style="list-style-type: none"> <li>Must be nine digits, with no zero padding required</li> </ul> <p>If value is null, then error will occur</p>	Numeric	<p>Census &gt; People &gt; Demographics &gt; Student State ID</p> <p>Person.stateID</p>	E
<b>Student's Local ID</b>	<p>Student ID assigned by the school district.</p> <ul style="list-style-type: none"> <li>Allow any length between one and fifteen characters</li> <li>Zero padding required</li> </ul> <p>If value is null, then error will occur</p>	String	<p>Census &gt; People &gt; Demographics &gt; Local Student Number</p> <p>Person.studentNumber</p>	F
<b>Last Name</b>	<p>Legal last name of the student.</p> <p>If left blank, must have tab.</p>	String	<p>Census &gt; People &gt; Demographics &gt; Last Name</p> <p>Identity.lastName</p>	G
<b>First Name</b>	<p>Legal first name of the student.</p> <p>If left blank, must have tab.</p>	String	<p>Census &gt; People &gt; Demographics &gt; First Name</p> <p>Identity.firstName</p>	H
<b>CTE Concentrator</b>	<p>Student is a CTE Concentrator in a designated CTE Pathway.</p> <div style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc; margin-top: 10px;"> <p>This field is NOT imported.</p> </div>	Y	N/A	I

Data Element	Description	Format	GUI Path and Database Location	Column
<b>Post-Program Status</b>	<p>Primary placement status of CTE Concentrator after completing their program.</p> <p>Required</p> <p>If value is null, then error will occur. Value from the import will not overwrite existing value on Enrollment.</p> <p>Accepted values:</p> <ul style="list-style-type: none"> <li>• <b>01:</b> Post-secondary Education or Training</li> <li>• <b>02:</b> Employed</li> <li>• <b>03:</b> Unemployed</li> <li>• <b>04:</b> Military</li> <li>• <b>05:</b> Not Known</li> <li>• <b>06:</b> Other</li> <li>• <b>07:</b> AmeriCorps, Peace Corps, or other National Service Organization</li> </ul>	Numeric	Student Information > General > Enrollment > Post Program Status > Post Program Status  Enrollment.postGraduationStatus	J

Data Element	Description	Format	GUI Path and Database Location	Column
<p><b>Date Contacted</b></p>	<p>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.</p> <p>Required</p> <p>If value is null, then error will occur.</p> <div data-bbox="384 826 675 1070" style="border: 1px solid #ccc; background-color: #fff9c4; padding: 5px; margin: 10px 0;"> <p><b>Value from the import will not overwrite existing value on Enrollment</b></p> </div>	<p>MM/DD/YYYY</p>	<p>Student Information &gt; General &gt; Enrollment &gt; Post Program Status &gt; Date Contacted</p> <p>Enrollment.dateContacted</p>	<p>K</p>
<p><b>Year</b></p>	<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>Required</p> <p>Must match the end year for the calendar</p>	<p>Numeric</p>	<p>System Administration &gt; Calendar &gt; Calendar &gt; End Year</p> <p>Calendar.endYear</p>	<p>L</p>