

Fall CTE Upload (Montana)

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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.

The screenshot shows the 'MT Data Upload' interface. The 'Import Data' section is active, with the 'Import Type' dropdown menu set to 'Fall CTE'. A red box highlights this dropdown, and a red arrow points to it from the right. Below the dropdown, there are buttons for 'Validate and Test File', 'Choose File', 'Submit to Batch', 'Refresh State ID File', and 'Generate'. The interface includes detailed instructions for importing and retrieving files, and a warning that the process is not complete until a batch resync is triggered.

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
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	Format	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. <ul style="list-style-type: none"> • Must be 4 characters long • Zero padding required <p>If value is null, then error will occur</p>	String	District Information > State District Number District.number	B
School Number	The unique school number assigned by the OPI. <ul style="list-style-type: none"> • Must be 4 characters long • Zero padding required <p>If value is null, then error will occur</p>	String	School Information > State School Number School.number	C

Data Element	Description	Format	GUI Path and Database Location	Column
Calendar Number	<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"> Needs to correspond with calendar set up in Calendar Extract Needs to correspond with calendar set up in 3.1, field 4. <p>If value is null, then error will occur.</p>	Numeric	Calendar Information > Calendar ID Calendar.number	D
Student's State ID	<p>The unique statewide student ID.</p> <ul style="list-style-type: none"> Must be nine digits, with no zero padding required <p>If value is null, then error will occur</p>	Numeric	Demographics > Student State ID Person.stateID	E
Student's Local ID	<p>Student ID assigned by the school district.</p> <ul style="list-style-type: none"> Allow any length between one and fifteen characters Zero padding required <p>If value is null, then error will occur</p>	String	Demographics > Local Student Number Person.studentNumber	F
Last Name	<p>Legal last name of the student.</p> <p>If left blank, must have tab.</p>	String	Demographics > Last Name Identity.lastName	G

Data Element	Description	Format	GUI Path and Database Location	Column
First Name	<p>Legal first name of the student.</p> <p>If left blank, must have tab.</p>	String	<p>Demographics > First Name</p> <p>Identity.firstName</p>	H
CTE Concentrator	<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
Post-Program Status	<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"> • 01: Post-secondary Education or Training • 02: Employed • 03: Unemployed • 04: Military • 05: Not Known • 06: Other • 07: AmeriCorps, Peace Corps, or other National Service Organization 	Numeric	<p>Enrollments > Post Program Status > Post Program Status</p> <p>Enrollment.postGraduationStatus</p>	J

Data Element	Description	Format	GUI Path and Database Location	Column
<p>Date Contacted</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="384 831 675 1070" style="border: 1px solid #ccc; background-color: #fff9c4; padding: 5px; margin: 10px 0;"> <p>Value from the import will not overwrite existing value on Enrollment</p> </div>	<p>MM/DD/YYYY</p>	<p>Enrollments > Post Program Status > Date Contacted</p> <p>Enrollment.dateContacted</p>	<p>K</p>
<p>Year</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>Calendar Information > End Year</p> <p>Calendar.endYear</p>	<p>L</p>