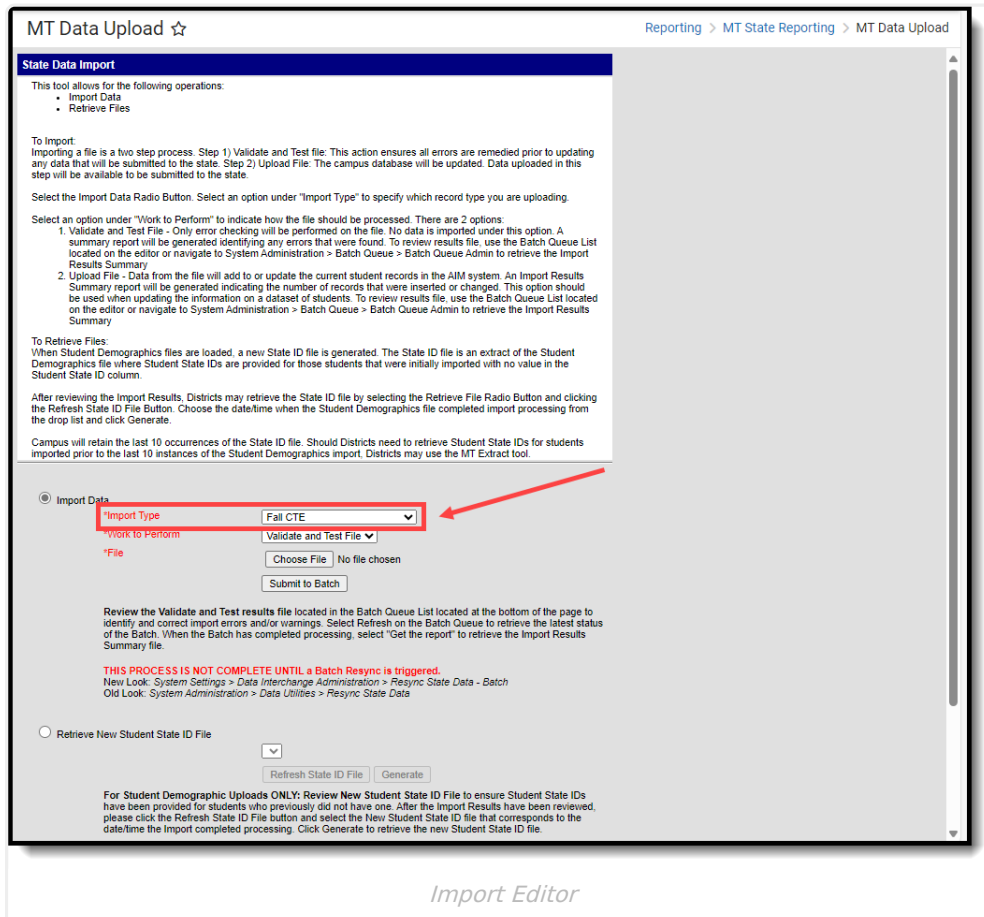


Fall CTE Upload (Montana)

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

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.



MT Data Upload ☆ Reporting > MT State Reporting > MT Data Upload

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.

☒ **Import Data**

*Import Type: Fall CTE

*Work to Perform: Validate and Test File

*File: Choose File No file chosen

Submit to Batch

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**

Refresh State ID File Generate

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 date/time the Import completed processing. Click Generate to retrieve the new Student State ID file.

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." <i>CT</i>	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 If value is null, then error will occur. <i>String, 4 characters</i>	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 If value is null, then error will occur. <i>String, 4 characters</i>	School Information > State School Number School.number	C

Data Element	Description	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> <p><i>Numeric</i></p>	<p>Calendar Information > Calendar ID</p> <p>Calendar.number</p>	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> <p><i>Numeric, 9 digits</i></p>	<p>Demographics > Student State ID</p> <p>Person.stateID</p>	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> <p><i>String, up to 15 characters</i></p>	<p>Demographics > Local Student Number</p> <p>Person.studentNumber</p>	F
Last Name	<p>Legal last name of the student.</p> <p>If left blank, must have tab.</p> <p><i>String</i></p>	<p>Demographics > Last Name</p> <p>Identity.lastName</p>	G
First Name	<p>Legal first name of the student.</p> <p>If left blank, must have tab.</p> <p><i>String</i></p>	<p>Demographics > First Name</p> <p>Identity.firstName</p>	H

Data Element	Description	GUI Path and Database Location	Column
CTE Concentrator	<p>Student is a CTE Concentrator in a designated CTE Pathway.</p> <p>This field is NOT imported.</p> <p><i>Alphanumeric, Y or N</i></p>	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.</p> <p>Value from the import will not overwrite existing value on Enrollment.</p> <p><i>Numeric</i></p>	<p>Enrollments > Post Program Status > Post Program Status</p> <p>Enrollment.postGraduationStatus</p>	J
Date Contacted	<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 style="background-color: #fff9c4; padding: 10px; margin: 10px 0;"> <p>Value from the import will not overwrite existing value on Enrollment</p> </div> <p><i>Date Field, MM/DD/YYYY</i></p>	<p>Enrollments > Post Program Status > Date Contacted</p> <p>Enrollment.dateContacted</p>	K

Data Element	Description	GUI Path and Database Location	Column
Year	<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><i>Numeric, 4 digits</i></p>	<p>Calendar Information > End Year</p> <p>Calendar.endYear</p>	L