AIM Quick Reference Guide:

Fall Career and Technical Education

This guide explains how to enter the Post-Graduation Status and Date Contacted for 16-17 CTE Concentrators who were identified as CTE in the spring.

Topics included in this Quick Reference Guide include:

- *Running a report of CTE Concentrators*
- *Enter Post Graduation Status and Date Contacted*
- *CTE Q&A*

Other Useful Information:

[Appendix M: Areas of Concentration](#)

[Appendix O: Post Graduate Status](#)

The Fall Career and Technical Education (CTE) Data Collection is a follow-up to the Spring CTE Collection. Students identified as CTE Concentrators who graduated in 16-17 must be contacted between October 1 and December 31, 2017, to identify their current status 6 months after high school graduation.

This data is due in AIM **by December 31, 2017.**

Before beginning this process, there are a few considerations:

1. **Which students do I need to enter data for?**
   - Enter the current Post Graduation Status and Date Contacted for each student identified as a CTE Concentrator in school year 16-17.
   - Students are identified as CTE Concentrators in the spring of their senior year. Carl Perkins Grant requirements mandate a follow-up between October 1 and December 31 of the following school year.
2. **When am I required to contact students?**
   - Student must be contacted between October 1 and December 31, 2017.
3. **What if I am unable to reach a student?**
   - Certain individuals with knowledge of the student may be able to help identify a student's post-graduation status. *page 7*
4. **I heard through the grapevine that a student was... Can I use this information?**
   - Information from 3rd party sources may be used if they have first- hand knowledge of the student's current status. *page 7*

Note: See pages 7-9 for Frequently Asked Questions & Answers, as well as the lists of codes.
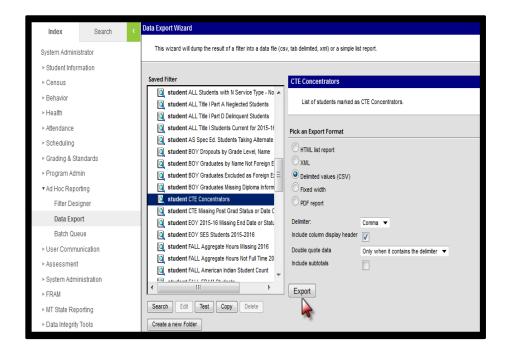
GET A QUICK REPORT OF CTE CONCENTRATOR'S

Select **Year** 16-17 and **School** (a high school).

From the **Index**, *expand* **Ad Hoc Reporting** and *select* **Data Export.**

Under **Saved Filter**, *select* **State Published** and **student CTE Concentrator.**

Pick an Export Format, (recommend Delimited values (CSV) and

click **Export.**

The report will display in the selected format. It lists all students who were identified as CTE Concentrators in 16-17.

School	State ID	Last Name	First Name	Grade	Is CTE?	Career Path	Concentration	Single Parent?
Granite High School	127261759	Gunn	Tim	12	1		01	0
Granite High School	348188077	Temple	Shirley	12	1		07	0
Granite High School	313019554	Tribeck	Alex	12	1		17	0

CTE Concentrators Total Records:3
All Records
All Records

ENTERING CTE CONCENTRATOR FOLLOW-UP INFORMATION

Follow-up data must be entered for each 12 grader who was marked as a CTE Concentrator in the spring of their senior year.

Data can be entered via Direct Entry or by File Upload.

NOTE: Any additions, corrections, or changes to the list of CTE Concentrators for 16-17 must be entered no later than November 15, 2017, to be accurately reflected in the federal reporting and used to compute Perkins Performance Indicators for your school.

Direct Entry into Infinite Campus

Select **Year** 16-17 and select **School** (a high school).

Click the **Search** tab. *Select Advanced Search*.

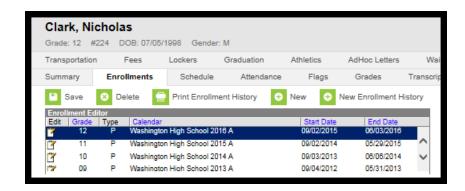Under **Saved Filter**, *select* **State Published** and **CTE Concentrators**.

Click the **Search** button

A list of last year's graduated CTE Concentrators will appear under the **Search** tab.

Click the name of the first student in the Search Results list. Select the **Enrollments** tab.

Open the 16-17 enrollment record by clicking the **Edit Notepad** icon.

Scroll to the **CTE Concentrator** section. Open the section by clicking the plus (+) sign.

Select the appropriate *Post Graduation Status* and *Date Contacted*.

Click *Save*.

Repeat the process for each CTE Concentrator Student listed in the Search Results.

File Upload *(for those districts who do not use Infinite Campus as their primary Student Information System)*

CTE Concentrator information may be uploaded using a file created from the district's Student Information System or created using the OPI Career and Technical Education Template (Excel).

Create File by Extract from SIS:

Follow your SIS instructions to extract the file as a *.tsv or *.txt file.

Use the instructions on the next page to upload the file.

Create File Using OPI Template:

The Career and Technical Education Template is available on the OPI AIM Webpage (see picture below). Save the template to a file of your choice, then open the template.

Enter the required information (shown in red) for each student.

Format columns to zero pad as necessary. When using a CSV file, **leading zeroes** needed to enable the file to upload are dropped, so the zeroes must be added back in ("zero padding"). Affected fields are: District Number (requires 4 digits), School Number (requires 4 digits),

To correct the leading zeroes in a spreadsheet:

1. Open the CSV file
2. Select the column contents by highlighting it.
3. Right click
4. Click Format Cells
5. Select Custom
6. Under Type, replace General with a # sign followed by zeroes for the number of digits you want (e.g., #0000 for 4 digits, #00 for 2 digits, etc.)
7. Click OK.
8. Save the file as a Text Delimited (.tsv) or Text file (.txt).

Delete the first three rows of the file and save as a *.tsv or *.txt file. Open the *.tsv or *.txt file and type in the header row (HD *tab* date (mm/dd/yyyy) *tab* time (00:00:00) *tab* MT9.1) followed by the Enter key, then delete the extra line. Save the file.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	DELETE rows 1, 2, and 3 prior to saving as a text(tab delimited) file.														
2	Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10	Field 11	Field 12	Field 13	Field 14	F
3	Record Type (CT)	District Number	School Number	Calendar Number	Student's State ID	Student's Local ID	Last Name	First Name	CTE Concentrator	Tech Prep Participant	Non Traditional Enrollee	Student Single Parent	Area of Concentration	Filler Field	Co

To upload a file:

From the **Index**, expand MT State Reporting and select *MT Data Upload*.

Under **Import Type**, select *Career and Technical Education*.

From **Work to Perform**, select *Validate and Test*. Browse for the file and click *Upload*.

```
Results:
    File Name: CT_0556_08102010.tsv
    Processing Started Time: Tue Aug 10 13:33:49 CDT 2010.
    Processing Finished Time: Tue Aug 10 13:33:51 CDT 2010.
    Total Time To Process File: 2 seconds.

    0 Records Inserted.
    0 Records Changed.
    0 Records Deleted.
    0 Records No Changes.

Error Count:0
Warning Count:0

Error Detail:
Line Number  Error Message  Content
No Errors


Warning Detail:
Line Number  Warning Message  Content
No Warnings
```

Check the **Import Results Summary** for errors. Fix any **Errors** and review **Warnings**.

Once the report is free of errors, return to **MT Data Upload**.

Set the **Import Type** to *Career and Technical Education*, the **Work to Perform** to *Load Partial File* and browse for the file.

Click **Upload**.

State Data Import

Select an option under "Import Type" to specify which record type you are uploading. If the file you up more than one type of record, (i.e. SD and EN records) select "Multiple Record Types".

Select an option under "Work To Perform" to indicate how the file should be processed. There are 2 op
1. **Validate and Test File** - Only error checking will be performed on the file. A summary report identifying any errors that were found. No data is imported under this option.
2. **Load Partial File** - Data from the file will **add to or update the current student record** in A summary report will be generated indicating the number of records that were inserted or ch should be used when updating the information on a partial list of students.

Recent Changes:
1. **Student Demographics** - Field 11 (Race/Ethnicity) has been changed to a filler field and dat no longer be imported.
2. **Student Enrollments** - Field 15 (No Show) has been changed to a filler field and data in this longer be imported.
3. **Program Participation** - Fields 09,10,11, and 12 (Free/Reduced Lunch, SPED Status, Part B End Date) have been changed to filler fields and data in these fields will no longer be imported 13 (Section 504) no longer has a validation and either Y or N will be imported.
4. **Career and Technical Education** - Fields 10,11, and 14 (Tech Prep Participant, Non Traditio Career Path) have been changed to filler fields and data in these fields will no longer be impor

Import Options

Import Type	Career and Technical Education ▼
Work to Perform	Load Partial File ▼
File	C:\Users\CP8882\Documents\hhs_CTE_2014.csv Browse... Upload
	Submit to Batch
	Or
Result File	06/17/2014 14:41:39 (COMPLETE) ▼ Load

RE-SYNC DATA

Select **Year** 16-17.

From the **Index**, expand **System Administration** and **Data Utilities**. Select *Resync State Data*.

Check the box for **Enrollment** (other boxes will check automatically).

Click *Send Resync*.

State Data Resynchronization

This tool will selectively resynchronize data from the district edition to the state edition. The resynchronization will happen asynchronously and you will receive a Process Message in your inbox when it completes. The primary uses for this tool include: forcing an initial sync of data to the state after a district goes live, forcing a sync of information modified outside of the application (i.e., through a SQL query) to the state, and forcing a sync of information at reporting time to ensure that the state has the most accurate and timely information available.

Resync Data For The Previous School Year (2010-2011)
☑ Check dependencies

☐	DIS Objects	Last Resync	Results	Status Legend
☑	⊟ Calendar	09/16/2011 08:02:30	Processed: 3 Errors: 0	○
☐	CourseSection	09/16/2011 08:02:30	Processed: 0 Errors: 0	○
☑	⊟ ScheduleStructure	09/16/2011 08:02:30	Processed: 3 Errors: 0	○
☐	Day	09/16/2011 08:02:30	Processed: 0 Errors: 0	○
☑	⊟ StructureGradeLevel	09/16/2011 08:02:30	Processed: 3 Errors: 0	○
☑	⊟ PersonIdentity	09/16/2011 08:02:30	Processed: 311 Errors: 0	○
☑	⊟ Enrollment	09/16/2011 08:02:30	Processed: 296 Errors: 0	○
☐	PersonIdentityNoStateIDOnly	09/16/2011 08:02:30	Processed: 0 Errors: 0	○

Send Resync

CTE FAQ

- **We already do a follow-up survey of our graduating seniors in August – can I use that data for our CTE Concentrators?**
  - ➢ No, to meet the requirements of the Carl Perkins grant the students must be contacted between October 1 and December 31 of the following school year.
- **The student is out of state, but I talked to his mom. Is that considered a contact?**
  - ➢ Yes, the student's immediate relative is a reliable source of follow-up data for a CTE Concentrator.
- **I have tried to contact the student, but every number we have on file is disconnected and there is no one with information as to their whereabouts. What do I do?**
  - ➢ Mark the student CTE record as *05: Unknown* in the **Post-Graduation Status** field. Every reasonable effort should be made to contact these students, since *the lack of information could negatively affect Perkins performance measures* for your school.
- **We live in a small town. Even though the family moved, I ran into a family friend who said the student is now in the military. Is this enough information to code that as the student's Post-Graduation status?**
  - ➢ The district must determine how reliable they think the information is. If the information is deemed to be credible, enter it as the student's Post-Grad Status.
- **ADDITIONAL TECHNICAL ASSISTANCE GUIDANCE to assist those making follow-up phone calls is available on the Secondary CTE web page inside the 'Data Collections' tab located here:** **http://opi.mt.gov/Educators/Teaching-Learning/Career-Technical-Education**

	Appendix M:	
	AIM Area Of Concentration	
CODE	**NAME**	**DEFINITION**
01	Agriculture	The majority of the CTE credits were earned in the study of Agriculture.
07	Business	The majority of the CTE credits were earned in the study of Business.
20	Family and Consumer Sciences	The majority of the CTE credits were earned in the study of Family and Consumer Sciences.
17	Health Sciences	The majority of the CTE credits were earned in the study of Health Sciences.
08	Marketing	The majority of the CTE credits were earned in the study of Marketing.
21	Technology Educ/Industrial Arts	The majority of the CTE credits were earned in the study of Technology Educational/Industrial Arts.
40	Trade and Industrial	The majority of the CTE credits were earned in the study of Trade and Industry.
60	Blend	CTE credits were earned in a blend of the other CTE concentrations – used when a clear majority is not present in any other field.
ALL AREA OF CONCENTRATION CODES REQUIRE ZERO PADDING		

	Appendix O: **AIM Post Grad Status**	
CODE	**NAME**	**DEFINITION**
01	Post-secondary Education or Training	After the student graduated from high school, they attended a post-secondary education program or additional training.
02	Employed	After the student graduated from high school, they became employed.
03	Unemployed	After the student graduated from high school, they became/remained unemployed.
04	Military	After the student graduated from high school, they joined the military.
05	Not Known	The student's status after graduating from high school is not known.
06	Other	The student's status after graduating from high school is something other than above options.
ALL POST GRAD STATUS CODES REQUIRE ZERO PADDING		

For further assistance, contact the AIM Help Desk at opiaimhelp@mt.gov or 1-877-424-6681.