

THIS GUIDE EXPLAINS HOW TO IDENTIFY THE 18-19 CTE CONCENTRATORS AND ENTER THE AREA OF CONCENTRATION.

TOPICS INCLUDED IN THIS QUICK REFERENCE GUIDE INCLUDE:

- IDENTIFYING CTE CONCENTRATORS
- ENTERING AREA OF CONCENTRATION
- ENTERING SINGLE PARENT INFORMATION
- APPENDIX M: AREA OF CONCENTRATION

THE SPRING CTE COLLECTION BEGINS
MARCH 1, 2019
AND CLOSES
APRIL 30, 2019.

Spring Career and Technical Education (CTE) Collection

The Spring Career and Technical Education (CTE) Collection identifies those students in grade 12 who have completed (or will complete) at least 3 credits, 6 semesters, or more of CTE coursework in any program combination. This data is collected as part of a district's Carl Perkins grant requirement.

CTE credits may have been earned at another high school. It may be necessary to review transcripts for prior coursework.

Data must be entered by April 30, 2019.

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Data Checklist

___ Verify that all students have an enrollment and no overlaps: “*Index>Student Information>Reports:>Duplicate IDs and >Enrollment Status and >Enrollment Summary and >State Enrollment VerificationAnd State Enrollment Overlap.*”

___ Enter End Date and End Status for withdrawn students. ([Exit Scenarios Guide](#) and/or [Enrollment End Status Codes.](#))

___ Enter Special Education Exit Date and Exit Reason for exited Special Ed students. (Located in Special Ed Fields section of Enrollment.)

___ Verify that all completed Special Education ERs and IEPs are locked.

___ Verify status of MT Youth Challenge, Job Corps and Montana Digital Academy students and End Date enrollment and/or flags as necessary. ([MT Programs: Job Corps & MTDA](#) and/or [MT Programs: Youth Challenge](#))

___ Follow the [Spring CTE Collection Guide](#) to:

___ Enter data for 12th grade CTE students (CTE Concentrator, Area of Concentration, Student is Single Parent)

___ Verify Data using State Published Ad Hoc Reports: “*Index>Ad Hoc Reporting>Filter Designer>> +State Published>student CTE Concentrators*”

___ ReSync enrollment data after uploading files (MT Edition users only) and/or entering data.

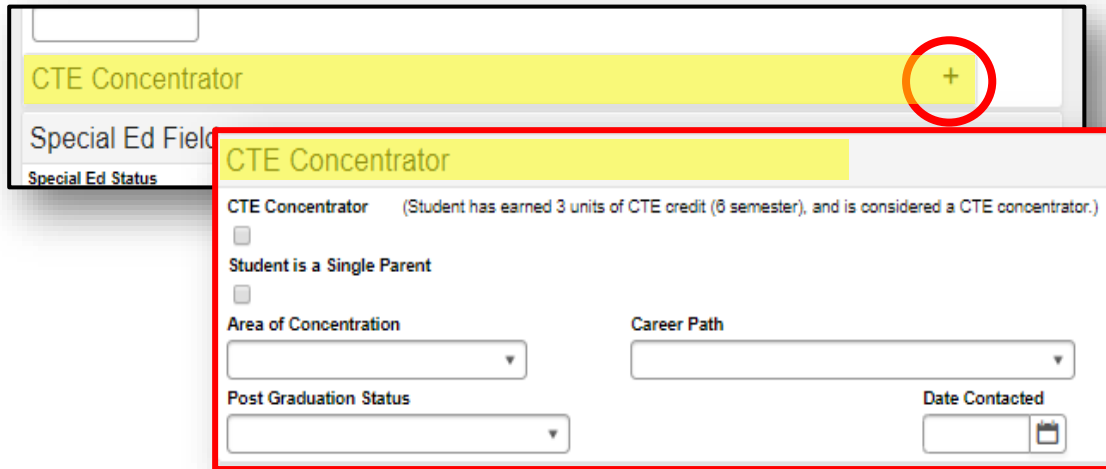
DIRECT ENTRY (for all users)

PATH: SEARCH > STUDENT > ADVANCED SEARCH

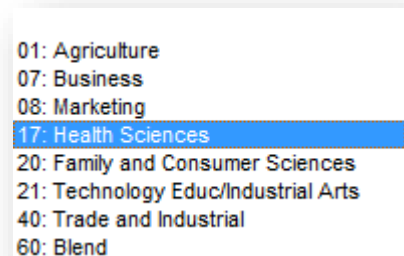
1. Click **All Calendars** at top of page on green banner.



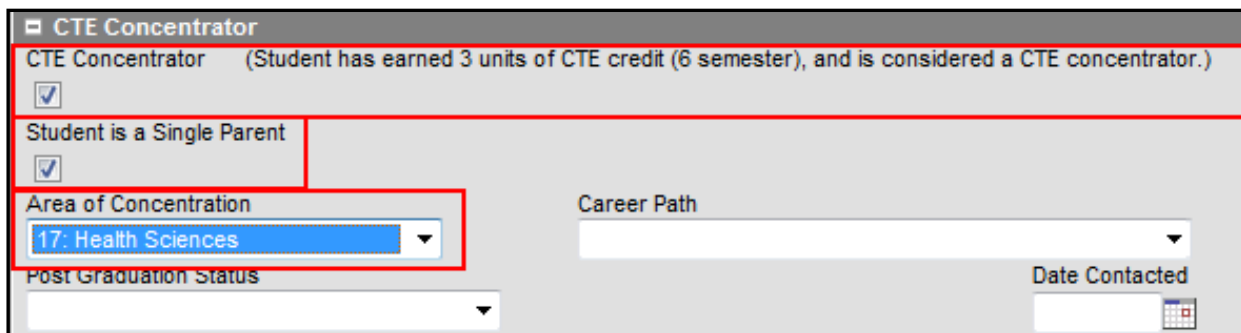
2. Select **Year 18-19** and a High School.



2. Scroll down to the **CTE Concentrator** section.
3. Expand the section by clicking on the plus (+) sign.
 - a. If the student meets the criteria for a **CTE Concentrator**, check the box.
 - b. A student's **Area of Concentration** is the program in which the identifiable majority of CTE classes are taken.
 - c. **Never select 'Blend'**.
 - d. The student's **Career Path** is not required. If the student has a child or shares parenting of a child, check the **Student is Single Parent** box.
4. Click **Save**.
Repeat for all CTE Concentrators.



The *Area of Concentration* reflects the courses the student is or has completed in high school, not necessarily the field or career path they intend to pursue after high school.



FILE UPLOAD (for MT Edition Users Only)

PATH: INDEX > MT STATE REPORTING > MT DATA UPLOAD

Create an export file from your Student Information System (SIS). Save the file in *.tsv format.

1. Select the **Index** tab.
2. Select and open **MT State Reporting**.
3. Select **MT Data Upload**.

From the MT Data Upload window –

1. Click the **Import Type** button.
2. **Import Type:** select **Career and Technical Education**.
3. **Work to Perform:** select **Validate and Test**.
4. **File:** Choose File and locate export file from SIS.
5. Select **Submit to Batch**.

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

In order for the uploaded data to sync to the state a batch resync must be triggered under System Administration > Data Utilities > Resync State Data

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: Career and Technical Education

*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.

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

The Batch Queue Reporting Options window will pop up and select High Priority.



Batch Queue Reporting Options

Select Batch Queue Options

High Priority
 Keep Until I Delete

Start Date/Time
02/25/2025 11:16 AM

Cancel Ok

A file download window will appear. Open the file and review for errors. Once the file is free of errors, return to **MT State Reporting/MT Data Upload**.

1. Choose **Import Type, Career and Technical Education**.
2. Change **Work to Perform** to *Load Partial File*.
3. Click **Upload**.

Check the **Import Results Summary** for errors. Correct the errors in your Student Information System and fix the export file. Validate and Test the file again to re-check for errors.

1. Use the same upload instructions from the previous page.
2. Check the file format for uploading CTE information is to use the [CTE Career and Technical Education Template](#) which is available on the [OPI AIM Webpage](#). Save the template to a location of your choice, then open the template.
 - a. Comments/Instruction can be found by hovering over the field names in the template.

Results:
 File Name: CT_0216_02222017.tsv
 Processing Started Time: Wed Feb 22 13:19:43 MST 2017.
 Processing Finished Time: Wed Feb 22 13:19:45 MST 2017.
 Total Time To Process File: 1.532 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

Enter the data and follow these instructions to format/save the file:

1. Enter a "Y" in the CTE Concentrator field for all CTE Concentrators.
2. If the student is a single parent, enter a "Y" in column L.
3. Enter the student's Area of Concentration (column M).

AIM Upload Templates

All imports, except the Student Demographic import, require Student State ID numbers. The Student Demographics upload should be completed first, followed by the Student Enrollment file upload. Once these two have been completed for every student, all other uploads can be done.

- [Student Demographic Template](#)
- [Student Enrollment Template](#)

Template List:

- **[Career and Technical Education \(CTE\) Template](#)**
- [End of Year \(EOY\) Attendance Totals Template](#)
- [English Learners \(EL\) Template](#)
- [Fall Enrollment Count Template](#)
- [Free Reduced Application Management \(FRAM\) Import Template](#)
- [Program Participation Template](#)
- [Spring Enrollment Count Template](#)
- [Test Window \(TW\) Enrollment Count Template](#)

DELETE rows 1, 2, and 3 prior to saving as a text(tab delimited)

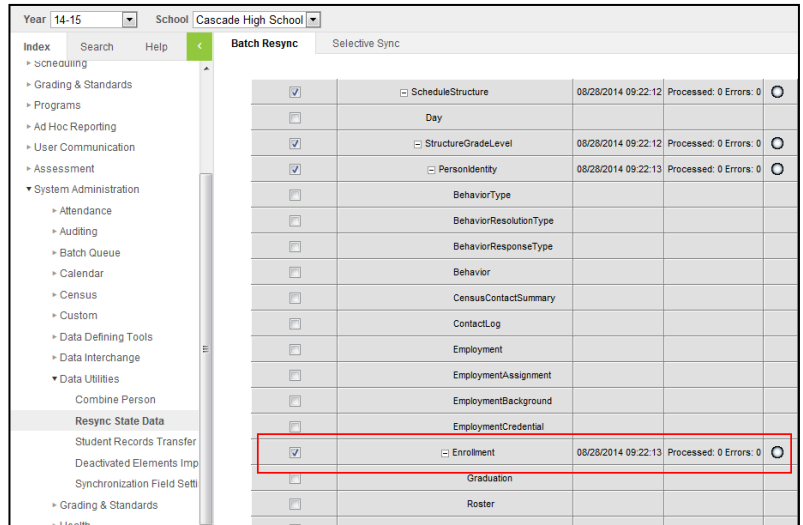
Field 1	Field 2	Field 3	Field 5	Field 6
Record Type (CT)	District Number	Requires zero padding (String 4)	Student's State ID	Student's Local ID
CT	0123	The OPI System code assigned to the district. This is not the district's LE number.	3456789	987654321
CT	0123		3456789	987654321
CT	0123	Schools can find their District Number, Reporting Entity Number and School number on the OPI web page at http://opi.mt.gov/SchoolDirectory	3456789	987654321
CT	0123		3456789	987654321
CT	0123	Zero padding has been set. To format zero padding, select entire column, right click, select Format Cells. Select Custom. Under Type, delete General and type "#0000" (pound symbol followed by number of	3456789	987654321
CT	0123		3456789	987654321

Once the data is entered, delete the first three rows of the file and save as a *.tsv or *.txt file. Open the *.tsv or *.txt file and enter the header row as follows: HD *tab* Date (mm/dd/yyyy) *tab* TIME (00:00:00) *tab* MT9.1 *enter key*. (delete any blank lines or tabs). Save the file where you can find it easily.

4. Click **Save**.

RESYNC STATE DATA (for All Users)

1. Set the **Year** to 18-19.
2. From the **Index**, expand **System Administration and Data Utilities**.
3. Select **Resync State Data**.
4. Check the box for **Enrollment** (other fields will automatically check).
5. Scroll to bottom of page, Click **Send Resync**.



FAQ:

- **Which students do I need to enter data for?** Students are identified as CTE Concentrators in the spring of their senior year. Students must be in grade 12 and have completed (or will complete) at least 3 credits, 6 semesters, or more of CTE coursework in any program combination.
- **Is Career Path required?** No. Career Path is no longer required.
- **What does Student is a Single Parent mean?** Student is a Single Parent should only be checked if the student has a child or shares parenting of a child.
- **Can I upload the data, or does it have to be hand entered?** Districts may upload their Spring CTE data or enter it by hand.

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