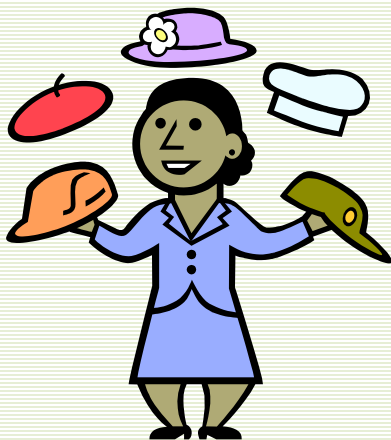

Quick Reference Guide:

Spring Career and Technical Education (CTE) Collection

This guide explains how to identify the 16-17 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*



Useful Reference

- [Appendix M: Area of](#)

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.

The Spring CTE Collection begins **March 1, 2017** and closes **April 28, 2017**.

Before beginning this process, consider the following:

1. 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. *page 2*

2. Is Career Path required?

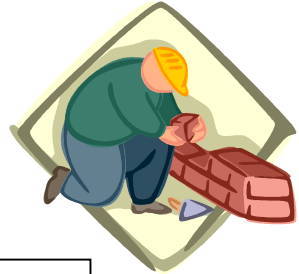
- No. Career Path is no longer required. *page 3*

3. 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. *page 3*

4. 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. *page 4*



DIRECT ENTRY

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



Select **Year 16-17** and a High School.

Click the **Search** tab. *Select Student* from the pull-down menu. Click **Advanced Search**.

Choose Grade **12** from the Student Search.

Click **Search**.

Year: 16-17 School: Washington High School

Student Search

Grade: 12

Search

Jennings, Waylon
Grade: 11 #225 DOB: 07/09/1999 Gender: M

FS Deposit School Choice Credentials Overrides Fees ID History S

Demographics Identities Households Relationships **Enrollments** District E

Save Delete Print Enrollment History New New Enrollment History

Edit	Grade	Type	Calendar	Start Date	End Date
	12	P	16-17 Washington High School	08/29/2016	
	11	P	Washington High School 2016 A	09/02/2015	08/03/2016
	10	P	Washington High School 2015 A	09/02/2014	06/29/2015
	09	P	Washington High School 2014 A	09/03/2013	06/06/2014

General Enrollment Information

Calendar: 16-17 Washington High School Schedule: (read only) 1 *Grade: 12 Class Rank Ext:

*Start Date: 08/29/2016 No Show: End Date: End Action: *Service Type: P: Primary

*Start Status: 02: Continued enrollment same school, no interruption End Status: Dropout Reason: End Comments:

Select the student from the **Search Results** list that appears to the left.

Click the **Enrollments** tab.

Open the grade 12 enrollment record by clicking on the **Edit Notepad** icon.



All 12th grade students enrolled in the 16-17 school year that meet the requirements for a CTE Concentrator should have data entered, **even if they are no longer actively enrolled (including Early Graduates)**.

CTE Concentrator (Student has earned 3 units of CTE credit (6 semester), and is considered a CTE concentrator.)

Student is a Single Parent

Area of Concentration Career Path

Post Graduation Status Date Contacted

Scroll down to the **CTE Concentrator** section.

Expand the section by clicking on the plus (+) sign.

If the student meets the criteria for a **CTE Concentrator**, check the box.

A student's **Area of Concentration** is the program in which the identifiable majority of CTE classes are taken.

- If there is *no way to determine a clear majority*, only then should the "60: Blend" option be used.

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.

Click **Save**. Repeat for all CTE Concentrators.

CTE Concentrator (Student has earned 3 units of CTE credit (6 semester), and is considered a CTE concentrator.)

Student is a Single Parent

Area of Concentration: 17: Health Sciences Career Path

Post Graduation Status Date Contacted

- 01: Agriculture
- 07: Business
- 08: Marketing
- 17: Health Sciences
- 20: Family and Consumer Sciences
- 21: Technology Educ/Industrial Arts
- 40: Trade and Industrial
- 60: Blend



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.

Note: *Career Path* is **not** a required field.

FILE UPLOAD

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

From Infinite Campus, from the **Index**, select **MT State Reporting/MT Data Upload**.

Choose **Import Type**, *Career and Technical Education* and **Work to Perform**, *Validate and Test*. Browse and select the file and click **Upload**.

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

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).

Once the file is free of errors, return to **MT State Reporting/MT Data Upload**. Choose **Import Type**, *Career and Technical Education*.

Change **Work to Perform** to *Load Partial File*. Click **Upload**.

(Be sure to resync the data-see [page 9](#).)

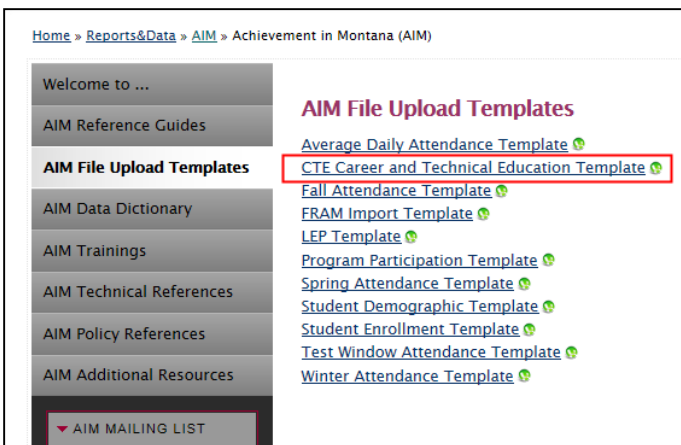
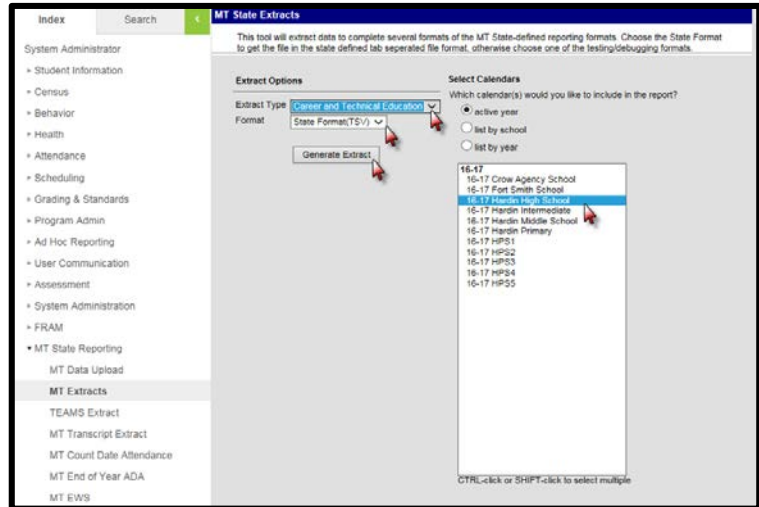
A CTE Spring Collection file can also be created from your Montana Edition of Infinite Campus, using **MT Extracts**.

From the **Index**, select **MT State Reporting/MT Extracts**.

Choose *Career and Technical Education* from the **Extract Type** and **Format** type *State Format (TSV)*

Select the High School(s) and click **Generate Extract**.

Use the same upload instructions from the previous page.



Another way to create a file 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.

Comments/Instruction can be found by hovering over the field names in the template.

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	Field 15	Field 16	Field 17
Record Type (CT)	District Number	School Number	Calendar Number	Student's State ID	Student's Local ID	Last Name	First Name	CTE Concentration	Filler	Filler	Student Single Parent	Area of Concentration	Filler	Date Contacted	Post Graduation Status	Year

Requires zero padding (String 4)

The OPI System code assigned to the district. This is **not** the district's LE number.

Schools can find their District Number, Reporting Entity Number and School number on the OPI web page at <https://apps.opi.mt.gov/SchoolDirectory/>

To format zero padding, select entire column, right click, select Format Cells. Select Custom. Under Type, delete General and type "00000" (pound symbol followed by number of zeros/digits needed). Click OK.

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

Delete the first two rows (rows 1 and 2). Sort the spreadsheet if desired.

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

Delete the first 2 rows (containing the 4 column headings). Format columns B and C, District and School code, to four digits (highlight column, right click, Format Cells, Custom – in the Type field, enter 000# and click OK). Format column M, Area of Concentration, to two digits (highlight column, right click, Format Cells, Custom – in the Type field, enter 0# and click OK). Delete the header row. Save the file as a Text (Tab delimited) (*.txt) file.

Open the file using Notepad or WordPad. Place the cursor at the beginning of the first data row and click enter. Return your cursor to the blank line and enter the header row (HD tab Date (format mm/dd/yyyy) tab Time (format 00:00:00) tab MT9.1).

Click **Save**. Follow the upload instructions on page 4.

Resync State Data

Set the **Year** to 16-17.

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

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

Scroll to bottom of page, Click **Send Resync**.

Year	School	Batch Resync	Selective Sync
14-15	Cascade High School	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		ScheduleStructure	08/28/2014 09:22:12 Processed: 0 Errors: 0
		Day	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
		StructureGradeLevel	08/28/2014 09:22:12 Processed: 0 Errors: 0
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
		PersonIdentity	08/28/2014 09:22:13 Processed: 0 Errors: 0
		BehaviorType	
		BehaviorResolutionType	
		BehaviorResponseType	
		Behavior	
		CensusContactSummary	
		ContactLog	
		Employment	
		EmploymentAssignment	
		EmploymentBackground	
		EmploymentCredential	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Enrollment	08/28/2014 09:22:13 Processed: 0 Errors: 0
		Graduation	
		Roster	



Appendix M: 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 only when a clear majority is not present in any other field.
ALL AREA OF CONCENTRATION CODES REQUIRE ZERO PADDING		

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