



FALL CTE

Post-Program Status for CTE Concentrators

Students who were identified as CTE Concentrators at the end of the 2023-2024 school year, have graduated or dropped out, and have not re-enrolled in the 2024-2025 school year should be contacted during the second quarter of the current school year (2024-2025). Enter Date Contacted (must be between 11/1/24 and 12/31/24) and Post-Program Status in the student's 2023-2024 enrollment record. All validation and certification reports must be run with the 2023-2024 school year selected. There is a certification event required for this collection.

Validation Reports

PATH: *Reporting>Data Validation>"Validation Groups" or "Data Validation Report"*

Running the Validation Reports

FALL CTE Concentrator Validations – Select the 23-24 school year in Infinite Campus and run this first to get the list of students to contact.



1. Open the Data Validation Report screen - **Reporting>Data Validation>Data Validation Report**
2. Select **Fall CTE Concentrator Validation** from the **Data Validation Group** dropdown.
3. Select **Generate Now** and **HTML** (or CSV if preferred).
4. Click **Generate**.

Data Validation Report ☆

The Data Validation Report returns results from the Data Validation Group selected. The Summary section includes the number of occurrences for each Data Validation Rule; if a Baseline Rule is used its Total population will be returned along with the Rate of the primary Rule compared against the Baseline Rule.

Report Options

Data Validation Group *
FALL CTE Concentrator...

Data Validation Group Description
Please select the prior year to validate the Fall CTE data. CTE Post-Program Status and Date Contacted must be entered for every student identified as a CTE Concentrator in the spring and who is no longer enrolled in the district (dropout or graduate).

Output Options

Report Processing
 Generate Now
 Submit to Batch Queue

Format Type
 HTML
 CSV

4

AIM Unit Contact Information

(406) 444-3800

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November 2024

Entering CTE Post-Program Status Records

After contacting students, records are entered on the enrollment screen for the 2023-2024 school year.

1. Search for the Student in Infinite Campus.
2. Open the Enrollment screen – PATH: *Student Information>General>Enrollments*
3. Select the enrollment for the 2023-2024 school year.
4. Scroll all the way to the bottom to find CTE Post-Program Status
5. Click the + sign.
6. Select the correct option from the **CTE Post Program Status** dropdown.
7. Enter the Date Contacted (must be between 11/1/24 and 12/31/24).
8. Save the record.

The screenshot shows the 'Enrollments' interface. At the top, there are fields for 'Student #' and 'DOB'. Below these are buttons for 'Save', 'Delete', 'New', and 'Print Enrollment History'. A red circle with the number '8' is placed over the 'Save' button. The main content area is divided into sections: 'TITLE 1' (with sub-sections for 'Title I Targeted Assistance Program', 'Title I Instructional Services', and 'Title I Support Services'), 'Title I - Other', and 'OTHER PROGRAM PARTICIPATION' (with sub-sections for 'Immigrant', '21st Century Participant', 'Homeless', 'Foreign Exchange', 'Homeless Night Time Residence', 'Gifted and Talented Evaluated', and 'Gifted and Talented Identified'). At the bottom of this section is an 'OPTIONAL' section with a 'Sort By' dropdown. A red circle with the number '4' is placed over the 'CTE Post-Program Status' dropdown menu, and a red circle with the number '5' is placed over the '+' sign next to it.

This is a close-up of the 'CTE Post-Program Status' dropdown menu. A red circle with the number '6' is placed over the dropdown arrow. The dropdown is open, showing the selected option: '09: Post-Secondary Education Associate Degree'. To the right of the dropdown is a 'Date Contacted' field with a calendar icon, showing the date '11/04/2024'. A red circle with the number '7' is placed over the close button (a minus sign) at the top right of the dropdown menu.

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Run the Certification Report

FALL CTE Concentrator Previous Year Follow-Up Certification – run this to verify follow-ups are complete prior to certification.

1. Open the Data Validation Report screen - **Reporting>Data Validation>Data Validation Report**.
2. Select **Fall CTE Concentrator Previous Year Follow-Up Certification** from the **Data Validation Group** dropdown.
3. Select **Generate Now** and **HTML** (or CSV if preferred).
4. Click **Generate**.
5. Verify the data is what's expected before moving forward with Data Certification.

Data Certification

The OPI sets up Data Certification events to allow districts certify their own data for data collections. Districts should follow the steps for Data Validation prior to certifying any data collection.

Data Certification Setup

Once a Certification Event is published, districts assign one or more staff members as Primary or Secondary certifiers. Primary certifiers are responsible for actual certification of the event. Secondary certifiers only have the rights to review the certification and associated validation reports. Districts may have different certifiers for each type of event. It is strongly recommended to only have one primary certifier for each event.

PATH: *Reporting>Data Certification>Type Membership Setup*

1. Select **CTE Data** from the Type (Certification Event) dropdown.
2. Click New Member.
3. Enter a Name or click the magnifying glass to view all eligible certifiers (certifiers must be active staff members).
4. Select a Type (Primary or Secondary).
5. Click Save.

The screenshot shows the 'Type Membership Setup' interface. At the top, there is a title 'Type Membership Setup' with a star icon and a red circle '1' next to it. Below the title, there are buttons for 'New Member' and 'Save', and a dropdown menu for 'Type: CTE Data'. The main area is divided into two sections. The left section, titled 'Data Certification Members', contains a table with columns for 'Name', 'Status', and 'Type'. A red circle '2' highlights the 'New Member' button, and a red circle '5' highlights the 'Data Certification Members' dropdown menu. The right section, titled 'Data Certification Membership Detail', contains a 'Staff Search' form with input fields for 'Staff State ID' and 'Name', and a magnifying glass icon. A red circle '3' highlights the magnifying glass icon. Below the search fields, there are radio buttons for '*Type' with options 'Primary' and 'Secondary', and a checked checkbox for 'Active'. A red circle '4' highlights the 'Primary' radio button.

To modify a member:

1. Select a Type (Certification Event).
2. Click the member's name.
3. Change Type or check/un-check Active.
4. Click Save.

Data Certification

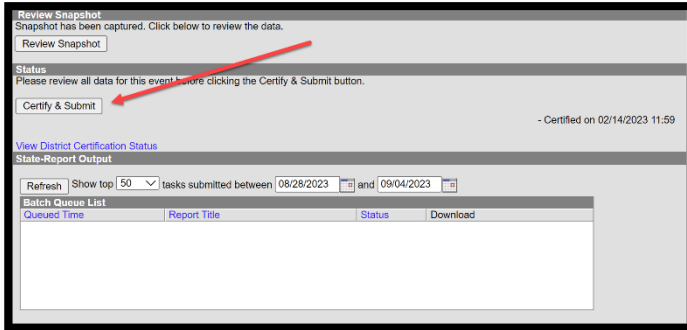
PATH: *Reporting>Data Certification>Event Certification*

It is important to carefully read the Event Description for an event prior to certification. The Event Description outlines the requirements for each certification, the importance of the certification (what the data will be used for), and instructions for validating the event prior to certification. It is also important to run ALL Validation Reports at both the district and state prior to certification, to ensure that all data is fully synced prior to certification.

Event Detail	
Event Name:	Fall CTE 2023-24 Certification
Reporting Year:	2024
Event Start:	11/01/2024
Snapshot Available:	11/01/2024 12:00 AM
Certification Opens:	11/04/2024 12:00 AM
Event End:	12/31/2024
Data Certification Types:	CTE Data
Event Description:	<p>The Fall CTE Collection is the follow-up for the CTE Concentrators identified in the prior year's End of Year CTE collection and have left the district (either as dropouts or graduates). Concentrators must have the CTE Post-Program Status and Date Contacted entered in the student's 23-24 enrollment record. The Date Contacted must be in the second quarter of school and not earlier than November 1, 2024.</p> <p>Please use the Data Validation Group CTE Fall Concentrator Fall Concentrator Follow-Up Status to ensure that data is accurate and complete prior to certification. <i>You must have the 23-24 year selected in order to run the validation report.</i></p> <p>Districts that did not identify CTE Concentrators in the 23-24 End of Year CTE Collection <u>do not need to complete this certification.</u></p>
External Data Links:	
Ad Hoc Data Links:	
Data Validation Groups:	FALL CTE Concentrator Previous Year Follow-Up Certification

To complete a data certification event:

- Select a certification event (must be assigned as a member (primary or secondary)).
- Read the Event Detail carefully for Certification Date and Event Description.
- Click **Certify & Submit** to finalize certification.



Note: If a District needs to Recertify, contact the AIM Unit to have the District un-certified. If an error is discovered after the collection window closes, contact the AIM Unit for assistance.