



Fall CTE Post-Program Status for CTE Concentrators

This data collection is utilized to understand how Montana's CTE programs are impacting participating students by understanding what outcomes those students have after high school. The data is also used for determining funding and for in-state and federally mandated reporting.

Students who were identified as Concentrators at the end of the 2024-2025 school year who are no longer enrolled (graduate or dropout) and have not re-enrolled in the 2025-2026 school year, must be contacted between 11/1/25 and 12/31/25 regarding their status after high school -*reference Page 2 for CTE Post-Program Status options*. Every reasonable effort should be made to contact these students - lack of information could negatively affect Carl Perkins performance measures for your school. The Post-Program Status and Date Contacted (between 11/1/25-12/31/25) is entered in the student's **2024-2025 enrollment record**.

NOTE: All validation and certification reports must be run with the 2024-2025 school year selected. Data Certification is required for this collection.

Validation Reports

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

Running the Validation Reports

IMPORTANT: Select last year...24-25... school year (then Save) in Infinite Campus and run the **FALL CTE Concentrator Validations** report to get the list of students to contact. Rerun the 'FALL CTE Concentrator Validations' report as many times as necessary during the outreach and record input process to review missing/invalid records.



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/Excel 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

Generate **Reset**

OPI EDUCATE (Infinite Campus) Team Contact Information
(406) 444-3800

opiainhelp@mt.gov

Entering CTE Post-Program Status Records

After contacting students, enter the status and contact date details in the CTE Post-Program Status record on the enrollment screen for the 2024-25 school year.

1. Search for the Student in Infinite Campus.
2. Open the Enrollment screen – PATH: *Student Information > General > Enrollments*
3. **IMPORTANT: Select the enrollment for the 2024-2025 school year.**
4. Scroll towards the bottom of the enrollment record to find the CTE Post-Program Status section
5. Click the + sign.
6. Select the correct option from the **CTE Post Program Status** dropdown.
7. Enter the Date Contacted (must be between 11/1/25 and 12/31/25).
8. Save the record.

9. Rerun the 'FALL CTE Concentrator Validations' as necessary to review missing/invalid records.
10. Repeat Steps 1-8 as applicable.

NOTE: The **Data/File Upload** process can be used to update CTE Post-Program Status data in bulk. Please contact the EDUCATE Team if you need support with this option.

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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/Excel 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 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.

NOTE: The Primary Certification member should not be changed until the next collection window for that event type. This ensures the state system reflects the correct status and certifier for the current collection window.

The screenshot shows the 'Type Membership Setup' interface. At the top, there is a title bar with a star icon and a red circle with the number 1. Below the title bar, there are two buttons: 'New Member' (with a green plus icon) and 'Save' (with a green checkmark icon), both with red circles and numbers 2 and 3 respectively. To the right of these buttons is a dropdown menu labeled 'Type: CTE Data'. Below the buttons is a table titled 'Data Certification Members' with columns for 'Name', 'Status', and 'Type'. A red circle with the number 5 is over the 'Name' column header. To the right of the table is a 'Data Certification Membership Detail' panel. It has a 'Staff Search' section with two input fields: 'Staff State ID' and 'Name', each with a magnifying glass icon and a red circle with the number 3. Below the search fields are two radio buttons: 'Primary' (with a red circle and number 4) and 'Secondary'. To the right of the radio buttons is a checkbox labeled 'Active' which is checked.

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.

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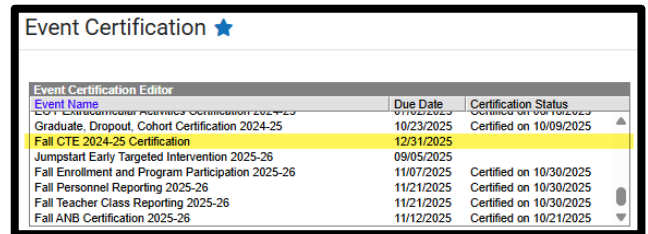
Data Certification

PATH: *Reporting > Data Certification > Event Certification*

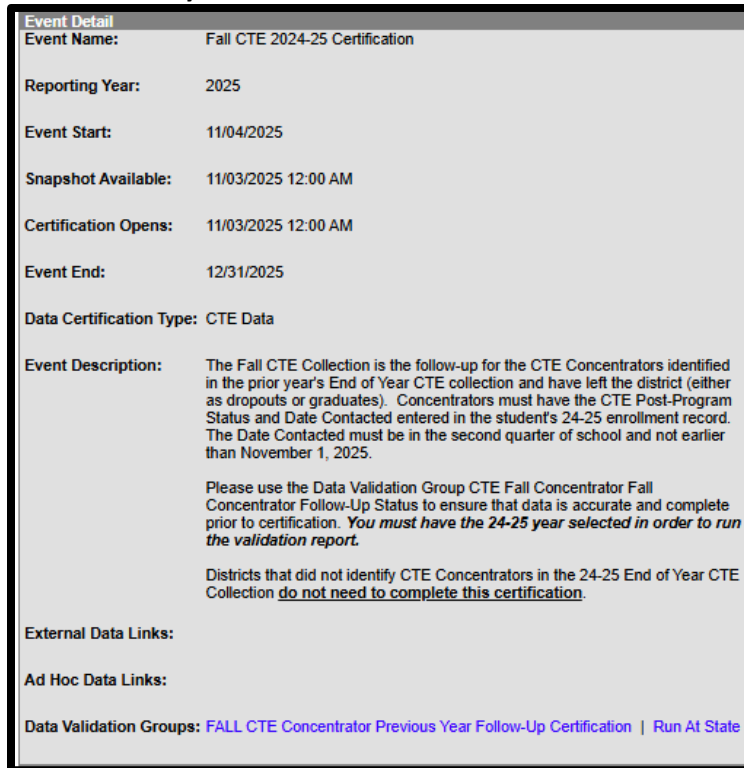
It is also important to run ALL Validation Reports at both the district and state prior to certification, to ensure that all data is fully synced prior to certification.

To complete a data certification event:

- From the Event Certification list, scroll towards the bottom of the certification list and select the 'Fall CTE 2024-25 Certification' event (must be assigned as a Primary member).
- Click **Certify & Submit** to finalize certification.



Event Name	Due Date	Certification Status
EVF Career/Technical Education 2024-25	9/19/2025	Certified on 9/19/2025
Graduate, Dropout, Cohort Certification 2024-25	10/23/2025	Certified on 10/09/2025
Fall CTE 2024-25 Certification	12/31/2025	
Jumpstart Early Targeted Intervention 2025-26	09/05/2025	
Fall Enrollment and Program Participation 2025-26	11/07/2025	Certified on 10/30/2025
Fall Personnel Reporting 2025-26	11/21/2025	Certified on 10/30/2025
Fall Teacher Class Reporting 2025-26	11/21/2025	Certified on 10/30/2025
Fall ANB Certification 2025-26	11/12/2025	Certified on 10/21/2025



Event Detail

Event Name: Fall CTE 2024-25 Certification

Reporting Year: 2025

Event Start: 11/04/2025

Snapshot Available: 11/03/2025 12:00 AM

Certification Opens: 11/03/2025 12:00 AM

Event End: 12/31/2025

Data Certification Type: CTE Data

Event Description: 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 24-25 enrollment record. The Date Contacted must be in the second quarter of school and not earlier than November 1, 2025.

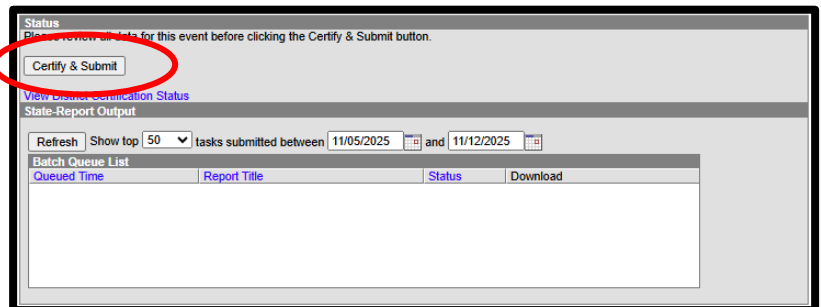
Please use the Data Validation Group CTE Fall Concentrator Fall Concentrator Follow-Up Status to ensure that data is accurate and complete prior to certification. ***You must have the 24-25 year selected in order to run the validation report.***

Districts that did not identify CTE Concentrators in the 24-25 End of Year CTE Collection **do not need to complete this certification.**

External Data Links:

Ad Hoc Data Links:

Data Validation Groups: [FALL CTE Concentrator Previous Year Follow-Up Certification](#) | [Run At State](#)



Status

Please review all data for this event before clicking the Certify & Submit button.

Certify & Submit

[View District Certification Status](#)

State-Report Output

Refresh Show top 50 tasks submitted between 11/05/2025 and 11/12/2025

Batch Queue List	Report Title	Status	Download
Queued Time			

Note: If a District needs to Recertify, contact the EDUCATE Team to have the District uncertified. If an error is discovered after the collection window closes, contact the EDUCATE Unit for assistance.

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