



FALL CTE COLLECTION CHECKLIST

Fall CTE Collection Setup

PATH (OL): Data Integrity Tools>Data Certification>Setup

PATH (NL): Reporting>Data Certification>Type Membership Setup

1. Identify a Certifier for the Fall CTE Collection.

PATH (OL): Data Integrity Tools>Data Validation>Data Validation Report

PATH (NL): Reporting>Data Validation>Data Validation Report

2. Identify the previous year CTE Concentrators.
 - a. Run the **CTE Fall Concentrator Follow-up Data Checks** data validation report to get the list of CTE Concentrators who left secondary education during the reporting year.

Reporting the Student Information

This option is for those districts that **do** use Infinite Campus as their primary Student Information System (SIS).

PATH (OL): Student Information > Program Participation > State Programs > CTE Participant

PATH (NL): Student Information > State Programs > CTE Concentrator

1. Contact the identified students or someone your district has identified as a reliable source of information for the student.
2. Enter the student's Post-program Placement Status.
3. Enter the date contacted for the information.

This option is for those districts that **do not** use Infinite Campus as their primary Student Information System (SIS).

PATH (OL): MT State Reporting > MT Data Upload

PATH (NL): Reporting > MT State Reporting > MT Data Upload

1. Contact the identified students or someone your district has identified as a reliable source of information for the student.
2. Collect the student's Post-program Placement Status.
3. Collect the date contacted for the information.
4. Transfer the student information into the Fall CTE Upload file.
 - a. Follow directions on the file to prepare it for upload into Infinite Campus.
5. Uploading the file into Infinite Campus
 - a. First, perform a **Validate and Test File** and address any errors identified.
 - b. Upload the file once no errors are identified after validation.

Validate Data

PATH (OL): Data Integrity Tools > Data Validation > Data Validation Report OR Reporting > Data Certification

PATH (NL): Reporting > Data Validation > Data Validation Report OR Data Integrity Tools > Data Certification

1. 1) Data Validation
 - a. Data Validation/Validation Groups
 - i. Search for a Collection (e.g., Calendar, TOE, Teacher Class).
 - ii. Add a User Group (to run the full report under Data Validation).
 - iii. Click Preview to review in HTML format (first 100 records only).
 - b. Data Validation/Validation Reports
 - i. Select Data Validation Group.
 - ii. Select Data Source.
 1. Local Dataset – validate district-level data entry.
 2. State Dataset – validate sync to the state.
 - iii. Report Processing
 1. Generate Now – smaller datasets.
 2. Submit to Batch Queue – larger datasets or State Dataset.
 - iv. Format Type
 1. HTML: Web-based format (do not click links on report output).
 2. CSV: Excel-based format (opens in one tab, no summary).
2. Data Certification
 - a. Data Certification>Setup/Type Membership Setup
 - i. Select Certification.
 - ii. Click New Member.
 - iii. Search for Certifier (must have active user account).
 - iv. Select Type (Primary – may certify/Secondary – view certification only).
 - b. Event Certification
 - i. Select Certification Event.
 - ii. Review Validation Reports (at district and state to ensure full sync prior to certification).
 - iii. Certify & Submit.