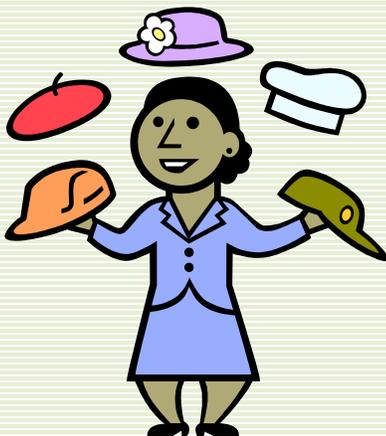

Quick Reference Guide:

Spring Career and Technical Education

This guide explains how to identify the 15-16 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 Concentration](#)

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.



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 not required for the 15-16 year. *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*

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DIRECT ENTRY

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

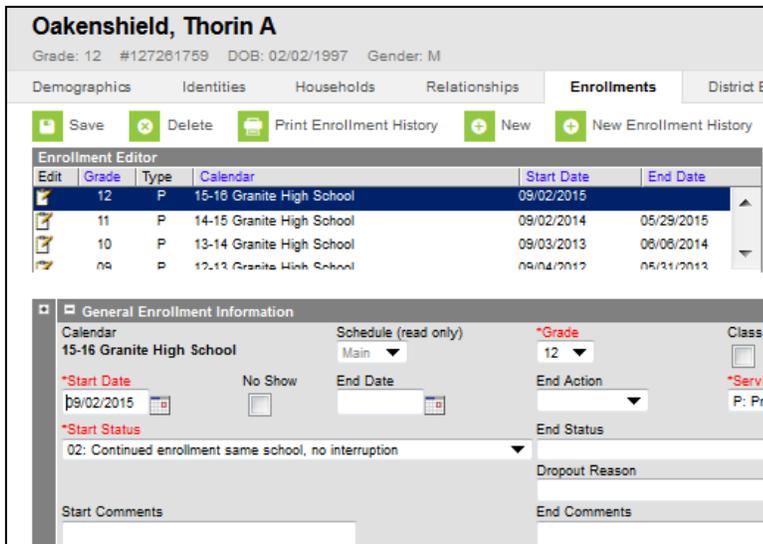
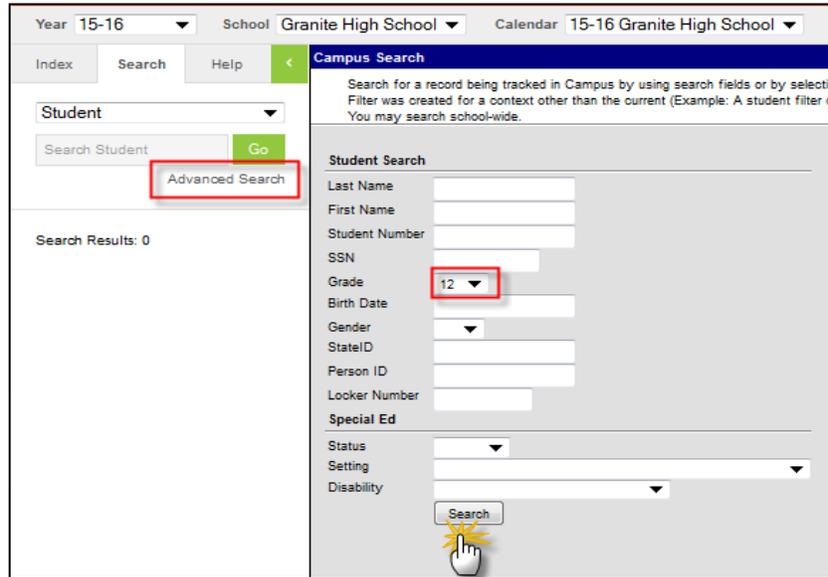


Select **Year 15-16** and a High School.

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

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

Click **Search**.



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 15-16 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)**.

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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.

Open 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** for the 2015-16 year.

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 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 for the 15-16 year.

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FILE UPLOAD

Extract the *CTE Spring Collection* file from your Student Information System.

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

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

Check the *Import Results Summary* for errors. Make all necessary corrections.

Return to the **MT Data Upload** and change the **Work to Perform** to *Load Partial File*.

Click **Upload**.

A CTE Spring Collection file can also be created using **MT Extracts**.

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

Choose *Career and Technical Education* from the **Extract Type** and *CSV* from **Format**.

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

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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.

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
2	RecordTyp	DistrictNum	SchoolNum	Calendar	StateID	LocalID	LastName	FirstName	CTEConce	FILLER10	FILLER11	StudentSi	AreaOfCo	FILLER14	DateCont	PostGrad	Year	
3	CT	280	157	1	253771636	11279	BOLTON	MICHAEL	Y									2015
4	CT	280	157	1	897517018	10745	McDonald	Ronald										2015
5	CT	280	157	1	187953224	111612	Ray	Rachel	Y									
6	CT	280	157	1	887942321		Huxtable	Denise	Y									
7	CT	280	157	1	100966093		Huxtable	Theodore	Y									
8		280	157	1	619835783		Bradbury	Ray										

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.

Home » Reports&Data » AIM » Achievement in Montana (AIM)

Welcome to ...

AIM Reference Guides

AIM File Upload Templates

AIM Data Dictionary

AIM Trainings

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▼ AIM MAILING LIST

AIM File Upload Templates

- [Average Daily Attendance Template](#)
- [CTE Career and Technical Education Template](#)
- [Fall Attendance Template](#)
- [FRAM Import Template](#)
- [LEP Template](#)
- [Program Participation Template](#)
- [Spring Attendance Template](#)
- [Student Demographic Template](#)
- [Student Enrollment Template](#)
- [Test Window Attendance Template](#)
- [Winter Attendance Template](#)

Enter the data and follow the instructions on page 5 to format/save the file.

Upload the file using the instructions from page 4.

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

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 Concentrator	Filler	Filler	Student Single Parent	Area of Concentration	Filler	Date Contacted	Post Graduation Status	Year

Year: 14-15 | School: Cascade High School

Batch Resync | Selective Sync

Index	Search	Help	Batch Resync	Selective Sync
<input checked="" type="checkbox"/>			<input type="checkbox"/> ScheduleStructure	08/28/2014 09:22:12 Processed: 0 Errors: 0
<input type="checkbox"/>			<input type="checkbox"/> 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
<input type="checkbox"/>			<input type="checkbox"/> BehaviorType	
<input type="checkbox"/>			<input type="checkbox"/> BehaviorResolutionType	
<input type="checkbox"/>			<input type="checkbox"/> BehaviorResponseType	
<input type="checkbox"/>			<input type="checkbox"/> Behavior	
<input type="checkbox"/>			<input type="checkbox"/> CensusContactSummary	
<input type="checkbox"/>			<input type="checkbox"/> ContactLog	
<input type="checkbox"/>			<input type="checkbox"/> Employment	
<input type="checkbox"/>			<input type="checkbox"/> EmploymentAssignment	
<input type="checkbox"/>			<input type="checkbox"/> EmploymentBackground	
<input type="checkbox"/>			<input type="checkbox"/> EmploymentCredential	
<input checked="" type="checkbox"/>			<input type="checkbox"/> Enrollment	08/28/2014 09:22:13 Processed: 0 Errors: 0
<input type="checkbox"/>			<input type="checkbox"/> Graduation	
<input type="checkbox"/>			<input type="checkbox"/> Roster	

RE-SYNC DATA

Set the **Year** to 15-16.

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

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

Click **Send Resync**.

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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.

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