
Quick Reference Guide:

Fall Career and Technical Education

This guide explains how to enter the Post Graduation Status and Date Contacted for 13-14 CTE Concentrators.

Topics included in this Quick Reference Guide include:

- *Running a report of CTE Concentrators*
- *Enter Post Graduation Status and Date Contacted*
- *CTE Q&A*



Other Useful Information:

[Appendix M: Areas of Concentration](#)

[Appendix O: Post Graduate Status](#)

The Fall Career and Technical Education (CTE) Data Collection is a follow-up to the Spring CTE Collection. Students identified as CTE Concentrators who graduated in 13-14 must be contacted between October 1 and December 31, 2014 to identify their current status 6 months after high school graduation.

This data is due on AIM **by December 31, 2014.**



Before beginning this process, there are a few considerations:

1. Which students do I need to enter data for?

- Enter the current Post Graduation Status and Date Contacted for each student identified as a CTE Concentrator in school year 13-14.
- Students are identified as CTE Concentrators in the Spring of their Senior year. Carl Perkins Grant requirements mandate a follow-up between October 1 and December 31 of the following school year.

2. When am I required to contact students?

- Student must be contacted between October 1 and December 31, 2014.

3. What if I am unable to reach a student?

- Certain individuals with knowledge of the student may be able to help identify a student's post-graduation status. *page 7*

4. I heard through the grapevine that a student was... Can I use this information?

- Information from 3rd party sources may be used if they have first- hand knowledge of the student's current status. *page 7*

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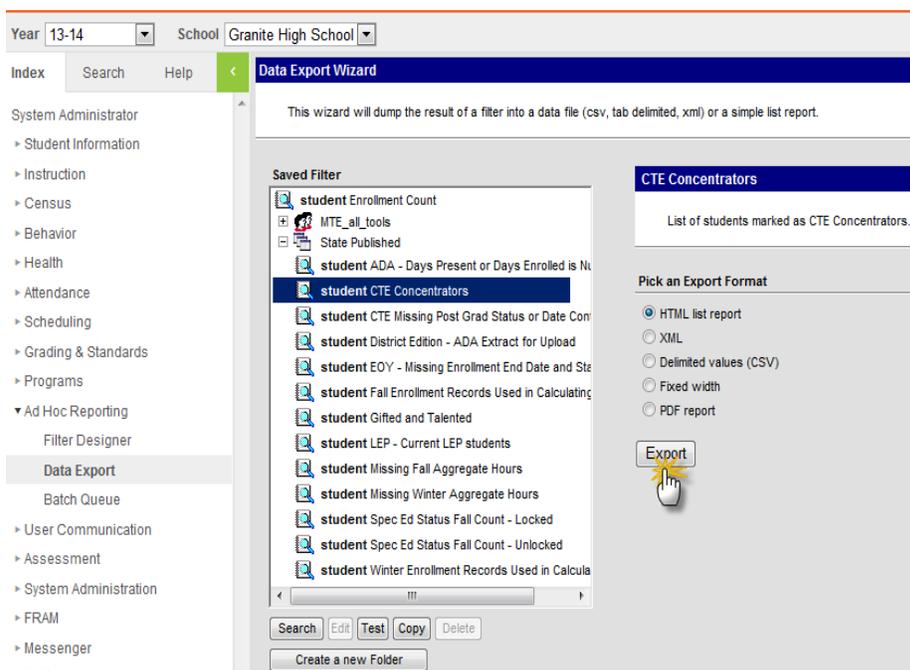
GET A QUICK REPORT OF CTE CONCENTRATOR'S

Select Year 13-14 and School (a high school).

From the Index, expand Ad Hoc Reporting and select Data Export.

Under Saved Filter, select State Published and student CTE Concentrator.

Pick an Export Format, and click Export.



The report will display in the selected format. It lists all students who were identified as CTE Concentrators in 13-14.

CTE Concentrators Total Records:3

| All Records | | | | | | | | |
|---------------------|-----------|-----------|------------|-------|---------|-------------|---------------|----------------|
| School | State ID | Last Name | First Name | Grade | Is CTE? | Career Path | Concentration | Single Parent? |
| Granite High School | 127261759 | Gunn | Tim | 12 | 1 | | 01 | 0 |
| Granite High School | 348188077 | Temple | Shirley | 12 | 1 | | 07 | 0 |
| Granite High School | 313019554 | Tribeck | Alex | 12 | 1 | | 17 | 0 |
| All Records | | | | | | | | |

ENTERING CTE CONCENTRATOR FOLLOW-UP INFORMATION

Follow-up data must be entered for each student who was marked as a CTE Concentrator last Spring.

Data can be entered via Direct Entry or by File Upload.

NOTE: Any additions, corrections, or changes to the list of CTE Concentrators for 13-14 must be entered no later than November 15, 2014, to be accurately reflected in the federal reporting and used to compute Perkins Performance Indicators for your school.

Direct Entry

Select **Year 13-14** and select **School** (a high school).

Click the **Search** tab. **Select Advanced Search.**

Under **Saved Filter**, select **State Published** and **CTE Concentrators**.

Campus Search

Search for a record being tracked in Campus by using search fields or by selecting a Saved Filter. If you have created a Saved Filter and do not see it created for a context other than the current (Example: A student filter cannot be applied to a Census Person Search). You may search school-wide.

Student Search

Last Name

First Name

Student Number

SSN

Grade

Birth Date

Gender

StateID

Person ID

Locker Number

Special Ed

Status

Setting

Disability

Saved Filter

- Enrollment Count
- MTE_all_tools
- State Published
- ADA - Days Present or Days Enrolled is Null
- CTE Concentrators**
- CTE Missing Post Grad Status or Date Contacted
- District Edition - ADA Extract for Upload
- EOY - Missing Enrollment End Date and Status
- Fall Enrollment Records Used in Calculating ANB
- Gifted and Talented
- LEP - Current LEP students
- Missing Fall Aggregate Hours
- Missing Winter Aggregate Hours
- Spec Ed Status Fall Count - Locked
- Spec Ed Status Fall Count - Unlocked
- Winter Enrollment Records Used in Calculating ANB

A list of last year's graduated CTE Concentrators will appear under the **Search** tab.

Index Search Help <

Student

tribeck

Advanced Search

Search Results: 3

- 12 Gunn, Tim A #999100007 [02/02/1997]
- 12 Temple, Shirley N [02/18/1999]
- 12 Tribeck, Alex [05/05/1996]

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Click the name of the first student in the Search Results list. Select the **Enrollments** tab.

Open the 13-14 enrollment record by clicking the **Edit Notepad** icon.

Gunn, Tim A
Grade: 12 #999100007 DOB: 02/02/1997 Gender: M

Credit Summary Assessment Behavior Graduation AdHoc Letters Rec

Summary **Enrollments** Schedule Attendance Flags Grades Tran

Print Enrollment History New New Enrollment History

| Edit | Grade | Type | Calendar | Start Date | End Date |
|-------------------------------------|-------|------|---------------------------|------------|------------|
| <input checked="" type="checkbox"/> | 12 | P | 13-14 Granite High School | 09/03/2013 | 05/31/2014 |

Start Status: 02 Continued enrollment same school, no interruption
End Status: 400 Graduated

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: 40: Trade and Industrial Career Path: _____

Post Graduation Status: 01: Post-secondary Education or Training Date Contacted: 10/01/2013

Special Ed Fields

Scroll to the **CTE Concentrator** section. Open the section by clicking the plus (+) sign.

Select the appropriate *Post Graduation Status* and *Date Contacted*.

Click **Save**.

Repeat the process for each CTE Concentrator listed in the Search Results.

File Upload

CTE Concentrator information may be uploaded using a file created from the district's Student Information System or created using the OPI Career and Technical Education Template (Excel).

Extract File from SIS:

Follow your SIS instructions to extract the file as a *.tsv or *.txt file. Upload the file using the instructions below.

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Create File Using OPI Template:

The [Career and Technical Education Template](#) is available on the OPI AIM Webpage (see picture below). Save the template to a file of your choice, then open the template.

Enter the data and follow the instructions to save the file as a *.tsv or *.txt file.

Upload the file using the instructions below.

| 1 | DELETE rows 1, 2, and 3 prior to saving as a text(tab delimited) file. | | | | | | | | | | | | | | |
|----|--|-----------------|---------------|-----------------|--------------------|--------------------|-----------|------------|------------------|-----------------------|--------------------------|-----------------------|-----------------------|--------------|-------------|
| 2 | 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 |
| 3 | Record Type (CT) | District Number | School Number | Calendar Number | Student's State ID | Student's Local ID | Last Name | First Name | CTE Concentrator | Tech Prep Participant | Non Traditional Enrollee | Student Single Parent | Area of Concentration | Filler Field | Career Path |
| 4 | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | |
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| 10 | | | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | | | |
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| 18 | | | | | | | | | | | | | | | |
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| 22 | | | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | | | |

To upload a file:

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

Under **Import Type**, select **Career and Technical Education**.

From **Work to Perform**, select **Validate and Test**. Browse for the file and click **Upload**.

Select an option under "Import Type" to specify which record type you are uploading. If the file you upload contains more than one type of record, (i.e. SD and EN records) select "Multiple Record Types".

- Select an option under "Work To Perform" to indicate how the file should be processed. There are 2 options:
- Validate and Test File** - Only error checking will be performed on the file. A summary report will be generated identifying any errors that were found. No data is imported under this option.
 - Load Partial File** - Data from the file will **add to or update the current student record** in the AIM system. A summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a partial list of students.

- Recent Changes:
- Student Demographics** - Field 11 (Race/Ethnicity) has been changed to a filler field and data in this field will no longer be imported.
 - Student Enrollments** - Field 15 (No Show) has been changed to a filler field and data in this field will no longer be imported.
 - Program Participation** - Fields 09,10,11, and 12 (Free/Reduced Lunch, SPED Status, Part B Start Date, Part B End Date) have been changed to filler fields and data in these fields will no longer be imported. As a result field 13 (Section 504) no longer has a validation and either Y or N will be imported.
 - Career and Technical Education** - Fields 10,11, and 14 (Tech Prep Participant, Non Traditional Enrollee, and Career Path) have been changed to filler fields and data in these fields will no longer be imported.

Import Options

Import Type: Career and Technical Education

Work to Perform: Validate and Test File

File: C:\Users\CP8882\Documents\hhs_CTE_2014.csv [Browse...] [Upload]

Results:

File Name: CT_0556_08102010.tsv
Processing Started Time: Tue Aug 10 13:33:49 CDT 2010.
Processing Finished Time: Tue Aug 10 13:33:51 CDT 2010.
Total Time To Process File: 2 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. Fix any **Errors** and review **Warnings**.

Once the report is free of errors, return to **MT Data Upload**.

Set the **Import Type** to *Career and Technical Education*, the **Work to Perform** to *Load Partial File* and browse for the file.

Click **Upload**.

State Data Import

Select an option under "Import Type" to specify which record type you are uploading. If the file you upload more than one type of record, (i.e. SD and EN records) select "Multiple Record Types".

Select an option under "Work To Perform" to indicate how the file should be processed. There are 2 options:

1. **Validate and Test File** - Only error checking will be performed on the file. A summary report identifying any errors that were found. No data is imported under this option.
2. **Load Partial File** - Data from the file will **add to or update the current student record** in A summary report will be generated indicating the number of records that were inserted or changed should be used when updating the information on a partial list of students.

Recent Changes:

1. **Student Demographics** - Field 11 (Race/Ethnicity) has been changed to a filler field and data no longer be imported.
2. **Student Enrollments** - Field 15 (No Show) has been changed to a filler field and data in this field no longer be imported.
3. **Program Participation** - Fields 09, 10, 11, and 12 (Free/Reduced Lunch, SPED Status, Part B End Date) have been changed to filler fields and data in these fields will no longer be imported
4. **Career and Technical Education** - Fields 10, 11, and 14 (Tech Prep Participant, Non Traditional Career Path) have been changed to filler fields and data in these fields will no longer be imported.

Import Options

Import Type: Career and Technical Education

Work to Perform: Load Partial File

File: C:\Users\CP8882\Documents\hhs_CTE_2014.csv [Browse...] [Upload]

[Submit to Batch]

Or

Result File: 06/17/2014 14:41:39 (COMPLETE) [Load]

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RE-SYNC DATA

Select **Year 13-14**.

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

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

Click **Send Resync**.

State Data Resynchronization

This tool will selectively resynchronize data from the district edition to the state edition. The resynchronization will happen asynchronously and you will receive a Process Message in your inbox when it completes. The primary uses for this tool include: forcing an initial sync of data to the state after a district goes live, forcing a sync of information modified outside of the application (i.e., through a SQL query) to the state, and forcing a sync of information at reporting time to ensure that the state has the most accurate and timely information available.

Resync Data For The Previous School Year (2010-2011)

Check dependencies

| <input type="checkbox"/> | DIS Objects | Last Resync | Results | Status Legend |
|-------------------------------------|--|---------------------|--------------------------|---------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> Calendar | 09/16/2011 08:02:30 | Processed: 3 Errors: 0 | |
| <input type="checkbox"/> | CourseSection | 09/16/2011 08:02:30 | Processed: 0 Errors: 0 | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> ScheduleStructure | 09/16/2011 08:02:30 | Processed: 3 Errors: 0 | |
| <input type="checkbox"/> | Day | 09/16/2011 08:02:30 | Processed: 0 Errors: 0 | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> StructureGradeLevel | 09/16/2011 08:02:30 | Processed: 3 Errors: 0 | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> PersonIdentity | 09/16/2011 08:02:30 | Processed: 311 Errors: 0 | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> Enrollment | 09/16/2011 08:02:30 | Processed: 296 Errors: 0 | |
| <input type="checkbox"/> | PersonIdentityNoStateIDOnly | 09/16/2011 08:02:30 | Processed: 0 Errors: 0 | |

CTE Q&A

- **We already do a follow-up survey of our graduating seniors in August – can I use that data for our CTE Concentrators?**
 - No, to meet the requirements of the Carl Perkins grant the students must be contacted between October 1 and December 31 of the following school year.
- **The student is out of state, but I talked to his mom. Is that considered a contact?**
 - Yes, the student's immediate relative is a reliable source of follow-up data for a CTE Concentrator.
- **I have tried to contact the student, but every number we have on file is disconnected and there is no one with information as to their whereabouts. What do I do?**
 - Mark the student CTE record as *05: Unknown* in the **Post Graduation Status** field. Every reasonable effort should be made to contact these students, since *the lack of information could negatively affect Perkins performance measures* for your school.
- **We live in a small town. Even though the family moved, I ran into a family friend who said the student is now in the military. Is this enough information to code that as the student's Post-Graduation status?**
 - The district must determine how reliable they think the information is. If the information is deemed to be credible, enter it as the student's Post-Grad Status.
- **ADDITIONAL TECHNICAL ASSISTANCE GUIDANCE to assist those making follow-up phone calls is available on the Secondary CTE web page inside the 'Data Collections' tab located here:**
http://www.opi.mt.gov/programs/CTAE/CTE.html#gpm1_6

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For further assistance, contact the AIM Help Desk at opiainhelp@mt.gov or 1-888-424-6681.

Other Related Information for your reference:

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

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Appendix O: Post Grad Status

| CODE | NAME | DEFINITION |
|------|--------------------------------------|--|
| 01 | Post-secondary Education or Training | After the student graduated from high school, they attended a post-secondary education program or additional training. |
| 02 | Employed | After the student graduated from high school, they became employed. |
| 03 | Unemployed | After the student graduated from high school, they became/remained unemployed. |
| 04 | Military | After the student graduated from high school, they joined the military. |
| 05 | Not Known | The student's status after graduating from high school is not known. |
| 06 | Other | The student's status after graduating from high school is something other than above options. |

ALL POST GRAD STATUS CODES REQUIRE ZERO PADDING