

CTE Report (Maine)

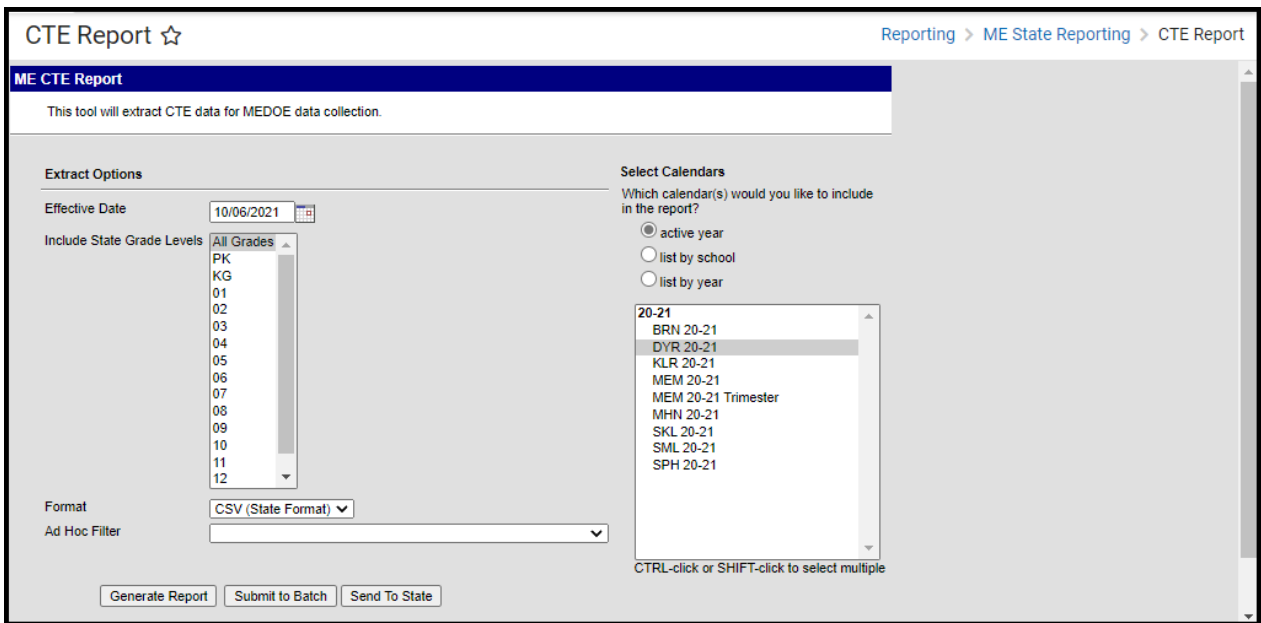
Last Modified on 10/22/2022 10:22 am CDT

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Classic View: *ME State Reporting > CTE Report*

Search Terms: CTE Report

The CTE Report extracts Career and Technical Education (CTE) program data for upload into the Maine Department of Education's data system.



The screenshot shows the 'CTE Report' tool interface. At the top, there is a breadcrumb trail: 'Reporting > ME State Reporting > CTE Report'. Below this is a blue header bar labeled 'ME CTE Report'. A message states: 'This tool will extract CTE data for MEDOE data collection.' The interface is divided into two main sections: 'Extract Options' and 'Select Calendars'.

Extract Options:

- Effective Date:** 10/06/2021
- Include State Grade Levels:** A list box containing 'All Grades', 'PK', 'KG', '01', '02', '03', '04', '05', '06', '07', '08', '09', '10', '11', and '12'. 'All Grades' is currently selected.
- Format:** CSV (State Format)
- Ad Hoc Filter:** An empty text input field.

Select Calendars:

- Which calendar(s) would you like to include in the report?**
- Radio buttons for:
 - active year
 - list by school
 - list by year
- A list box showing school calendars for the 20-21 year:
 - 20-21
 - BRN 20-21
 - DYR 20-21
 - KLR 20-21
 - MEM 20-21
 - MEM 20-21 Trimester
 - MHN 20-21
 - SKL 20-21
 - SML 20-21
 - SPH 20-21

At the bottom, there are three buttons: 'Generate Report', 'Submit to Batch', and 'Send To State'. A note at the bottom right says 'CTRL-click or SHIFT-click to select multiple'.

Image 1: CTE Report

Tool Rights

Users must have at least **R**(ead) tool rights in order to generate the CTE Report.

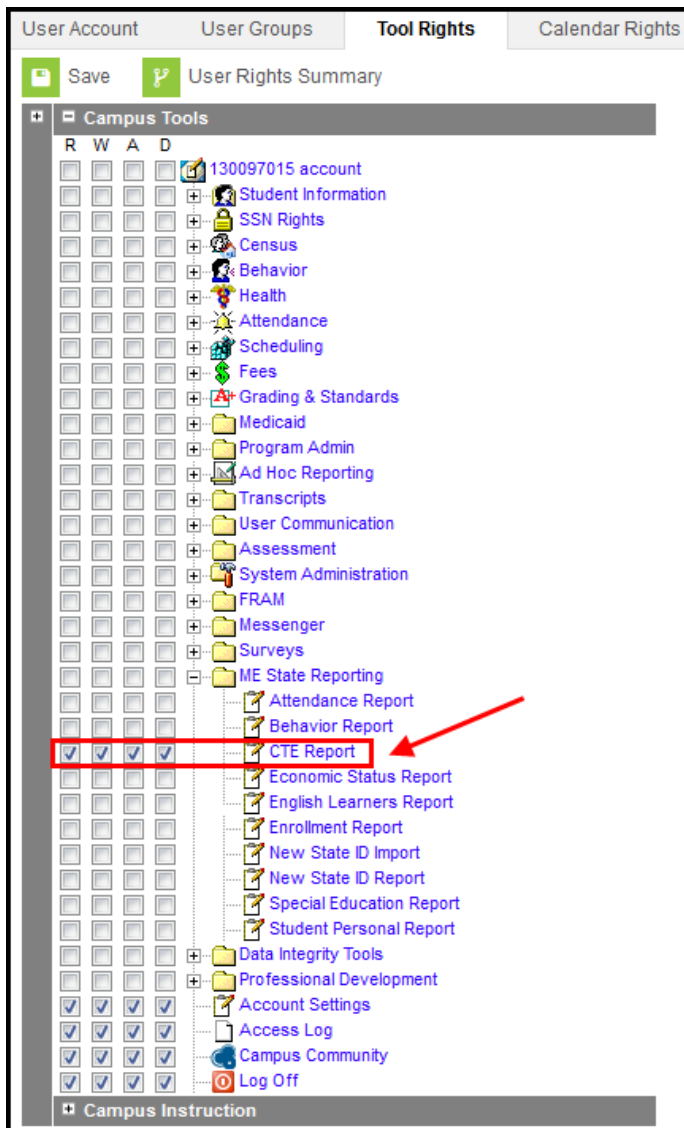


Image 2: CTE Report Tool Rights

Report Logic

Logic determines the report population as follows:

- Report one record for each CTE record in the calendar(s) selected in the report editor.
- A student must have at least one enrollment record in the calendar(s) selected in the report editor.
- A student must have at least one CTE record in the calendar(s) selected in the report editor.
- The report will exclude any records tied to the following:
 - Enrollment records where State Exclude = True
 - Enrollment records where No Show = True
 - Records tied to Grade Levels marked as Exclude from state reporting
 - Records tied to calendars marked as Exclude
 - Enrollment records where the Start Date is greater than the Effective Date entered on the report editor.

- CTE records where the CTE Start Date is greater than the report editor Effective Date.
- If the student has multiple records in the selected calendar, report the enrollment record with a Service Type = P: Primary.
 - If either or none of these enrollment records have a Service Type = P: Primary, report the enrollment record with the most recent Start Date.
 - If multiple enrollments have the same Start Date, report the enrollment record with the lowest enrollmentID.
- Data is reported from the core Career Tech Programs tool.
 - Students must have a CTE Programs Participation record active for at least one day in the selected calendar in order to be included in the report.
 - Only report the CTE program if the program's Start Date is less than or equal to the Effective Date entered on the extract editor. If the start date is in the previous calendar year it will not be reported. The Start Date of the program record must fall within the reporting school year calendar.
 - Only report the record if the associated CTE Program Admin Start Reported = True.
 - Only report if associated CTE Program Admin Category = CTE

Generating the Extract

1. Enter the **Effective Date**. Data as of this date will report.
2. Select which **State Grade Levels** will report data.
3. Select which **Calendars** will report data.
4. Select the report **Format**. For submission to the state, select the CSV (State Format).
5. To further narrow results, select an **Ad Hoc Filter** (optional).
6. Decide if you want to generate the report or send the report to the state:

Generate Report	Click the Generate Report button to immediately generate the report. The report will appear in a separate window in the designated format.
Submit to Batch	Clicking the Submit to Batch button to send the extract to the Batch Queue List. Batch Queue functionality provides the ability to schedule when the extract is generated and allows users to navigate away from the Special Education Report editor while the extract is being built. The Batch Queue List also lets users view and access historical Special Education Reports which were run through the Batch Queue tool.

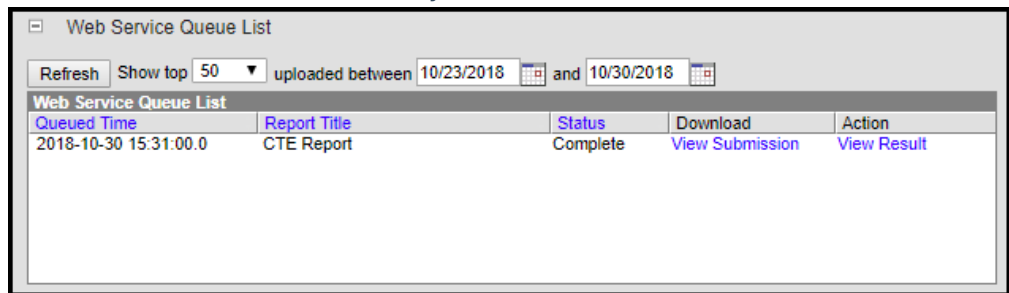
Batch Queue List

Refresh Show top 50 tasks submitted between 10/23/2018 and 10/30/2018

Queued Time	Report Title	Status	Download
10/30/2018 03:29:57 PM	CTE Report	Completed	Get the report

Send to State

Clicking the **Send to State** button will send the report data to the state system (Synergy). Reports sent to the state will appear in the Web Service Queue List where you can view its current status (Status), view all data sent to the state (View Submission), and review any errors returned from the state (View Result).



This functionality requires proper [Web Service Account](#) and [Web Service Configuration](#) setup.

Below is an example of a the generated report:

SAUID	StateStudentID	SchoolID	YearCode	Action	CTECode	StartDate	EndDate	ExitStatus	EarlyCollegeLD	DisplacedHomemaker	SingleParent
1155		1404	2016-2017		01.0304	20160701	20170601	05	N	N	N
1155		1404	2016-2017		01.0205	20160701			Y	Y	N
1155		1404	2016-2017		01.0000	20160701			Y	N	N

Image 3: Example of the CTE Report - HTML Format

Understanding the CTE Report

Use the table below to better understand what each report column means and how it reports data.

Field	Description	Location
SAUID	Logic reports the District Number associated with the student's CTE record. <i>Numeric, 4 digits</i>	System Administration > Resources > District Info > State District Number District.number
StateStudentID	Logic reports the Student State ID of the student. <i>Numeric, 9 digits</i>	Census > Demographics > Student State ID Person.stateID

Field	Description	Location
School ID	<p>NEO Organization ID for the attending school.</p> <ul style="list-style-type: none"> If CTE Admin School is not null, report the School Number associated with the schoolID for the value selected in CTE Admin School. Else, report School Number associated with the student's CTEDataME record <p><i>Numeric, 4 digits</i></p>	<p>Program Admin > Programs > Career Tech Programs > Career Tech Program Detail > School</p> <p>School.number Program.schoolID</p>
YearCode	<p>Logic concatenates the Start Year and End Year of the reported School Year associated with the student's CTE record, separated by a hyphen.</p> <p><i>Numeric, 9 digits (YYYY-YYYY)</i></p>	<p>System Administration > Calendar > School Years</p> <p>SchoolYear.startYear SchoolYear.endYear</p>
Action	Currently reports as null.	N/A
CTECode	<p>The CTE Program Code.</p> <p>Core CTE checkbox = True:</p> <ul style="list-style-type: none"> Report the Career Tech Program State Code (CIP) <p><i>Numeric, 15 digits</i></p>	<p>Program Admin > Programs > Career Tech Programs > Career Tech Program Detail > State Code (CIP)</p> <p>Program.code</p>
StartDate	<p>Logic reports the CTE Start Date.</p> <p>Report the Career Tech Program Start Date.</p> <p><i>Date field (YYYYMMDD)</i></p>	<p>Student Information > General > CTE > CTE Information > CTE Start Date</p> <p>ProgramParticipation.startDate</p> <hr/> <p>Student Information > Academic Planning > Career Tech Program > Start Date</p>

Field	Description	Location
EndDate	<p>Logic reports the CTE Exit Date.</p> <ol style="list-style-type: none"> If all of the following are true, report Career Tech Program End Date: <ul style="list-style-type: none"> Career Tech Program End Date <= Extract Editor Effective Date Else, report null <p><i>Date field (YYYYMMDD)</i></p>	<p>Student Information > Academic Planning > Career Tech Program > End Date</p> <p>ProgramParticipation.endDate</p>
ExitStatus	<p>The reason for exiting or ending CTE program.</p> <p>If all of the following are true, report Career Tech Program Exit Status:</p> <ul style="list-style-type: none"> DE08 EndDate <> NULL Else, report null <p><i>Alphanumeric, 5 characters</i></p>	<p>Student Information > Academic Planning > Career Tech Program > Exit Status</p> <p>ProgramParticipation.studentStatus</p>
EarlyCollegeLD	<p>Logic looks to see if the individual is Early College LD.</p> <p>If all of the following are true, report 'Y':</p> <ol style="list-style-type: none"> Career Tech Program Early College LD = true <p>Else, report 'N'.</p> <p><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>Student Information > Academic Planning > Career Tech Program > Early College LD</p> <p>ProgramParticipationCTE.earlyCollegeLD</p>

Field	Description	Location
Out-of-WorkInd	<p>Indicates if the individual is currently out of work.</p> <p>If all of the following are true, report 'Y':</p> <ul style="list-style-type: none"> • Career Tech Program Out-of-WorkInd = true <p>Else, report N.</p> <p><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>Student Information > Academic Planning > Career Tech Program > Out-of-Work Individual</p> <p>ProgramParticipationCTE.displacedHomemaker</p>
SingleParent	<p>Logic looks to see if the individual is a single parent.</p> <p>Report Y if 'Single Parent' on the Career Tech Program = True</p> <p>Else, report null.</p> <p><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>Student Information > Academic Planning > Career Tech Program > Single Parent</p> <p>ProgramParticipationCTE.singleParent</p>

Field	Description	Location
700InstHrs	<p>Indicates the student is receiving at least 700 instructional hours in the CTE program in one year.</p> <p>Logic is as follows:</p> <ol style="list-style-type: none"> 1. If all of the following are true, report 'Y': <ol style="list-style-type: none"> 1. Career Tech Program 700 Instructional Hours = true 2. If all of the following are true Report 'N' <ol style="list-style-type: none"> 1. Career Tech Program 700 Instructional Hours= FALSE <p><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>Student Information > Academic Planning > Career Tech Program > 700 Instructional Hours</p> <p>ProgramParticipationCTE.insthsmet</p>
SatelliteProgram	<p>The student is enrolled in a program at a satellite location.</p> <ol style="list-style-type: none"> 1. If all of the following are true, report 'Y': <ul style="list-style-type: none"> ◦ Career Tech Program Satellite Program = true 2. If all of the following are true Report 'N' <ul style="list-style-type: none"> ◦ Career Tech Program Satellite Program = false <p><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>Student Information > Academic Planning > Career Tech Program > Satellite Program</p> <p>ProgramParticipationCTE.satelliteProgram</p>