



Middle School CTE Enrollment Data File Format 2018-19 Reporting Year

Submission Deadline: July 31, 2019 **CSI Deadline: July 12, 2019**

This file format is **only for middle school CTE programs approved at middle schools**. Do not use it to report students in secondary or postsecondary level CTE programs. Use the “Secondary” data file format for 7th and 8th grade students who are enrolled in secondary level CTE programs at high schools and postsecondary schools. Report students according to the program they are attending, which should align with the CTE program approval documentation. Please contact CCCS if you are unsure about the difference between CTE program approval levels and which students to report within them.

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Middle School Enrollment Instructions

Please read all instructions carefully *before* starting your file. It’s very likely to save you time, limit frustration, and assure more accurate data reporting in the long run.

- To report the data, you can **either upload a completed spreadsheet or use the manual entry method** on the website. We recommend the manual entry method if there only a few students to report, otherwise we recommend the file upload method.
- CCCS always creates new file format documents each and every reporting year. We have done this since the CTE data collection website was launched over 10 years ago. **Do not use file format documents from previous reporting years** or you will likely not be reporting data correctly. Check the reporting year listed at the top of this document to make sure you are using the correct documentation. Current reporting year file formats are always posted in the Documents section of the Help page on the data collection website. You must log into the website to get to the Help link.
- You may use this file format documentation for creating an enrollment data file for upload onto the [CTE Data Collection website](#) on middle school students who attended courses within your CTE programs during the 2018-2019 school year. Your data file can be in Excel 97-2003 format (xls extension) or Excel 2007 (xlsx extension). At the end of this document you will find a list of frequently asked questions regarding the Excel format files and the enrollment upload, validation, and import processes.
- You should review the [Data Reporting section of the Administrator's Handbook](#) at coloradostateplan.com for more details on reporting enrollment and active teachers.
- Less demographic information is required for middle school CTE enrollment than for secondary or postsecondary reporting. In addition, concentrator and completer status are not reported for middle school level programs.
- Build your Excel file of student records according to the table in the “Enrollment File Format Section” below. Fields in the table below can be in any order in the enrollment file, but row 1 of your Excel file must contain the “Column Header” from the table below (exact same spelling for each header). You can also download an empty Excel starter file from the Documents section of the Help page of the CTE data collection website or within the Upload Enrollment File section of the website.
- **It is extremely important that you provide accurate and complete student demographic information for all student records.** Accountability mandates require that we perform data matching of the records that you provide with CDE (Colorado Department of Education) and other state and federal agencies. If records cannot be matched because of incorrect demographic information, **your**

program approval and/or funding could be jeopardized. The CTE enrollment data you report is also subject to audits conducted by our office, the state, or by federal auditing agencies.

- **The state assigned RITS ID (also called SASID, CDE ID, or State ID) is required for ALL middle school student enrollment records.** This is the unique 10-digit ID number that CDE assigns to every K-12 student when they enter the Colorado public education system. You can find a student's RITS ID by first contacting your district office. Every public school district in Colorado has a RITS contact person. If for some reason, you still cannot locate the RITS contact person for your district, then you may contact CDE staff in the Student Identifier Management Unit at 303-866-6612.
- You should use the same first name, middle name, last name, and date of birth in this enrollment file that you report to CDE. This will greatly facilitate our data matching processes.
- Student records that you should include in your middle school enrollment file **should meet all of the following criteria:**
 - They were enrolled in a middle school level CTE program during the 18-19 school year.
 - They completed at least one course within a middle school level CTE program during the 18-19 school year where courses are defined in the program approval documentation. Do not report the student if they did not receive transcriptable credit for courses taken (usually means they failed a course).
 - The coursework was taught by an appropriately credentialed instructor. If the student took courses taught within a single CTE program by a mix of credentialed and non-credentialed instructors, you can only count those taken by credentialed instructors.
- Middle school level reporting does not require that you mark students as concentrators or completers. We only look at students enrolled.
- You should report only **one record per student per program per school**. Thus, if John Smith was enrolled in 3 different middle school programs approved at Darcy Middle School, then provide 3 total records--one record for each of the programs he was enrolled in. Note that each of the programs must have a separate program approval with its own five-digit program id (different than the four or five-digit program request ID) and CIP id. *You cannot report students in CTE enrollment by course within a program.* If your file has multiple records for a student in the same program at the same school, then you will receive an error during the validation process.
- You may submit a separate file of enrollment records for each program at a single school, or you may submit a single file of enrollment records for all programs at a single school. **Do not** submit separate files of enrollment records within a single program (reporting by instructor for instance). We recommend that you submit a single file per school of all enrollment records for all programs to avoid confusion. It is also much more time efficient to format and validate one file per school rather than multiple files for different programs per school. You may resubmit files, which will overwrite previously uploaded data.
- There are no specific requirements for the filename, but it is suggested that you name the file in such a way that it can be clearly distinguished from any other files that you upload, e.g. <schoolname>_<year>.xls, or if submitting multiple files, include something to distinguish one file from another.
- **To upload your middle school enrollment data file**, log into the [CTE data collection website](#) then go to the Student Enrollment link. You may be presented with a choice of middle school enrollment or secondary enrollment – click on the middle school enrollment link. Next, click on the 'Upload Middle School Enrollment File' button and follow the onscreen instructions. **Do not email or mail your data file(s) to CCCS!** This is private student information! The website upload is the most secure data transfer method. You must have an account to login to the data collection website. Check with your school/district to see who the main CTE data contact(s) are with account logins. If all contacts have left their employment, then contact CCCS so that we can update our records and assign new account logins.

- You may use either the “Validation Only” or the “Validate and Import” buttons that will check your file for errors and report them back to you immediately for you to fix (see FAQ section below for more information). **Your file will not be accepted for import until all errors are corrected.** Watch for the webpage that clearly states that your file will be scheduled for import. This page also contains a prompt for you to enter your email address to receive a notification when your file is imported with instructions on how to double check your data entries.
- CCCS has no way of knowing if the data you report in your CTE enrollment is complete and accurate at the time you report it. That is your responsibility to ensure that it is complete and accurate. The data cannot be changed later on if you have reported it incorrectly. **Therefore, it is critical that you review it for accuracy before submission.** You are strongly encouraged to have your teachers review the data before submission because they are the ones that often can find errors in the students reported. You should also review your submission on the website a final time once you believe you are finished entering the data.
- You should keep a copy of your Excel file(s) for your own records, plus you should keep any source data you used to create it just in case you need to refer back to it. CCCS mandates that you keep records for seven years for audit purposes.
- If you have questions, you may contact Lauren Victor at Lauren.Victor@cccs.edu or 303-595-1527.

Middle School Enrollment File Format

Column Header (Row 1 of your Excel file must match exactly)	Is Data Required or Optional?	Field Coding	Field Length (Number of characters)
Program Level	Required	The level of the approved program Middle School = 5	1
School Year	Required	The school year is the last two digits of the spring year of the school year. For example, if a student record is listed with the year 19 that means the data of that record reflects the enrollment status of that student in the 2018-2019 school year.	2
Home School ID	Required	The 4-digit CDE school code for the student’s school of primary academic enrollment (not primary CTE program enrollment). Note: This may be the same school where the CTE program is approved or it may be a different school. The next field below, CDE ID, is the school where the CTE program is approved. Go to the reports page on the Program Approval website for a list of 4-digit CDE codes.	4
CDE ID	Required	The 4-digit CDE school code, for the school where the CTE program is approved. Every CTE program is officially approved for a specific school. Go to the reports page on the Program Approval website for a list of 4-digit CDE codes.	4
CIP	Required	6-digit CIP code. No dots or dashes. Go to the reports page on the Program Approval website for a list of each schools’ CIP IDs and Program IDs	6
Program ID	Required	5-digit Program ID (NOT Program Request ID) Go to the reports page on the Program Approval website for a list of each schools’ CIP IDs and Program IDs	5
First Name	Required	Two words separated by a space is okay. One apostrophe is allowed in the middle or at the end. Double apostrophes not allowed. This should be the same first name that was reported to CDE by the school district.	50

Column Header (Row 1 of your Excel file must match exactly)	Is Data Required or Optional?	Field Coding	Field Length (Number of characters)
Middle Name	<i>Optional</i>	Two or three words separated by spaces or hyphens are okay. No apostrophes. Double spaces or hyphens, or contiguous spaces and hyphens are not allowed. This should be the same middle name that was reported to CDE by the school district.	50
Last Name	Required	Two words separated by a space is okay. Can contain up to one space, one apostrophe, or one dash. Double apostrophes not allowed. This should be the same last name that was reported to CDE by the school district.	50
RITS ID	Required	The 10-digit Colorado Department of Education RITS student ID. Also called the SASID, CDE ID or State ID. This number must be correct and accurate!	10
DOB	Required	Either MMDDYYYY with no slashes or hyphens (Ex. 09171992) or mm/dd/yyyy format (Ex. 9/17/1992). The format for all dates in the file must be the same. Do not mix formats.	8 - 10
CDE Gender	Required	<ul style="list-style-type: none"> • Female = 01 • Male = 02 	2
CDE Grade	Required	<ul style="list-style-type: none"> • Grade 6 = 060 • Grade 7 = 070 • Grade 8 = 080 	3

End of File Format

Middle School Enrollment Frequently Asked Questions (FAQ)

Screenshot of Middle School Starter Enrollment file:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Program Level	School Year	Home School ID	CDE ID	CIP	Program ID	First Name	<i>Middle Name</i>	Last Name	RITS ID	DOB	CDE Gender	CDE Grade
2	5	17	0623	0542	019999	00001	Jane		Roe	123456789	02052003	01	070
3													

Screenshot of Excel Middle School Enrollment Report (not all columns are displayed):

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Program Level Desc	Program Level	School Year	Home School ID	CDE ID	CIP	Program Name	Program ID	First Name	<i>Middle Name</i>	Last Name	RITS ID	DOB
2	M	5	17	0623	0542	019999	Agribusiness	00001	Jane		Roe	123456789	02052003
3													

- Why are there bold and italics in the column headers in the file when I “Download All Follow-Up Students or a “Follow-up Student List”?
 - The follow-up student file column headers are encoded as follows:
 - Bold** fields are required during the upload process.
 - Italic* fields are optional and will be reported where available.
- What is the difference between the “Validate and Import” button and the “Validate Only” button and which one should I use?
 - The “Validate Only” button does all the validity checking on your file but will not accept the file for import. Thus if there are no errors in your file, you will be notified that there are no errors but you would then need to upload the file again and click on the “Validate and Import” button to finish the process.
 - The “Validate and Import” button does all the validity checking on your file and if and when no errors are found, it will then prompt you for your email address and accept the file for import. The import process runs later in the day and when your file is imported, an automatic email is generated and sent to the email address you put in earlier, indicating that the import is complete.
 - Each time you run the “Validate and Import”, if any errors are detected an email is sent to the technical support person indicating the current status of the validation. This way the technical support person can monitor your progress and contact you to help you if you are having problems cleaning up errors. The “Validate Only” process does not send any emails to the technical support person. Typically, you would use the “Validate Only” button until your file is error free unless you are working with technical support or want technical support to be aware of your progress.
- Why is there a little green triangle in the upper left corner of some of the cells in my Excel spreadsheet?

1	09	0640	19
1	09	0640	19
1	09	0640	19
1	09	0640	19
1	09	0640	19
1	09	0640	19
1	09	0640	19
1	09	0640	19
1	09	0640	19
1	09	0640	19

- The little green triangle (see picture) indicates that there is text data in a numeric field. Excel automatically determines what type of data is in a column by looking at the first few lines of data. If the data is all numbers, then Excel assumes that the entire column is numeric. If the first few lines contain dates, then Excel assumes that the entire column contains dates. If the first few cells contain non-numeric text, then Excel assumes that the entire column contains text

data. You can override this behavior by formatting the cells as text or by preceding the data in the cell with a single apostrophe ('). If you do this, then the green triangle appears.

4. Why do leading zeros disappear in the Excel spreadsheet?
 - a. This is related to the discussion in 3 above. In numeric fields, leading zeros are always removed by Excel. To get the leading zero to appear you have to either format the cell as text or prepend a single apostrophe to the number in the cell, e.g. enter '09 in a cell instead of just 09. **If you do not wish to retype values in cells manually in order to retain leading zeros, follow the directions on the TechWalla website to convert entire columns in just a few quick steps to the correct, consistent text format.**
5. Why does the error report say that various fields have no value found but when I look in the spreadsheet there is a value there?
 - a. This is closely related to items 3 and 4 above. If you, for instance, download the active teacher report in order to add more records to it, the data in the downloaded Excel file will generally be formatted as text. Hence numeric fields such as Program ID will be numbers formatted as text and will appear with the green triangle in the upper left corner of each cell. If you add more records and put numeric data in (no green triangle in the cell, no apostrophe preceding the value in the cell) then the validator cannot read that data. Excel looks at the first few lines, determines that the column contains text and then cannot read the numeric data you added in later rows. This works (or fails to work as the case may be) conversely as well. If you download the starter file there is no data in it. If you put numeric values in the first few rows of data then add rows with text data in the numeric columns, the validator will be unable to read the differently formatted data. The main point of this is that all the fields in any given column must be the same type – either text or numeric.
6. Do I have to put leading zeros into fields such as CDE ID and Program ID?
 - a. That depends. The data file format above shows leading zeros required in CDE ID, CIP, and Program ID. If you are modifying or adding records in a file that already has data in it with leading zeros (see the discussion in 3, 4, and 5 above) then you must format your new data to match what is already in the file. So if you download the Follow-up Student list and it has, for example, 01122 for program ID, then any rows you add or modify should have the leading zeros or you will get the error described in 5 above. If you are starting with an empty file, then it is not necessary to put leading zeros in any of the fields – the validation process will put them in for you.
7. Why can't I use a normal date in the DOB field?
 - a. You can if *all* the dates are normal dates. The validator will accept dates in the format such as 1/5/1993 if all the dates in the column are done the same way. All dates should either be the eight-character string such as 03302014, or all should be normal dates such as 3/30/2014.
8. There are columns in my file that should not be there. What should I do with them?
 - a. If you download the Follow-up Student List for a program or All Follow-up Students, then all identifying and updateable columns will be included in the file. As you can see from the data file format above, not all of those columns are required for upload. You can simply ignore any columns that are not required, or you can delete those columns.

End of FAQ