

# Middle School CTE Enrollment Data File Format: 2023-24 Reporting Year

Submission Deadline: July 31, 2024

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.

## Contents (Ctrl + click on a title to go to that section in this document)

**Middle School Enrollment Instructions
Middle School Enrollment File Format**

[**Middle School Enrollment FAQ**](#_Middle_School_Enrollment)

## 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.

* Access to the Data Collection section of the [Colorado CTE Gateway](https://ColoradoCTE.com) (https://coloradoCTE.com) is granted by the district’s primary CTE contact by assigning the ‘DC – Student Record’ permission on a user profile. If you need access, reach out to your district’s primary CTE contact (aka Power User).
* 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 are fewer students to report; otherwise, we recommend the file upload method.
* Check the reporting year listed at the top of this document to make sure you are using the correct year’s documentation. Log-in to the data collection section of [ColoradoCTE.com](https://ColoradoCTE.com) to retrieve the correct middle school enrollment spreadsheet template.
* You should review the [Data Reporting section of the Administrator's Handbook](http://coloradostateplan.com/administrator/administrators-handbook/) at coloradostateplan.com for more details on reporting student enrollment and teachers.
* Less demographic information is required for middle school 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 must be in the same order in row 1 of your Excel file which must also contain the column headers listed even if they are optional fields (exact same spelling for each header). You can also download an empty Excel starter file from the Enrollment page on ColoradoCTE.com. **We recommend starting with the empty starter file every year to avoid any confusion.**
* **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 data you report is also subject to audits conducted by our office, the state, or by federal auditing agencies.
* **The state assigned SASID/RITS 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 SASID by first contacting your district office. Every public school district in Colorado has a SASID contact person. If for some reason, you still cannot locate this contact person for your district, then you may contact CDE staff in Data Services 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 23-24 school year.
	+ They completed at least one course within a middle school level CTE program during the 23-24 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 from 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 student 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 instance 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.
* **We recommend that you submit a single file of all enrollment records for all programs at a single school.** 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). 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 update previously uploaded data, but this will not remove students previously reported, so please check your files before uploading. To DELETE a student who was uploaded or added in error, you will need to go into the individual student record and select delete. Simply removing a student from the spreadsheet will not delete a student.**
* 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 ColoradoCTE.com then go to Data Collection>Enrollment. When accessing guidance and template documents, you may be presented with a choice of middle school enrollment or secondary enrollment – click on middle school enrollment. Next, click on the upload 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.
* When you upload a file and there are errors, it will not import—instead, you will see an onscreen error log of the first 10 errors in the file, as well as receive an email with the error list. **Your file will not be accepted for import until *all* errors are corrected.**
* CCCS has no way of knowing if the data you report in student enrollment is complete and accurate at the time you report it. It 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 or via reports a final time before you select the SAVE option for the district. Once you select the SAVE option, the data will be locked for the entire district.
* 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 cte@cccs.edu.

## 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)** |
| --- | --- | --- | --- |
| ProgramLevel | **Required** | The level of the approved program **Middle School = 5** | 1 |
| SchoolYear | **Required** | The school year is the last two digits of the spring year of the school year. List 24 for a student in the 2023-2024 school year. | 2 |
| HomeCDE\_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. | 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. **This ID is shown in your program list on the Enrollment page of ColoradoCTE.com** | 4 |
| CIP | **Required** | 6-digit CIP code. No dots or dashes.**This is shown in your program list on the Enrollment page of ColoradoCTE.com** | 6 |
| ProgramID | **Required** | 5-digit Program (base) ID (**NOT Program Instance ID**)**This is shown in your program list on the Enrollment page of ColoradoCTE.com** | 5 |
| SASID | **Required** | The 10-digit Colorado Department of Education student ID. Also called the SASID, RITS, CDE ID or State ID.**This number must accurately match the number submitted to the CDE!** | 10 |
| FirstName | **Required** | Two words separated by a space is okay. You will get errors for punctuation characters such as apostrophes, hyphens, or consecutive spaces. This should be the same first name that was reported to CDE by the school district. | 50 |
| MiddleName | *Optional* | Two words separated by spaces are okay. You will get errors for punctuation characters such as apostrophes, hyphens, or consecutive spaces. This should be the same middle name that was reported to CDE by the school district. | 50 |
| LastName | **Required** | Two words separated by a space is okay. You will get errors for punctuation characters such as apostrophes, hyphens, or consecutive spaces. This should be the same last name that was reported to CDE by the school district. | 50 |
| DOB | **Required** | Either MMDDYYYY with no slashes or hyphens (Ex. 09172005) or mm/dd/yyyy format (Ex. 9/17/2005). The format for all dates in the file must be the same. Do not mix formats. | 8 - 10 |
| Sex | **Required** | * **1** = Female
* **2** = Male
 | 1 |
| Grade | **Required** | * **060** = Grade 6
* **070** = Grade 7
* **080** = Grade 8
 | 3 |

**End of File Format**

## Middle School Enrollment Frequently Asked Questions (FAQ)

**Screenshot of Middle School Starter Enrollment file:**



1. Why are there bold and italics in the column headers in the file when I download a file format template or 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. Do not delete these columns, regardless of whether they are reported.
2. Why is there a little green triangle in the upper left corner of some of the cells in my Excel spreadsheet?
	* The little green triangle (see screenshot above) 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.
3. Why do leading zeros disappear in the Excel spreadsheet?
* This is related to the discussion in 2 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 ’080 in a cell instead of just 080. **If you do not wish to retype values in cells manually in order to retain leading zeros**, [follow the directions here](https://www.techwalla.com/articles/how-to-add-leading-zeros-in-excel) to convert entire columns in just a few quick steps to the correct, consistent text format***.***
1. 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?
	* This is closely related to the items 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.**
2. Why can’t I use a normal date in the DOB field?
	* You can if *all* the dates are normal dates. The validator will accept dates in the format such as 1/5/2008 if all the dates in the column are done the same way. All dates should either be the eight-character string such as 03302008, or all should be normal dates such as 3/30/2008.