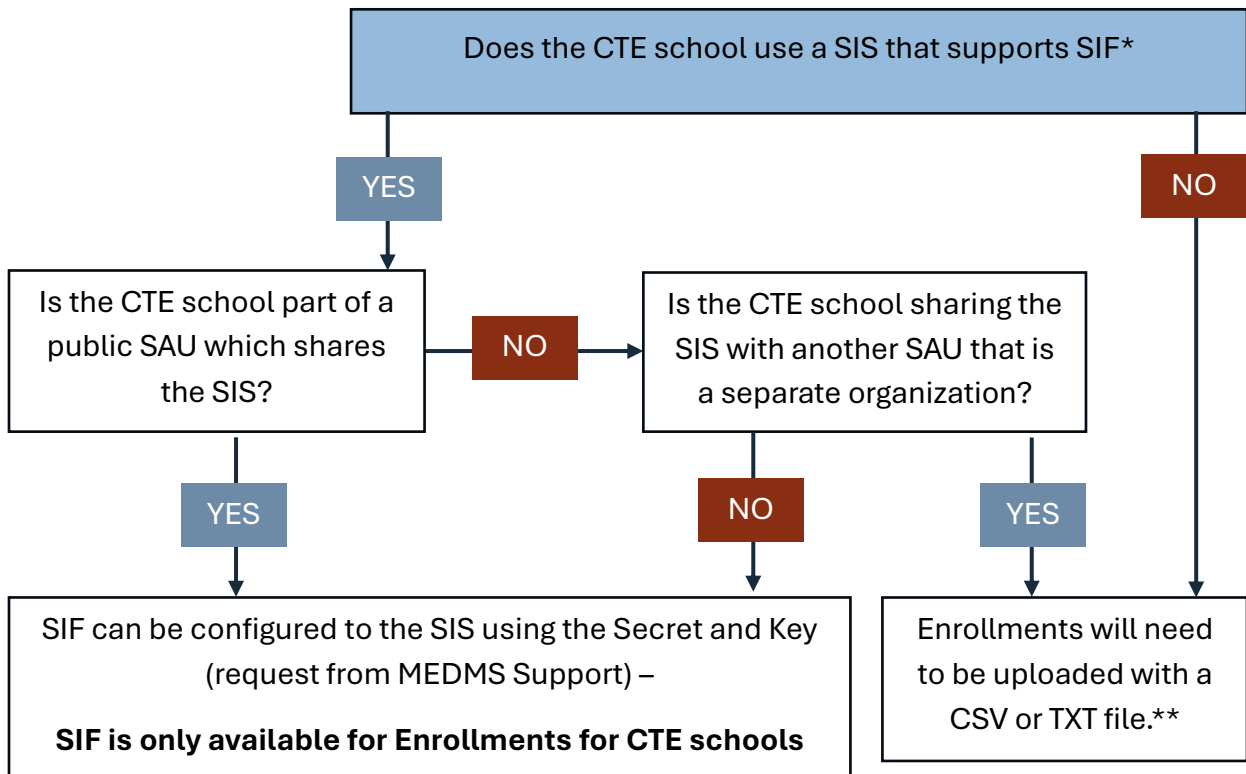


CTE Reporting Requirements

CTE schools will be required to report Enrollment, CTE Program, and CTE Credit Bearing data to Maine DOE via the Connect system. Enrollment input will have varying methods available for entry into Connect, CTE Program and CTE Credit Bearing will require an upload to Connect.

Methods for reporting Enrollment:



*Student information systems (SIS) supporting schools interoperability framework (SIF) and working directly with Maine DOE currently are Infinite Campus, PowerSchool, Rediker, and Web2School.

CSV or TXT files may be exported from a SIS, even one that is not working with Maine DOE currently, and can be uploaded to Connect if they are in the correct format based on the Sample Files from MEDMS Support's webpage. CTE organizations that **do not have a system to export files from will be required to manually generate the file.

CTE Program and CTE Credit Bearing uploads:

These data were previously entered directly into State Synergy, however, Connect does not have a direct entry tool. The data will require an upload. This upload can be exported from a system if available, or it will require manually generating the file.

- CTE Program – this upload is for program participation such as courses.
- CTE Credit Bearing – this upload is for students receiving credits from an institution for their coursework.

Upload Resources

All upload formats, including file layouts and data element formatting requirements, are available on the MEDMS Support – Student Data Entry & Reporting webpage under the Data Dictionaries section. This section of the website has Data Dictionaries and Sample Files which can be downloaded and used to guide development of files.

- Data Dictionary – outlines the required data elements to be reported as well as the format of the elements to be reported
- Sample File – provides a template which can be downloaded and populated with the required data to be reported.