

Section 504 Participation Upload (Montana)

Last Modified on 03/11/2024 8:46 am CDT

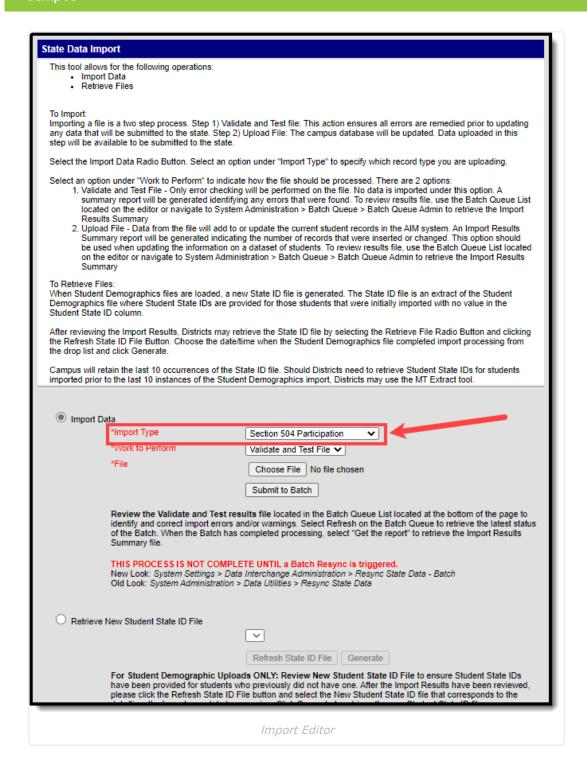
Reporting Population and Business Rules | Header Layout | Upload Layout | Import Errors

Classic View: MT State Reporting > MT Data Upload > Section 504 Participation

Search Terms: Section 504 Participation

The Section 504 Participation Upload can be used to export Section 504 Participation data from the district's SIS system and upload that data into Campus. The import uses the State Student ID and District Number as verification for a student's identity.





Reporting Population and Business Rules

- The student must have an active enrollment in the district that matches the district and state IDs on the import.
- The student's enrollment must be within a calendar that has the same end year as the end year on their enrollment.
- If during the upload a Section 504 record already exists during the imported record's date range, a new record will not be created on upload.



The **Retrieve New Student State ID File** option is only relevant to Student Demographic uploads. Please ignore this option when uploading Section 504 Participation data.

Header Layout

Data Element	Description	Type, Format and Length
Record Type	The abbreviation for the type of file upload entered. This will always report as HD .	Alphanumeric, 2 characters
Date	The most recent date a change was made on the file, or the date the file was generated.	Date field, 10 characters MM/DD/YYYY
Time	The most recent time a change was made on the file, or the date the file was generated.	Time field, 8 characters HH:MM:SS
Version	The most current version of the file interface specification and references to the application system. This field will always report as MT9.1 .	Alphanumeric, 5 characters

Upload Layout

Data Element	Description	Location	Column
Record Type	The abbreviation for the type of file upload entered. This will always report as 504 .	Not dynamically stored	А
District Number	This is a unique system number that identifies the district uploading the information, assigned by the Montana Office of Public Instruction. Numeric, 4 digits	System Administration > Resources > District Information > District Number District.number	В
State ID	The unique statewide student ID. Numeric, 9 digits	Student Information > General > Enrollment Student.stateID	С



Data Element	Description	Location	Column
Last Name	The student's legal last name.	Census > People > Demographics > Person Information > Last Name Identity.lastName	D
First Name	The student's legal first name.	Census > People > Demographics > Person Information > First Name Identity.firstName	E
Section 504 Start Date	The date the student was determined to be in Section 504. Date field, 10 characters MM/DD/YYYY	Student Information > Program Participation> Section 504 > Start Date Section504.startDate	F
Section 504 End Date	The date the student exited Section 504. Date field, 10 characters MM/DD/YYYY	Student Information > Program Participation> Section 504 > End Date Section504.endDate	G
Year	The end year of the reporting calendar. For example, the 2021-2022 school year reports a value of 2022. Numeric, YYYY	System Administration > Calendar > School Years > End Year Calendar.endYear	Н

Import Errors

Errors are considered fatal.

Element	Error Message
Record Type	Section 504 Participation can only be "504" for record type. Record Type is required
District Number	District number is required District number is only 4 characters long.



Element	Error Message
State ID	State ID is required. Length must be nine digits with no zero padding
Last Name	Must have tab if left blank.
First Name	Must have tab if left blank.
Start Date	504 Start Date is required. 504 Start Date must not be a future date. 504 Start Date cannot overlap an existing Section 504 record.
End Date	504 End Date must not be a future date. 504 End Date cannot overlap an existing Section 504 record. Must have tab if left blank.
Year	Year is required.