

Fall Enrollment Count Upload (Montana)

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The Fall Enrollment Count Upload contains data about fall attendance counts. The upload must be in .tsv format.

State Data Import

This tool allows for the following operations:

- Import Data
- Retrieve Files

To Import:
 Importing a file is a two step process. Step 1) Validate and Test file: This action ensures all errors are remedied prior to updating any data that will be submitted to the state. Step 2) Upload File: The campus database will be updated. Data uploaded in this step will be available to be submitted to the state.

Select the Import Data Radio Button. Select an option under "Import Type" to specify which record type you are uploading.

Select an option under "Work to Perform" to indicate how the file should be processed. There are 2 options:

1. Validate and Test File - Only error checking will be performed on the file. No data is imported under this option. A summary report will be generated identifying any errors that were found. To review results file, use the Batch Queue List located on the editor or navigate to System Administration > Batch Queue > Batch Queue Admin to retrieve the Import Results Summary
2. Upload File - Data from the file will add to or update the current student records in the AIM system. An Import Results Summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a dataset of students. To review results file, use the Batch Queue List located on the editor or navigate to System Administration > Batch Queue > Batch Queue Admin to retrieve the Import Results Summary

To Retrieve Files:
 When Student Demographics files are loaded, a new State ID file is generated. The State ID file is an extract of the Student Demographics file where Student State IDs are provided for those students that were initially imported with no value in the Student State ID column.

After reviewing the Import Results, Districts may retrieve the State ID file by selecting the Retrieve File Radio Button and clicking the Refresh State ID File Button. Choose the date/time when the Student Demographics file completed import processing from the drop list and click Generate.

Campus will retain the last 10 occurrences of the State ID file. Should Districts need to retrieve Student State IDs for students imported prior to the last 10 instances of the Student Demographics import, Districts may use the MT Extract tool.

Import Data

*Import Type Fall Enrollment Count ▼

←

*Work to Perform Validate and Test File ▼

*File Choose File No file chosen

Review the **Validate and Test results** file located in the Batch Queue List located at the bottom of the page to identify and correct import errors and/or warnings. Select Refresh on the Batch Queue to retrieve the latest status of the Batch. When the Batch has completed processing, select "Get the report" to retrieve the Import Results Summary file.

THIS PROCESS IS NOT COMPLETE UNTIL a Batch Resync is triggered.
 New Look: [System Settings > Data Interchange Administration > Resync State Data - Batch](#)
 Old Look: [System Administration > Data Utilities > Resync State Data](#)

Retrieve New Student State ID File

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For Student Demographic Uploads ONLY: Review **New Student State ID File** to ensure Student State IDs have been provided for students who previously did not have one. After the Import Results have been reviewed, please click the Refresh State ID File button and select the New Student State ID file that corresponds to the

Image 1: Montana Fall Enrollment Count Upload

Importing Fall Enrollment Count Records

See the [Uploading Files](#) section of the MT Data Upload article for detailed information about importing records via the MT Data Upload tool.

The Retrieve New Student State ID File option is only relevant to Student Demographic uploads. Please ignore this option when uploading Attendance - Fall Count data.

Fall Enrollment Count Logic

The following logic is used when importing data:

- Logic looks for enrollment records within the calendar instead of matching on schedule structure.
- If a student has multiple enrollment records, the most recent primary enrollment record is imported, unless the import has a start date or is importing off the active flag.
- If the student has multiple enrollment records and no primary enrollment record exists, the Partial or Special Ed enrollment record is used, unless the import has an enrollment type, then existing matching logic is used.
- If the student has multiple enrollment records with the same start date and neither is end dated, the enrollment with the highest enrollment ID is used.

File import completion does NOT initiate an Enrollment resync.

Header Layout

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Record Type	The abbreviation for the type of file extract generated. This will always report as HD.	Alphanumeric, 2 characters	Not dynamically stored	Not dynamically stored
Date	The most recent date the file was generated.	Date field, 10 characters MM/DD/YYYY	Not dynamically stored	Not dynamically stored

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Time	The most recent time the file was generated.	Time field, 8 characters HH:MM:SS	Not dynamically stored	Not dynamically stored
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	Not dynamically stored	Not dynamically stored

Upload Layout

Data Element	Description	Type, Format and Length	Campus Database and UI Location
Record Type	Always reports a value of "AF" which stands for Attendance Fall Count.	Alphanumeric, 2 characters	N/A
District Number	Unique identifier assigned to the district by the OPI.	String, 4 digits Number is zero padded when necessary.	District.number System Administration > Resources > District Information > State District Number
School Number	This is a unique number assigned by the Office of Public Instruction that identifies the school into which the students are enrolled.	Numeric, 4 digits	School.number System Administration > Resources > School > School Number
Calendar Number	This is a unique system number that identifies the calendar(s) chosen on the extract editor.	Numeric, 1-3 digits	Calendar.number Student Administration > Calendar > Calendar > Calendar Info
State ID	The reporting student's unique 9-digit statewide student ID number.	String, 9 characters Number is zero padded when necessary.	Person.stateID Census > People > Demographics > Student State ID

Data Element	Description	Type, Format and Length	Campus Database and UI Location
Local ID	Unique student ID number assigned by the school of enrollment.	Numeric, 15 digits	Person.studentNumber Census > People > Demographics > Person Identifiers > Local Student Number
Last Name	The reporting student's legal last name.	Alphanumeric, 40 characters	Person.lastName Census > People > Demographics > Last Name
First Name	The reporting student's legal first name.	Alphanumeric, 35 characters	Person.firstName Census > People > Demographics > First Name
Fall Count Absent	Portion of Count Date absent (in decimal form). If a student is present all day, this field reports 0. If the student is absent all day, this field reports 1.0.	Numeric, 5 digits 0.000	Enrollment.attendanceFallSnapshot Student Information > General > Enrollments > State Reporting Fields > Fall Absent
Exclude Fall ANB	Indicates the student will not be included in ANB calculations according to policy for one of the following reasons: <ul style="list-style-type: none"> Absent 11 or more consecutive days prior to and including count date. Enrolled at Day Treatment facility. KG < 5 years old, without school board approval to attend KG (instead of PK) <p>If 'Exclude Fall ANB' check box is checked, report Y. Else, report N</p>	Alphanumeric, 1 character	Enrollment.truantSem1 Student Information > General > Enrollments > State Reporting Fields > Exclude Fall ANB

Data Element	Description	Type, Format and Length	Campus Database and UI Location
Aggregate Hours of Instruction	The hours of pupil instruction for which a school course or program is offered or for which a pupil is enrolled. This field will only import a value of null, F, T, H, Q, N or null.	String, 1 character	Enrollment. membershipFallSnapshot Student Information > General > Enrollments > State Reporting Fields > Fall Aggregate Hours of Inst.
Job Corps	Indicates if the student is enrolled in Job Corps during the Fall Enrollment Count.	Alphanumeric, 1 character	Enrollment.jobCorpsFall Student Information > General > Enrollment > Job Corps
MT Youth Challenge	Indicates if the student is enrolled in the MT Youth Challenge during the Fall Enrollment Count.	Alphanumeric, 1 character	Enrollment. mtYouthChallengeFall Student Information > General > Enrollment > MT Youth Challenge
Age 19 or 20 Eligible for ANB	Import data for ANB Eligible students who are 19 or 20 years old.	Alphanumeric	Enrollment.ageEligibleFall Student Information > General > Enrollment > Age 19 or 20 Eligible for ANB
Indian Lang. Immersion Prg	Indicates the student participated in an Indian Language Immersion Program during the Fall Attendance Count.	Alphanumeric, 1 character	Enrollment. indianLangPrgFall Student Information > General > Enrollment > Indian Lang. Immersion
Year	The end year of the reporting school year (i.e., 2013 is reported for the 2012-2013 school year).	String, 4 characters	Calendar.endYear System Administration > Calendar > School Years > End Year