Fall Enrollment Count Upload (Montana)

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PATH: *MT State Reporting > MT Data Upload > Import Type > Fall Enrollment Count*

The Fall Enrollment Count Upload contains data about fall attendance counts. The upload must be in .tsv format.
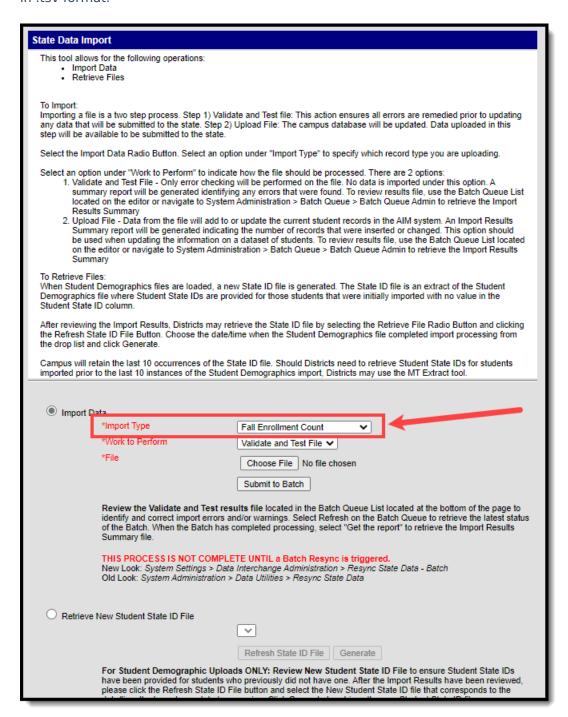
Image 1: Montana Fall Enrollment Count Upload

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: • 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) If 'Exclude Fall ANB' check box is checked, report **Y.** Else, report **N**	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