Program Participation Upload (Montana)

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Tool Search: MT Data Upload > Program Participation

The Program Participation Upload contains data about student participation in Title I and LEP programs. The upload must be in .tsv format. See the MT Data Upload article for more information about this tool.

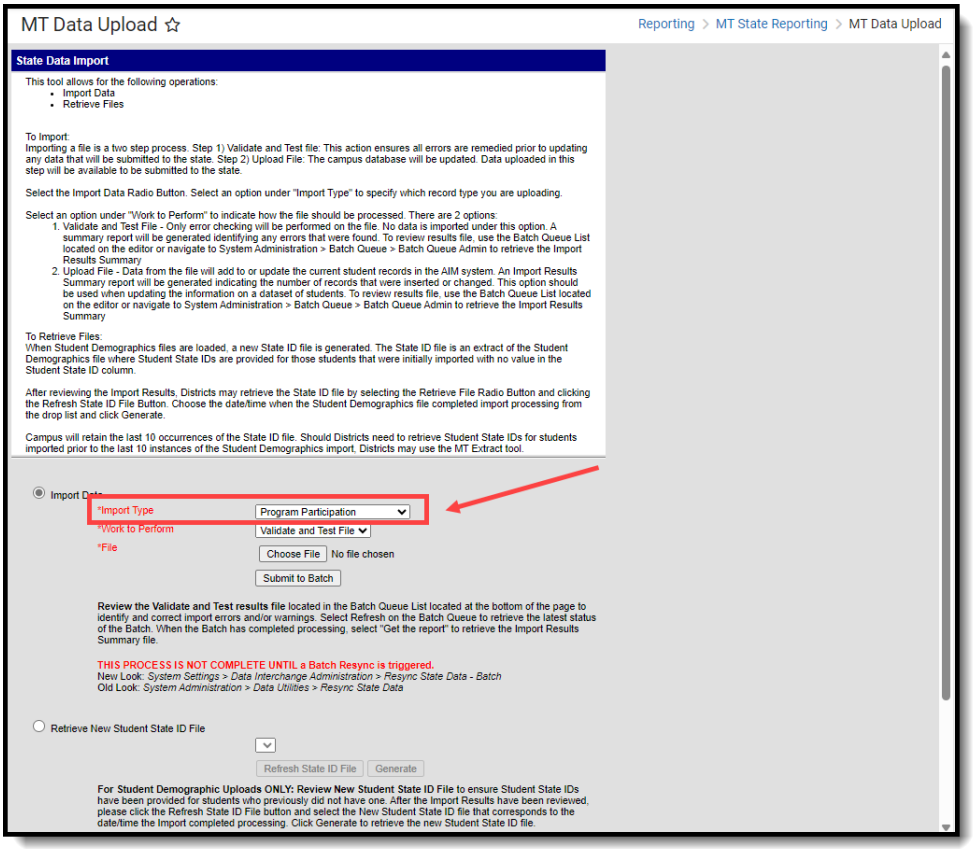

Image 1: Montana Program Participation Upload

Import Program Participation 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 Program Participation data.

Upload Logic

- Students must have an enrollment record in the district that matches the school, district, and state IDs in the import.
- The enrollment record must be within the calendar with the same end year as the enrollment date.
- Students must have an active enrollment record.
- When multiple enrollment records exist for a student, the most recent enrollment record is used.
- Any existing information is overwritten with data included in the import file.

Program Participation Upload - Header Layout

Data Element	Description	Campus Location
Record Type	The abbreviation for the type of file extract generated. This will always report as PP. *Alphanumeric, 2 characters*	Not dynamically stored
Date	The most recent date the file was generated. *Date field, 10 characters MM/DD/YYYY*	Not dynamically stored
Time	The most recent time the file was generated. *Time field, 8 characters HH:MM:SS*	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

Program Participation Upload Layout

Data Element	Description	Campus Location
Record Type	Always reports a value of "PP" which stands for Program Proficiency. Alphanumeric, 2 characters	N/A

Data Element	Description	Campus Location
District Number	Unique identifier assigned to the district by the OPI. *String, 4 digits* *Number is zero padded when necessary.*	District Information > State District Number District.number
School Number	A unique number assigned by the Office of Public Instruction that identifies the school into which the students are enrolled. *Numeric, 4 digits*	School Information > School Number School.number
Calendar Number	A unique system number that identifies the calendar(s) chosen on the extract editor. *Numeric, 1-3 digits*	Calendar Information Calendar.number
Student's State ID	The reporting student's unique 9-digit statewide student ID number. *String, 9 characters* *Number is zero padded when necessary.*	Demographics > Student State ID Person.stateID
Student's Local ID	Unique student ID number assigned by the school of enrollment. *Numeric, 15 digits*	Demographics > Person Identifiers > Local Student Number Person.studentNumber
Last Name	The reporting student's legal last name. *Alphanumeric, 40 characters*	Demographics > Last Name Person.lastName
First Name	The reporting student's legal first name. *Alphanumeric, 35 characters*	Demographics > First Name Person.firstName
Filler	N/A	N/A

Data Element	Description	Campus Location
Title I Participation	Indicates the student participates in a Title I program. If the student reports a value of Y, the student must have at least one instructional service marked. *1 character, Y or N*	Enrollments > State Reporting Fields > Title 1 Enrollment.title1
Title I Reading	Indicates the student is receiving services in a Title I Target Assistance Program in the Title I Reading program. The Title I field must report Y. *1 character, Y or N*	Enrollments > State Reporting Fields > Title 1 Instructional Services > Reading Lang Arts Enrollment.title1Reading
Title I Math	Indicates the student is receiving services in a Title I Target Assistance Program in the Title I Math program. The Title I field must report Y. *1 character, Y or N*	Enrollments > State Reporting Fields > Title 1 Instructional Services > Math Enrollment.title1Math
Title I Science	Indicates the student is receiving services in a Title I Target Assistance Program in the Title I Science program. The Title I field must report Y. *1 character, Y or N*	Enrollments > State Reporting Fields > Title 1 Instructional Services > Science Enrollment.title1Science
Title I Social Sciences	Indicates the student is receiving services in a Title I Target Assistance Program in the Title I Social Sciences program. The Title I field must report Y. *1 character, Y or N*	Enrollments > State Reporting Fields > Title 1 Instructional Services > Social Sciences Enrollment.title1Civics

Data Element	Description	Campus Location
Title I Vocational/Career	Indicates the student is receiving services in a Title I Target Assistance Program in the Title I Vocational/Career program. The Title I field must report Y. *1 character, Y or N*	Enrollments > State Reporting Fields > Title 1 Instructional Services > Vocational/Career Enrollment.title1Career
Title I Instructional Other	Indicates the student is receiving services in a Title I Target Assistance Program in an Instructional program that is a component of a Title I program and is not defined as any other instructional program listed. The Title I field must report Y. *1 character, Y or N*	
Title I Health	Indicates the student is receiving services in a Title 1 Target Assistance Program in the Title I Health program. The Title I field must report Y. *1 character, Y or N*	Enrollments > State Reporting Fields > Title 1 Support Services > Health, Dental and Eye Care Enrollment.title1Health
Title I Guidance/Advocacy	Indicates the student is receiving services in a Title 1 Target Assistance Program in the Title 1 Guidance/Advocacy program. The Title I field must report Y. *1 character, Y or N*	Enrollments > State Reporting Fields > Title 1 Support Services > Guidance/Advocacy Enrollment.title1Counseling

Data Element	Description	Campus Location
Title I Support Other	Indicates the student is receiving services in a Title I Target Assistance Program in a Support program that is a component of a Title I program that is not defined as any other support program listed. The Title 1 field must report Y. *1 character, Y or N*	Enrollments > State Reporting Fields > Title 1 Support Services > Other Enrollment.title1ServicesOther
Title I Part A Neglected	Indicates the student is considered Title I Part A Neglected. *1 character, Y or N*	Enrollments > State Reporting Fields > Title 1 Part A Neglected Enrollment.neglected
Title I Part D Delinquent	Indicates the student is considered Title I Part D Delinquent. *2 string characters*	Enrollments > State Reporting Fields > Title I Part D Delinquent EnrollmentMT.delinquent
Foreign Exchange	Indicates the student is a foreign exchange student. A student marked Foreign Exchange cannot be marked as an Immigrant. *1 character, Y or N*	Enrollments > State Reporting Fields > Foreign Exchange Enrollment.foreignStudent
Homeless	Indicates the student is considered homeless. A student is homeless if they lack a fixed, regular and adequate nighttime residence. *1 character, Y or N*	Enrollments > State Reporting Fields > Homeless Enrollment.homeless

Data Element	Description	Campus Location
Homeless Night Time Residence	Indicates the type of nighttime residence for the homeless student. If Homeless reports as null, this field will also report as null. *String, 2 characters*	Enrollments > State Reporting Fields > Homeless Night Time Residence Enrollment.homelessResidence
Unaccompanied Youth	Indicates if the student is not in the physical custody of a parent or guardian. • If Homeless reports as null, this field must report as null. • If Homeless reports a value of Y, this field must report a value of Y. • If Homeless reports a value of N, this field must report a value of N. *1 character, Y or N*	Enrollments > State Reporting Fields > Unaccompanied Youth Enrollment.unaccompaniedYouth
Immigrant	Indicates the student is considered an immigrant. • Students marked as a Foreign Exchange student cannot be marked as an Immigrant. *1 character, Y or N*	Enrollments > State Reporting Fields > Immigrant Enrollment.immigrant
Immigrant Date Entered US School	The date the student first enrolled in a US school. • This date is required if the student is marked Immigrant. • This date cannot take place in the future. • The date must be less than 4 years from today's date.	Enrollments > State Reporting Fields > Date Immigrant Entered US School Enrollment.immigrantDate

Data Element	Description	Campus Location
Military Connected Status	Indicates if the student is a dependent of a member of the U.S. Armed Services. The student must report one of the follow values: • **1**: The United State Military (Army, Navy, Air Force, Marines, or Coast Guard) • **2**: Active Duty National Guard • **3**: Active Duty Reserve Force of the US Military • **4**: Transitioning out of Active Duty to National Guard or Reserve If there is existing data in the Military Connected Status field for the student and the value in the import is null, existing data will not be overwritten. If the value in the import is 1, 2, 3 or 4, the existing data will be overwritten with the value in the import. *Date field, 10 characters MM/DD/YYYY*	Enrollments > State Reporting Fields > Military Connected Status Enrollment.militaryConnectedStatus
Twenty First Century	Imports the 21st Century Participant value. • If Y is imported the field is checked. • If N or null value is imported then do NOT overwrite existing value. *1 character, Y or N*	Enrollment Enrollment.TwentyFirstCentury
Year	The end year of the reporting school year (i.e., 2013 is reported for the 2012-2013 school year. *String, 4 characters*	Calendar Information > School Years > End Year Calendar.endYear