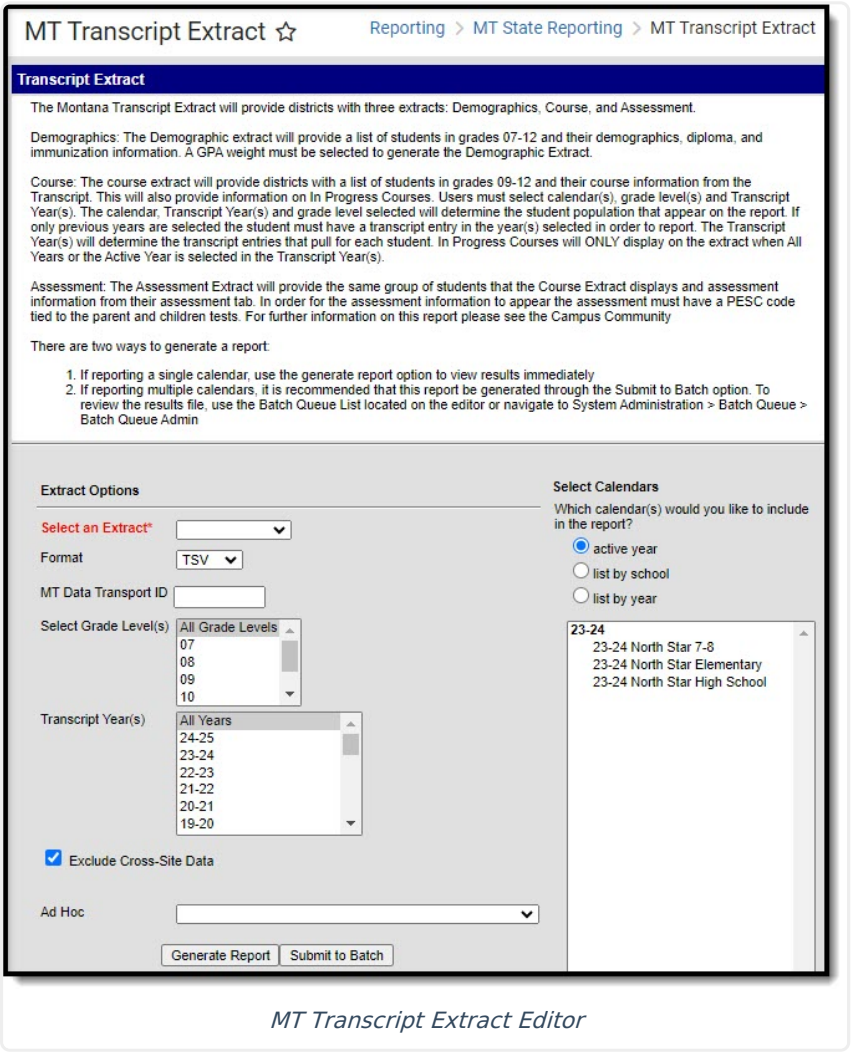
MT Transcript Extract

Last Modified on 09/15/2026 1:34 pm CDT

Tool Search: MT Transcript Extract

The Transcript Extract allows districts to submit transcript information to the state for completion of a state-wide collection of standardized transcript information. The Transcript Extract is made up of three separate extracts: Demographics, Course, and Assessment.



MT Transcript Extract Editor

Demographics Transcript Extract

The Demographic Transcript Extract provides a list of students in grades 07-12 and their demographic, diploma and immunization information.

Demographics Transcript Report Logic

- The student must have a Primary enrollment in the calendar selected.
- The enrollment must be tied to a State Grade Level of 07, 08, 09, 10, 11 or 12.
- Students tied to an excluded enrollment, grade level or calendar are reported.

Class Rank/Class Size Logic

The Class Size and Class Rank logic is as follows:

When the student is enrolled in a Non BIE Montana district and meets one of the following criteria, they are excluded from reporting Class Rank and Class Size data on the extract:

- The student has no transcript entries OR
- Class Rank Exclude is marked on their enrollment record or grade level OR
- The enrollment End Date is not null and End Status does not equal 400: Graduated

When the student is enrolled in a BIE Montana district, the following logic is used when excluding them from reporting Class Rank data on the extract:

- The student has no transcript entries OR
- Class Rank Exclude is marked on their enrollment record or grade level OR
- Their BIE Enrollment type = 3: Public enrolled and the enrollment record Start Date is not null and End Date does not equal 400: Graduated OR
- BIE Enrollment type = null, 1: ISEP, 2: Non ISEP and the BIE End Status does not equal 15: Graduated.

When the student is enrolled in a BIE Montana district, the following logic is used when excluding them from reporting Class Size data on the extract:

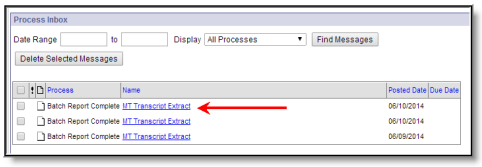
- The student has no transcript entries OR
- Class Rank Exclude is marked on their enrollment record or grade level OR
- BIE Enrollment type = 3: Public enrolled and the enrollment record Start Date is not null and the End Date does not equal 400: Graduated.
- BIE Enrollment type = null, 1: ISEP, 2: Non ISEP and the BIE End Status does not equal 15: Graduated and enrollment End Status does not equal 400: Graduated

When the reported value is greater than 9999, a value of 9999 is reported.

Generate the Demographics Transcript Extract

1. **Select an Extract** of **Demographics**.
2. Select the desired **Format.**
3. Select which **GPA** is used in reported data.
4. Enter the **MT Data Transport ID.**
5. Select **Grade Level(s)** which report data within the extract.
6. Optional: Unmark the **Exclude Cross-Site Data** checkbox. See the Cross-Site Enrollment video for additional information.
7. Select which **Calendar(s)** report data for the extract.
8. Select an **Ad Hoc filter**.
9. Determine how the report is generated:
    - **Generate Report** - Selecting this generates the extract immediately in a separate window in the designated format.
    - **Submit to Batch** - Selecting this sends the extract to the Batch Queue where it generates in the background when the system is able to process the request. Users can

access the extract by clicking the **Get the report** link in the Batch Queue List. Users can also access the extract via the Batch Queue tool or by selecting the link within the Process Inbox message that appears once the extract is generated (see image below).



For the CSV Format: Data elements are delimited by ","

Demographics Transcript Extract Layout

Data Element	Description	Location
Record Type Code	Describes the type of data record being submitted. A value of TR-DEM is always reported. *Alphanumeric, 6 characters*	N/A
Student State ID	The student's state identification number. *Alphanumeric, 10 characters*	Census > People > Demographics > Student State ID Person.stateID
School System Name	The name of the student's school district. *Alphanumeric, 50 characters*	System Administration > Resources > District Information > Name District.name
School Name	The name of the school from which the transcript is issued. *Alphanumeric, 30 characters*	System Administration > Resources > School > Name School.name
School Code	The State School Number of the school reporting the student's transcript data. *Alphanumeric, 4 characters*	System Administration > Resources > School > State School Number School.number
School Address Line One	The mailing address of the reporting school. *Alphanumeric, 40 characters*	System Administration > Resources > School > Address School.address

Data Element	Description	Location
School Address Line Two	The second line of the mailing address of the reporting school. *Alphanumeric, 40 characters*	System Administration > Resources > School > Address School.address
School City	The city in which the reporting school is located. *Alphanumeric, 30 characters*	System Administration > Resources > School > City School.city
School State	The state in which the reporting school is located. Always reports a value of MT. *Alphanumeric, 2 characters*	N/A
School ZIP Code	The ZIP code of the reporting school. When longer than 5 digits, a hyphen is reported after the 5th digit for proper ZIP+4 digit formatting. *Alphanumeric, 10 characters*	System Administration > Resources > School > ZIP School.zip
School Phone	The phone number of the school office. *Alphanumeric, 24 characters*	System Administration > Resources > School > Phone School.phone
Student Legal First Name	The student's first name. *Alphanumeric, 35 characters*	Census > People > Identities > First Name Identity.firstName
Student Legal Last Name	The student's last name. *Alphanumeric, 35 characters*	Census > People > Identities > Last Name Identity.lastName
Student Legal Middle Name	The student's middle name. *Alphanumeric, 30 characters*	Census > People > Identities > Middle Name Identity.middleName
Student Legal Suffix	The suffix of the student's name. *Alphanumeric, 3 characters*	Census > People > Identities > Suffix Identity.suffix

Data Element	Description	Location
Local Student ID	The student's local identification number. Alphanumeric, 15 characters	Census > People > Demographics > Local Student Number Person.studentNumber
Student Parent/Guardian First Name	The first name of the student's parent or legal guardian. When the student has multiple guardians, the person with the lowest personID is reported. *Alphanumeric, 35 characters*	Census > People > Relationships > Guardian Census > People > Identities > First Name Identity.firstName
Student Parent/Guardian Last Name	The last name of the student's parent or legal guardian. *Alphanumeric, 35 characters*	Census > People > Relationships > Guardian Census > People > Identities > Last Name Identity.lastName
Student Address Line One	The mailing address of the reporting student. • The student's primary household address is reported. • When the primary household address is not marked Mailing, any secondary households marked Mailing are reported. • When none of the student's households are marked Mailing, the address of the guardian is reported, then any secondary addresses. • Report PO Box, Number, Prefix, Street, Tag, Direction, and Apt concatenated together in one line with a space in between each piece of existing data. • When all options listed above are null, report the school address (System Administration > Resources > School > Address) *Alphanumeric, 40 characters*	Census > Households > Address > PO Box, Number, Prefix, Street, Tag, Direction, Apt System Administration > Resources > School > Address Address.number Address.street Address.tag Address.prefix Address.dir Address.apt

Data Element	Description	Location
Student Address Line Two	The second line of the student's mailing address. *Alphanumeric, 40 characters*	Census > Households > Address > PO Box, Number, Prefix, Street, Tag, Direction, Apt Address.number Address.street Address.tag Address.prefix Address.dir Address.apt
Student Address City	The city in which the reporting student receives mail. *Alphanumeric, 40 characters*	Census > Households > Address > City Address.city
Student Address State	The state in which the reporting student receives mail. *Alphanumeric, 2 characters*	Census > Households > Address > State Address.state
Student Address ZIP Code	The ZIP code of the student's mailing address. *Alphanumeric, 10 characters*	Census > Households > Address > ZIP Address.zip

Data Element	Description	Location
Student Phone	The student's phone number. • The extract first looks for the phone number on the student's Demographic record. • When all phone numbers are blank, the phone number from the student's primary household is used. • When the household number is blank, the phone number of the student's parent/guardian is used. • When the student's parent/guardian phone number is blank, the phone number from the student's Secondary Household is used (when it exists). • When no phone number is determined above, report from school's phone number (System Administration > Resources > School > Phone). *Alphanumeric, 10 characters*	Census > People > Demographics > Cell Phone, Other Phone, Work Phone Census > People > Households > Primary Household Census > Household > Household Info > Phone Number System Administration > Resources > School > Phone Contact.cellPhone Contact.homePhone Contact.workPhone Household.phone School.phone
Birthdate	The student's date of birth. *Alphanumeric, 10 characters*	Census > People > Identities > Birth Date Identity.birthDate
Gender	The student's gender. *Alphanumeric, 1 character*	Census > People > Identities > Gender Identity.gender
Graduation Date	The student's graduation date. The student's diploma date is reported. When diploma date is blank, no value reports. *Alphanumeric, 10 characters*	Student Information > General > Graduation > Diploma Date Graduation.diplomaDate

Data Element	Description	Location
Graduation Year	The year of the student's graduation. The student's NCLB Cohort End Year value is reported. When no value exists, no value is reported. *Numeric, 4 digits*	Student Information > General > Graduation > NCLB Cohort End Year Graduation.cohortYearNCLB
Student Enrollment Date	The date the student enrolled in the high school submitting the transcript. *Alphanumeric, 10 characters*	Student Information > General > Enrollments > Start Date Enrollment.startDate
Student Exit Date	The date the student exited the high school submitting the transcript. *Alphanumeric, 10 characters*	Student Information > General > Enrollments > End Date
GPA Type	When Weighted GPA is selected in the extract editor, a value of W reports. When Unweighted GPA is selected in the extract editor, a value of U reports. *Alphanumeric, 1 characters*	N/A
Total GPA	The student's grade point average (GPA). When no courses are posted to transcript then this field reports blank. Otherwise, logic calculates the student's cumulative GPA as follows: • When Weighted GPA is selected in the extract editor, use weighted GPA set up for calculation. • When Unweighted GPA is selected in the extract editor, use unweighted GPA setup for calculation. *Numeric, 5 digits*	Calculated, Student Information > General > Credit Summary > Cum GPA

Data Element	Description	Location
Class Rank	The student's rank in their class. See the Class Rank/Class Size logic section for more information. When value is greater than 9999, 9999 reports. *Alphanumeric, 4 characters*	Calculated, Student Information > General > Credit Summary > Rank
Class Size/Number in Class	The number of students in the student's class/year. See the Class Rank/Class Size logic section for more information. When value is greater than 9999, 9999 reports. *Alphanumeric, 4 characters*	Calculated, Student Information > General > Credit Summary > Rank
Diploma Type	The type of diploma the student receives. *Alphanumeric, 10 characters*	Student Information > General > Graduation > Diploma Type Graduation.diplomaType
Academic Honors	Any academic honors the student has achieved. This field currently reports as blank filler field. Alphanumeric, 50 characters	N/A
Required Number of Credits for Graduation	The number of credits the school requires for students to graduate. See the Assign Credit Requirements article for more information. *Numeric, 10 digits*	Program Admin > Programs > Graduation Programs > Selected Program > Credit Requirements

Data Element	Description	Location
Polio Immunization Date 1	Date of the student's Oral Poliovirus Vaccine (OPV) or Inactive Poliovirus Vaccine (IPV) vaccination. The extract finds all dates for the student's Polio vaccines and reports them in chronological order (Polio Immunization Date 1-4). *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Polio [IPV, OPV] > Shots Student Information > Health > Immunizations > Polio [OPV] > Shots Student Information > Health > Immunizations > Polio [IPV] > Shots VaccineShot.date
Polio Immunization Date 2	Date of the student's Oral Poliovirus Vaccine (OPV) or Inactive Poliovirus Vaccine (IPV) vaccination. *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Polio [IPV, OPV] > Shots Student Information > Health > Immunizations > Polio [OPV] > Shots Student Information > Health > Immunizations > Polio [IPV] > Shots VaccineShot.date
Polio Immunization Date 3	Date of the student's Oral Poliovirus Vaccine (OPV) or Inactive Poliovirus Vaccine (IPV) vaccination. *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Polio [IPV, OPV] > Shots Student Information > Health > Immunizations > Polio [OPV] > Shots Student Information > Health > Immunizations > Polio [IPV] > Shots VaccineShot.date

Data Element	Description	Location
Polio Immunization Date 4	Date of the student's Oral Poliovirus Vaccine (OPV) or Inactive Poliovirus Vaccine (IPV) vaccination. *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Polio [IPV, OPV] > Shots Student Information > Health > Immunizations > Polio [OPV] > Shots Student Information > Health > Immunizations > Polio [IPV] > Shots VaccineShot.date
DTP/DtaP/DT/Td Immunization Date 1	Date of the student's Diphtheria, Tetanus and Pertussis vaccination. The extract finds all dates for the student's DTap, DTP, Tdap, DT and Td vaccines and reports them in chronological order (DTP/DtaP/DT/Td Immunization Date 1-4). *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Diphtheria-tetanus-pertussis, combined [DTap, DTP] Student Information > Health > Immunizations > Tetanus, Diphtheria and Acellular Pertussis [Tdap] Student Information > Health > Immunizations > Diphtheria and Tetanus [DT] Student Information > Health > Immunizations > Tetanus-diphtheria [Td] VaccineShot.date

Data Element	Description	Location
DTP/DtaP/DT/Td Immunization Date 2	Date of the student's Diphtheria, Tetanus and Pertussis vaccination. *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Diphtheria-tetanus-pertussis, combined [DTap, DTP] Student Information > Health > Immunizations > Tetanus, Diphtheria and Acellular Pertussis [Tdap] Student Information > Health > Immunizations > Diphtheria and Tetanus [DT] Student Information > Health > Immunizations > Tetanus-diphtheria [Td] VaccineShot.date
DTP/DtaP/DT/Td Immunization Date 3	Date of the student's Diphtheria, Tetanus and Pertussis vaccination. *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Diphtheria-tetanus-pertussis, combined [DTap, DTP] Student Information > Health > Immunizations > Tetanus, Diphtheria and Acellular Pertussis [Tdap] Student Information > Health > Immunizations > Diphtheria and Tetanus [DT] Student Information > Health > Immunizations > Tetanus-diphtheria [Td] VaccineShot.date

Data Element	Description	Location
DTP/DtaP/DT/Td Immunization Date 4	Date of the student's Diphtheria, Tetanus and Pertussis vaccination. *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Diphtheria-tetanus-pertussis, combined [DTap, DTP] Student Information > Health > Immunizations > Tetanus, Diphtheria and Acellular Pertussis [Tdap] Student Information > Health > Immunizations > Diphtheria and Tetanus [DT] Student Information > Health > Immunizations > Tetanus-diphtheria [Td] VaccineShot.date
MMR Immunization Date 1	Date of the student's Measles, Mumps and Rubella vaccination. The extract finds all dates for the student's MMR/MMRV vaccines and reports them in chronological order (MMR Immunization Date 1-4). *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Measles-Mumps Rubella [MMR] Student Information > Health > Immunizations > Measles-Mumps-Rubella-Varicella [MMRV] VaccineShot.date
MMR Immunization Date 2	Date of the student's Measles, Mumps and Rubella vaccination. *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Measles-Mumps Rubella [MMR] Student Information > Health > Immunizations > Measles-Mumps-Rubella-Varicella [MMRV] VaccineShot.date

Data Element	Description	Location
MMR Immunization Date 3	Date of the student's Measles, Mumps and Rubella vaccination. *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Measles-Mumps Rubella [MMR] Student Information > Health > Immunizations > Measles-Mumps-Rubella-Varicella [MMRV] VaccineShot.date
MMR Immunization Date 4	Date of the student's Measles, Mumps and Rubella vaccination. *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Measles-Mumps Rubella [MMR] Student Information > Health > Immunizations > Measles-Mumps-Rubella-Varicella [MMRV] VaccineShot.date
HIB Meningitis Immunization Date 1	Date of the student's Haemophilus influenza type b meningitis (HIB) vaccination. The extract finds all dates for the student's Hib vaccines and reports them in chronological order (HIB Meningitis Immunization Date 1-4). *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Haemophilus influenza, type B [Hib] VaccineShot.date
HIB Meningitis Immunization Date 2	Date of the student's Haemophilus influenza type b meningitis (HIB) vaccination. *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Haemophilus influenza, type B [Hib] VaccineShot.date
HIB Meningitis Immunization Date 3	Date of the student's Haemophilus influenza type b meningitis (HIB) vaccination. *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Haemophilus influenza, type B [Hib] VaccineShot.date
HIB Meningitis Immunization Date 4	Date of the student's Haemophilus influenza type b meningitis (HIB) vaccination. *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Haemophilus influenza, type B [Hib] VaccineShot.date

Data Element	Description	Location
Meningococcal Immunization Date 1	Date of the student's Meningococcal (MCV4 or MenACWY) vaccination. The extract finds all dates for the student's Meningococcal vaccines and reports them in chronological order (Meningococcal Immunization Date 1-4). *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Meningococcal VaccineShot.date
Meningococcal Immunization Date 2	Date of the student's Meningococcal (MCV4 or MenACWY) vaccination. *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Meningococcal VaccineShot.date
Meningococcal Immunization Date 3	Date of the student's Meningococcal (MCV4 or MenACWY) vaccination. *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Meningococcal VaccineShot.date
Meningococcal Immunization Date 4	Date of the student's Meningococcal (MCV4 or MenACWY) vaccination. *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Meningococcal VaccineShot.date
Hep A Immunization Date 1	Date of the student's Hepatitis A vaccination. The extract finds all dates for the student's Hepatitis A vaccines and reports them in chronological order (Hep A Immunization Date 1-4). *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Hepatitis A [Hep A] VaccineShot.date
Hep A Immunization Date 2	Date of the student's Hepatitis A vaccination. *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Hepatitis A [Hep A] VaccineShot.date
Hep A Immunization Date 3	Date of the student's Hepatitis A vaccination. *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Hepatitis A [Hep A] VaccineShot.date

Data Element	Description	Location
Hep A Immunization Date 4	Date of the student's Hepatitis A vaccination. *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Hepatitis A [Hep A] VaccineShot.date
HBV Immunization Date 1	Date of the student's Hepatitis B vaccination. The extract finds all dates for the student's Hepatitis B vaccines and reports them in chronological order (Hep B Immunization Date 1-4). *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Hepatitis B [Hep B] Student Information > Health > Immunizations > Hepatitis B – 2 Dose [Hep B – 2 Dose] Student Information > Health > Immunizations > Hepatitis B – 3 Dose [Hep B – 3 Dose] VaccineShot.date
HBV Immunization Date 2	Date of the student's Hepatitis B vaccination. *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Hepatitis B [Hep B] Student Information > Health > Immunizations > Hepatitis B – 2 Dose [Hep B – 2 Dose] Student Information > Health > Immunizations > Hepatitis B – 3 Dose [Hep B – 3 Dose] VaccineShot.date
HBV Immunization Date 3	Date of the student's Hepatitis B vaccination. *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Hepatitis B [Hep B] Student Information > Health > Immunizations > Hepatitis B – 2 Dose [Hep B – 2 Dose] Student Information > Health > Immunizations > Hepatitis B – 3 Dose [Hep B – 3 Dose] VaccineShot.date

Data Element	Description	Location
HBV Immunization Date 4	Date of the student's Hepatitis B vaccination. *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Hepatitis B [Hep B] Student Information > Health > Immunizations > Hepatitis B – 2 Dose [Hep B – 2 Dose] Student Information > Health > Immunizations > Hepatitis B – 3 Dose [Hep B – 3 Dose] VaccineShot.date
Varicella (Chicken pox) Immunization Date 1	Date of the student's Varicella/Chicken Pox virus vaccination. The extract finds all dates for the student's Varicella/Chicken Pox vaccines and reports them in chronological order (Varicella (Chicken pox) Immunization Date 1-4). *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Varicella Student Information > Health > Immunizations > Measles-Mumps-Rubella-Varicella [MMRV] VaccineShot.date
Varicella (Chicken pox) Immunization Date 2	Date of the student's Varicella/Chicken Pox virus vaccination. *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Varicella Student Information > Health > Immunizations > Measles-Mumps-Rubella-Varicella [MMRV] VaccineShot.date
Varicella (Chicken pox) Immunization Date 3	Date of the student's Varicella/Chicken Pox virus vaccination. *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Varicella Student Information > Health > Immunizations > Measles-Mumps-Rubella-Varicella [MMRV] VaccineShot.date

Data Element	Description	Location
Varicella (Chicken pox) Immunization Date 4	Date of the student's Varicella/Chicken Pox virus vaccination. *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Varicella Student Information > Health > Immunizations > Measles-Mumps-Rubella-Varicella [MMRV] VaccineShot.date
TB Immunization Date 1	Date of the student's Tuberculosis vaccination. The extract finds all dates for the student's Tuberculosis vaccines and reports them in chronological order (TB Immunization Date 1-4). *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Tuberculosis [BCG] VaccineShot.date
TB Immunization Date 2	Date of the student's Tuberculosis vaccination. *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Tuberculosis [BCG] VaccineShot.date
TB Immunization Date 3	Date of the student's Tuberculosis vaccination. *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Tuberculosis [BCG] VaccineShot.date
TB Immunization Date 4	Date of the student's Tuberculosis vaccination. *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Tuberculosis [BCG] VaccineShot.date
RSV Immunization Date 1	Date of the student's Respiratory Syncytial Virus vaccination. Currently reports as blank filler field. *Alphanumeric, 10 characters*	N/A

Data Element	Description	Location
RSV Immunization Date 2	Date of the student's Respiratory Syncytial Virus vaccination. Currently reports as blank filler field. *Alphanumeric, 10 characters*	N/A
RSV Immunization Date 3	Date of the student's Respiratory Syncytial Virus vaccination. Currently reports as blank filler field. *Alphanumeric, 10 characters*	N/A
RSV Immunization Date 4	Date of the student's Respiratory Syncytial Virus vaccination. Currently reports as blank filler field. *Alphanumeric, 10 characters*	N/A
PCV Immunization Date 1	Date of the student's Pneumococcal Conjugate Vaccine vaccination. The extract finds all dates for the student's Tuberculosis vaccines and reports them in chronological order (PCV Immunization Date 1-4). *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Pneumococcal VaccineShot.date
PCV Immunization Date 2	Date of the student's Pneumococcal Conjugate Vaccine vaccination. *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Pneumococcal VaccineShot.date
PCV Immunization Date 3	Date of the student's Pneumococcal Conjugate Vaccine vaccination. *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Pneumococcal VaccineShot.date
PCV Immunization Date 4	Date of the student's Pneumococcal Conjugate Vaccine vaccination. *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Pneumococcal VaccineShot.date
PPV Immunization Date 1	Date of the student's Pneumococcal Polysaccharide Vaccine vaccination. Currently reports as blank filler field.	N/A

Data Element	Description	Location
PPV Immunization Date 2	Date of the student's Pneumococcal Polysaccharide Vaccine vaccination. Currently reports as blank filler field. *Alphanumeric, 10 characters*	N/A
PPV Immunization Date 3	Date of the student's Pneumococcal Polysaccharide Vaccine vaccination. Currently reports as blank filler field. *Alphanumeric, 10 characters*	N/A
PPV Immunization Date 4	Date of the student's Pneumococcal Polysaccharide Vaccine vaccination. Currently reports as blank filler field. *Alphanumeric, 10 characters*	N/A
INF Immunization Date 1	Date of the student's Influenza vaccination. The extract finds all dates for the student's Influenza vaccines and reports them in chronological order (INF Immunization Date 1-4). *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Influenza VaccineShot.date
INF Immunization Date 2	Date of the student's Influenza vaccination. *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Influenza VaccineShot.date
INF Immunization Date 3	Date of the student's Influenza vaccination. *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Influenza VaccineShot.date
INF Immunization Date 4	Date of the student's Influenza vaccination. *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Influenza VaccineShot.date

Data Element	Description	Location
HPV Immunization Date 1	Date of the student's Human Papillomavirus vaccination. The extract finds all dates for the student's Human Papillomavirus vaccines and reports them in chronological order (HPV Immunization Date 1-4). *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Human Papillomavirus [HPV] VaccineShot.date
HPV Immunization Date 2	Date of the student's Human Papillomavirus vaccination. *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Human Papillomavirus [HPV] VaccineShot.date
HPV Immunization Date 3	Date of the student's Human Papillomavirus vaccination. *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Human Papillomavirus [HPV] VaccineShot.date
HPV Immunization Date 4	Date of the student's Human Papillomavirus vaccination. *Alphanumeric, 10 characters*	Student Information > Health > Immunizations > Human Papillomavirus [HPV] VaccineShot.date
Other Immunization 1 Type	Currently reports as blank filler field. Alphanumeric, 20 characters	N/A
Other Immunization 1 Date	Currently reports as blank filler field. Alphanumeric, 10 characters	N/A
Other Immunization 2 Type	Currently reports as blank filler field. Alphanumeric, 20 characters	N/A
Other Immunization 2 Date	Currently reports as blank filler field. Alphanumeric, 10 characters	N/A
Co-curricular Information 1	Currently reports as blank filler field. Alphanumeric, 50 characters	N/A

Data Element	Description	Location
Co-curricular Information 2	Currently reports as blank filler field. Alphanumeric, 50 characters	N/A
Co-curricular Information 3	Currently reports as blank filler field. Alphanumeric, 50 characters	N/A
Co-curricular Information 4	Currently reports as blank filler field. Alphanumeric, 50 characters	N/A
Co-curricular Information 5	Currently reports as blank filler field. Alphanumeric, 50 characters	N/A

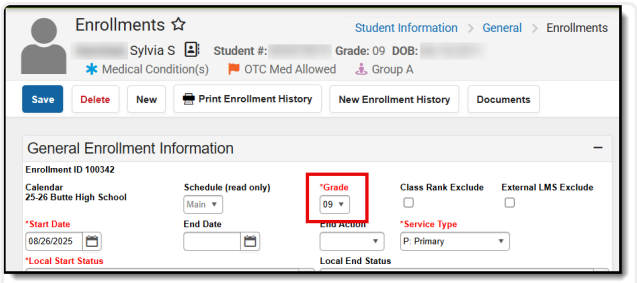
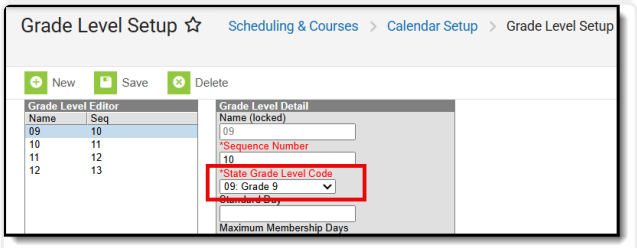
Course Transcript Extract

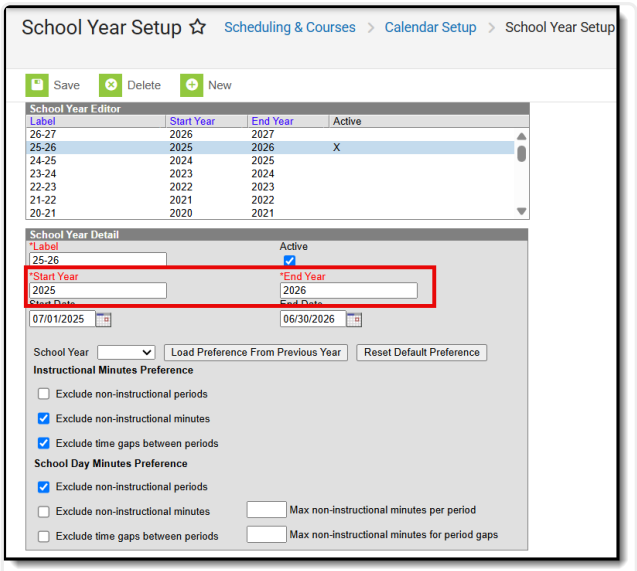
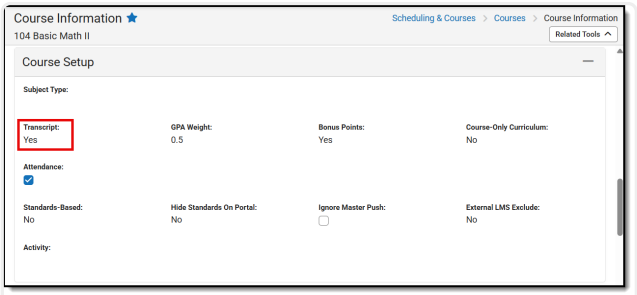
The Course Transcript Extract provides course information for students in grades 09-12.

Course Transcript Report Logic

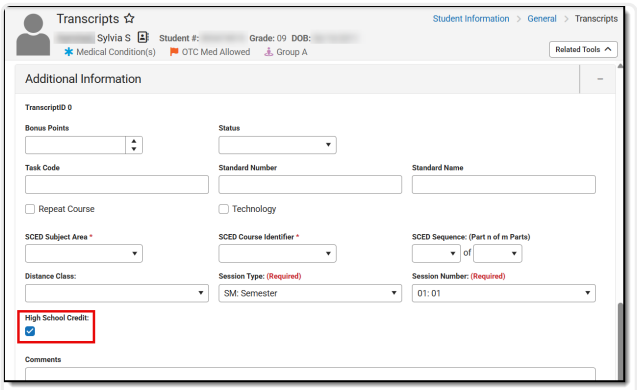
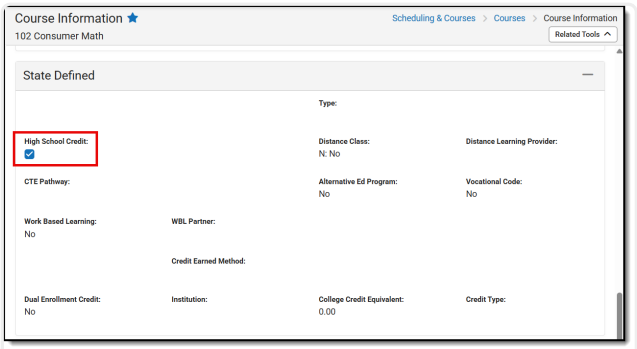
The following explains the logic used for reporting data within the Course Transcript Extract and where this data is set up within Campus:

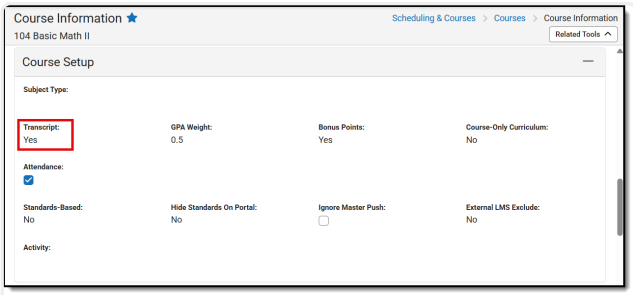
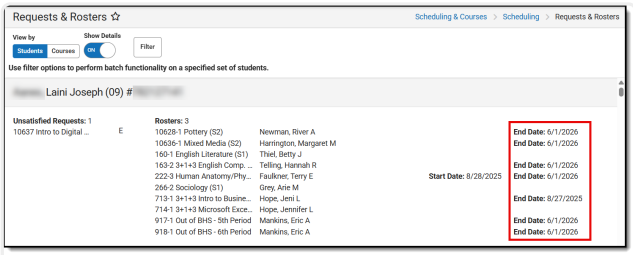
Logic	Data Setup

Logic	Data Setup
In order for a student to report, they must have an enrollment record in a State Grade Level of 09, 10, 11 or 12 which is tied to the calendar selected on the extract editor AND:	Scheduling and Courses > Calendar Setup > Grade Level Setup. Grade levels are mapped to State Grade Levels via State Grade Level Code on the Grade Level Setup tool.  *A grade 09 student Enrollment record example.*  *The Grade Level Setup tool highlighting the State Grade Level Code field.*
Has at least one transcript entry posted for the transcript year(s) selected on the extract editor OR	
The student has an enrollment record in a State Grade Level of 09, 10, 11 or 12 AND	

Logic	Data Setup
All years or the active year is selected in the Transcript Year(s) extract editor AND	Scheduling and Courses > Calendar Setup > School Years The active year is set in the School Year Setup tool.  *The Start and End Year fields on the School Year Setup tool.*
The student is scheduled into a course marked Transcript.	Scheduling and Courses > Courses > Course Setup > Transcript Courses are marked transcript by selecting the Transcript checkbox on the Course Information tool.  *The Transcript field on the Course Information tool.*

Logic	Data Setup
When multiple transcript years are selected, a student only needs to have a transcript entry in one of the years selected.	

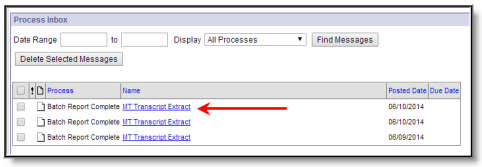
Logic	Data Setup
The Transcript must have the High School Credit checkbox marked in order to report.	Student Information > General > Transcripts > Additional Information > High School Credit  *A student Transcript detail with the High School Credit checkbox marked.* This can be done manually via the Transcripts tool OR automatically posted (through the Transcript Post tool) when the High School Credit checkbox is marked on the Course Information tool (Scheduling and Courses > Courses > Course Information> State Defined).  *The High School Credit checkbox on the Course Information tool.*

Logic	Data Setup
When the active year or All Years is selected on the extract editor, then all courses the student is scheduled into for the active year that are marked Transcript displays in the extract even when they have not yet been posted to the transcript.	Scheduling and Courses > Courses > Course Setup > Transcript Courses are marked Transcript on the Course Information tool.  *The Transcript field on the Course Information tool.*
When the student has a roster end date on the course section that is prior to the end date of the max term the course section is scheduled into, the course is NOT reported.	Scheduling and Courses > Scheduling > Requests and Rosters > End Date When the date entered in the roster End Date for the student is prior to the end date of the course section, the course is not reported.  *The End Date field on the Requests and Rosters tool.*
When the course section max end date is not greater than the date the report is being generated (date the report is generated is prior to the section end date) and there is at least one transcript entry for the course, the report displays an entry for both (1 for the transcript entry and 1 for in-progress).	
All transcript entries for a student are reported, even when all transcript data matches between transcript entries.	

Generate the Course Transcript Extract

1. **Select an Extract** of Course.
2. Select the desired **Format.**
3. Enter the **MT Data Transport ID.**
4. Select **Grade Level(s)** to include data within the extract.

5. Select which **Transcript Year(s)** to include in the extract.
6. Optional: Unmark the Exclude Cross-Site Data checkbox.
7. Select which **Calendar(s)** to include data for the extract.
8. Select an **Ad Hoc filter**.
   Determine how the report is generated:
   - **Generate Report** - Selecting this generates the extract immediately in a separate window in the designated format.
   - **Submit to Batch** - Selecting this sends the extract to the Batch Queue where it generates in the background when the system is able to process the request. Users can access the extract via the Batch Queue tool or by selecting the link within the Process Inbox message that appears once the extract is generated (see image below).



For the CSV Format: Data elements are delimited by ","

Course Transcript Report Layout

Data Element	Description	Location
Record Type	The record type being submitted. Always reports a value of TR-CRS.	N/A
State Student ID	The student's StateID number. *Alphanumeric, 10 characters*	Census > People > Demographics > Student State ID Person.stateID
Student Last Name	The student's last name. Only reports in the HTML version of this report. *Alphanumeric, 40 characters*	Census > People > Identities > Last Name Identity.lastName
Student First Name	The student's first name. Only reports in the HTML version of this report. *Alphanumeric, 35 characters*	Census > People > Identities > First Name Identity.firstName

Data Element	Description	Location
Student Grade Level	The grade level of the student when they took the course. The grade level on the transcript record is reported. For in-progress grade levels, the grade tied to the most recent active primary enrollment in the calendar the course is tied to is reported. When multiple primary enrollments exist in the same start date, logic uses the enrollment with the highest enrollment ID. *Alphanumeric, 2 characters*	Student Information> General > Transcript > Grade Level > State Grade Level tied to the grade In Progress Courses: Student Information > General > Enrollment > Grade Level > State Grade Level tied to the grade. Grade.stategrade
School Year	The school year of the course posted to the transcript. The end year of the school year selected on the transcript is reported. *Numeric, 10 characters*	Student Information > General > Transcript > School Year In Progress Courses: System Administration > Calendar > Calendar > Year Transcript.schoolyear
Course School	This field reports the school name tied to the transcript entry. For in-progress courses, the name of the school the course is tied to is reported. *Alphanumeric, 30 characters*	In Progress: System Administration> Resources > School > Name Transcript Entry: Student Information > General > Transcript > School Name School.name
Course Code	**Transcript Records**: Report from the transcript record the SCED Subject Area Code and the SCED Course Identifier as 1 value. • When Transcript record is null AND there is a tie to the course (transcript record was posted by Transcript Post Tool) then use SCED Subject and SCED Course ID from course. • When values are null report 5 zeros. **In Progress**: Report from the Course the NCES Code • When values are null report 5 zeros *Alphanumeric, 10 characters*	Student Information > General > Transcript > SCED Subject, SCED Course Identifier Course > NCES Code Transcript.Course.scedSubjectArea Course.scedCourseID

Data Element	Description	Location
Local Course Code	The local course code assigned to the reporting course. *Alphanumeric, 10 characters*	Student Information > General >Transcript > Course Number In Progress Courses: Course > Course Number Transcript.coursenumber
State Course Name	The state course name. Currently reports as a blank field.	N/A
Local Course Name	The name of the course as posted on the transcript. *Alphanumeric, 100 characters*	Student Information > General > Transcript > Course Name Transcript.coursename
Credit Amount Earned	The amount of credit the student earned for the course. **NOTE**: In-progress courses are not reported. *Numeric, 5 characters*	Student Information > General > Transcript > Credit Earned Transcript.creditsEarned
Course Grade Earned	The grade the student earned for the course. **NOTE**: In-progress courses are not reported. *Alphanumeric, 5 characters*	Student Information > General > Transcript > Current Score Transcript.score
Session Type	The session type of the reporting course. Possible reported values are as follows: • IS: InterSession • LS: Long Session • MT: Mini Term • QN: Quinmester • QT: Quarter • SM: Semester • SY: Full School Year • TM: Trimester • TW: 12 Month • ST: Summer Term *Alphanumeric, 20 characters*	Student Information > General > Transcript > Session Type In Progress Courses: Course > Section > Session Type Section.sessionType

Data Element	Description	Location
Session Number	The session number of the reporting course. *Numeric, 2 characters*	Student Information > General> Transcript > Session Number In Progress Courses: Course > Section > Session Number School.sessionNumber
Last-current Enrl Schl ID	This field populates based on the state school number tied to the calendar tied to the student's most recent primary enrollment. When no primary enrollment exists, the student's most recent enrollment in the reporting calendar is used to determine state school number value. *Alphanumeric, 4 characters*	System Administration > Resources > School > State School Number School.number

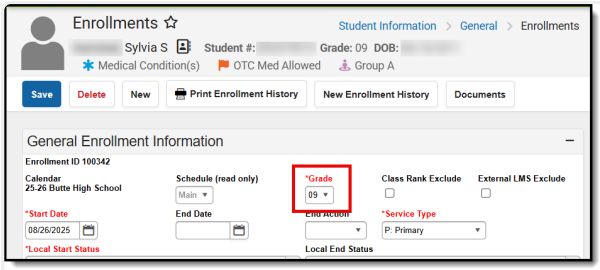
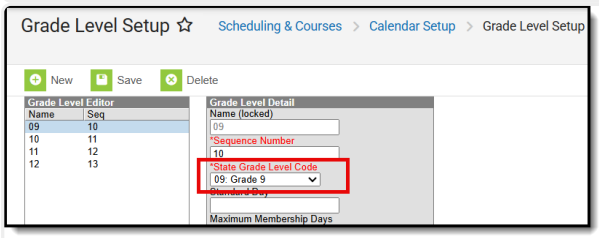
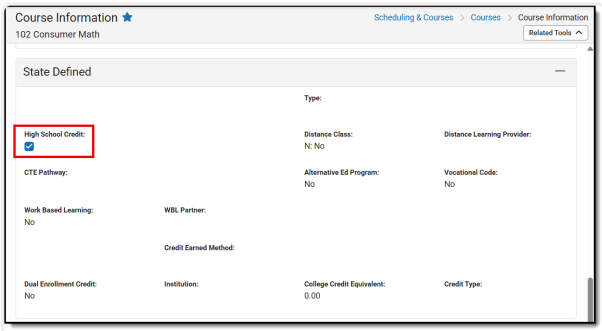
Assessment Transcript Extract

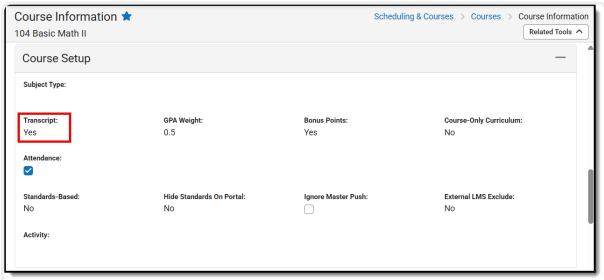
The Assessment Transcript Extract provides assessment information for students in grades 09-12.

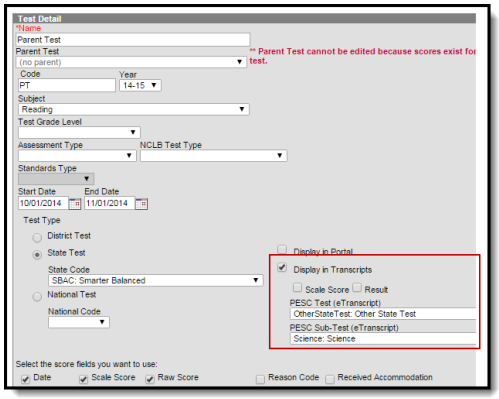
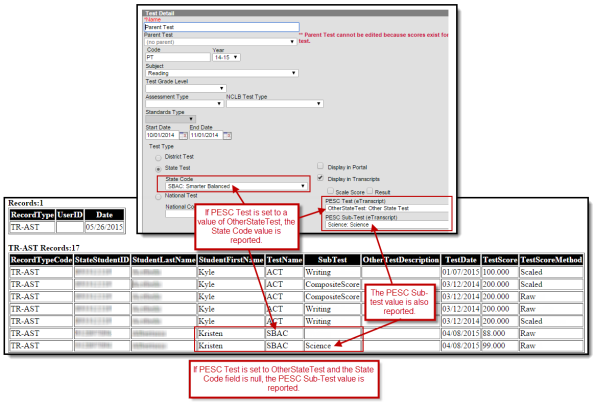
Assessment Transcript Reporting Logic

The following explains the logic used for reporting data within the Assessment Transcript Extract:

Logic	Data Setup

Logic	Data Setup
In order for a student to report, they must have an enrollment record in a State Grade Level of 09, 10, 11 or 12 which is tied to the calendar selected on the extract editor AND:	Scheduling and Courses > Calendar Setup > Grade Level Setup. Grade levels are mapped to State Grade Levels via State Grade Level Code on the Grade Level Setup tool.  *A grade 09 student Enrollment record example.*  *The Grade Level Setup tool highlighting the State Grade Level Code field.*
The student has at least 1 transcript entry posted with the High School Credit checkbox marked for the transcript year(s).	Scheduling and Courses > Courses > Course Information > High School Credit The image below describes how a Course is marked as High School Credit. This course would then report once grades from the course are posted to transcript.  *The High School Credit checkbox on the Course Information tool.*

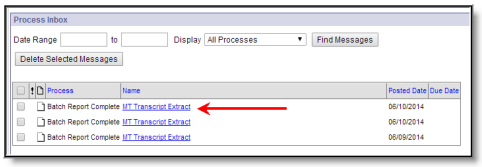
Logic	Data Setup
The student is scheduled into a course marked Transcript.	Scheduling and Courses > Courses > Course Setup > Transcript Courses are marked Transcript on the Course Information tool.  *The Transcript field on the Course Information tool.*

Logic	Data Setup
The student must have an assessment where the PESC Test field is not null and the parent test field is null. • Report one entry per parent assessment, child assessment, date, and score type. • When score is on child or parent, only report 1 record per child, parent, date, and score combination. • When score is on child AND parent, report 2 records: 1 for parent score and 1 for child score.	Test Setup > PESC Test (eTranscript), PESC Sub-Test (eTranscript) The image below shows how an assessment is given PESC test values via the Test Setup tool.  When the PESC Test field is set to a value of OtherStateTest, the State Code value is reported. When The PESC Test Field is set to a value of OtherStateTest and the State Code field is null, the PESC Sub-Test value is reported (see image below). 

Logic	Data Setup
In order for an assessment date to report in the extract properly, the Date field must be selected on the Parent test setup and the Date must be entered on the student's assessment. A test date is required for each assessment in the Data Transport System. When a date has not been entered for an assessment, that assessment record is rejected by the Data Transport System, and the test does not display on the student's transcript.	Test Setup > Date Assessment > Date The image below shows how a parent test with the Date field marked makes the Date field available on the assessment.

Generate the Assessment Transcript Extract

1. **Select an Extract** of *Assessment.*
2. Select the desired **Format.**
3. Enter the **MT Data Transport ID** (optional).
4. Select **Grade Level(s)** which to include data within the extract.
5. Select which **Transcript Year(s)** to include in the extract.
6. Optional: Unmark the Exclude Cross-Site Data checkbox.
7. Select which **Calendar(s)** to include data for the extract.
8. Select an **Ad Hoc filter**.
   Determine how the report is generated:
   - **Generate Report** - Selecting this generates the extract immediately in a separate window in the designated format.
   - **Submit to Batch** - Selecting this sends the extract to the Batch Queue where it generates in the background when the system is able to process the request. Users can access the extract via the Batch Queuetool or by selecting the link within the Process Inbox message that appears once the extract is generated (see image below).



For the CSV Format: Data elements are delimited by ","

Assessment Transcript Report Layout

Data Elements	Description	Location
Record Type	Describes the type of data record being submitted. A value of TR-AST is always reported.	N/A

Data Elements	Description	Location
State Student ID	The student's StateID number. *Alphanumeric, 10 characters*	Census > People > Demographics > Student State ID Person.stateID
Student Last Name	The student's last name. *Alphanumeric, 40 characters*	Census > People > Identities > Last Name Identity.lastName
Student First Name	The student's first name. *Alphanumeric, 35 characters*	Census > People > Identities > First Name Identity.firstName
Test/Assessment Name	The extract reports the value in the PESC Test field. • When PESC Test is a value of Other State Test and the State Code is not null, the State Code value is reported. • When PESC Test is a value of Other State Test and the State Code is null, a value of Other State Test is reported. • When the PESC Test value on the parent and child test do not match, the value on the parent test is reported. *Alphanumeric, 60 characters*	Student Information > General > Assessment Assessment > Test Set Up > State Code Assessment > Test Set Up > PESC Test Assessment.name Test.pescTest
Subtest	The extract reports the value for all subtests of parent tests with a PESC Test value that is not null. • The PESC Subtest field value is reported. • When PESC Sub Test is null and the PESC Test field is a value of Other State Test and the State Code field is a value other than null, report the State Code value. • When PESC Sub Test is null and the PESC Test field is a value of Other State Test and the State Code field is null, a value of Other State Test is reported. • When PESC Sub Test is null and the PESC Test field is a value other than Other State Test or is null, a null value is reported. *Alphanumeric, 60 characters*	Calculated, Assessment > Test Set Up > Code Test.pescSubtest

<table>
<tr><th>Data Elements</th><th>Description</th><th>Location</th></tr>
<tr><td>Other Test Description</td><td>Current reports blank.</td><td>N/A</td></tr>
<tr><td>Test Date</td><td>The date the student took the test/assessment indicated in the Test/Assessment Name field above. The date of the parent test is the date used.

Test Date is required in the Data Transport System.

Date field, 10 characters</td><td>Student Information > General > Assessment > Date

Assessment.date</td></tr>
<tr><td>Test Score</td><td>The score the student received for the test/assessment indicated in the Test/Assessment Name field.

Score must be tied to one of the following fields:
<table><tr><td>Scale Score</td><td>Scaled</td></tr><tr><td>Raw Score</td><td>Raw</td></tr><tr><td>Percent</td><td>Percent</td></tr><tr><td>Percentile</td><td>Percentile</td></tr><tr><td>Normal Curve Equivalent</td><td>NormalCurve</td></tr><tr><td>Result</td><td>Result</td></tr></table>When a score exists for both Test and Subtest, a line for each score is reported. When multiple scores exist, a line for each score is reported.

Alphanumeric, 10 characters</td><td>Student Information > General > Assessment > Score

Assessment.score</td></tr>
<tr><td>Test Score Method</td><td>Reports the method used to determine the score being reported (e.g, Raw Score, Percentile, Normal Curve Equivalent, etc).

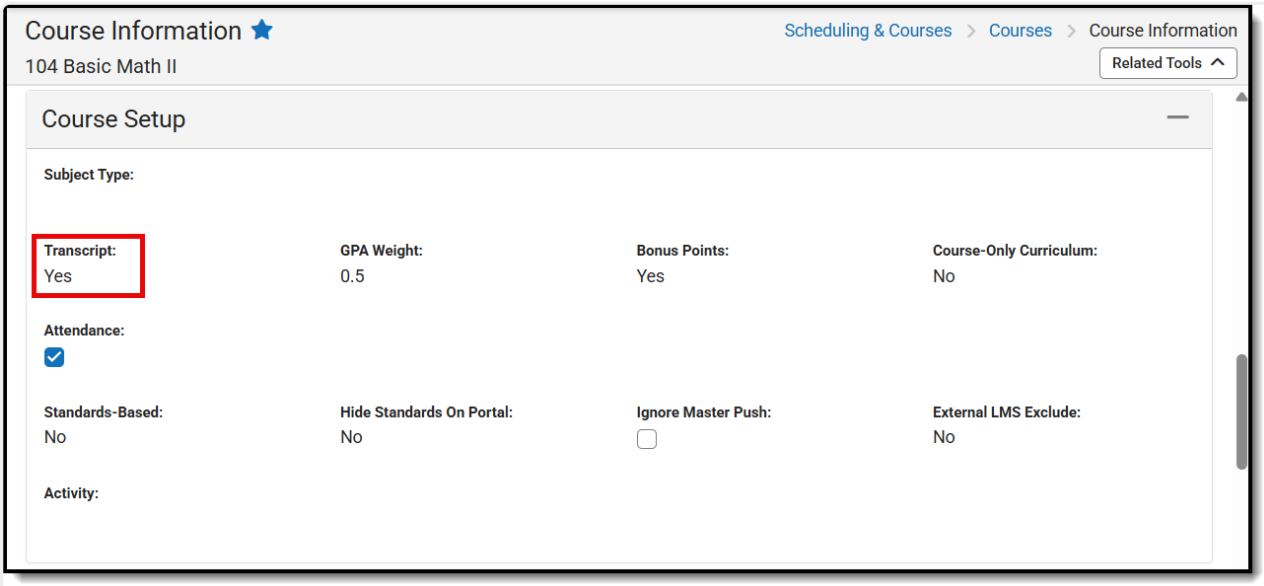
Alphanumeric, 10 characters</td><td>Calculated, Student Information > General > Assessment > All Scores > Score Type</td></tr>
<tr><td>School Code</td><td>Reports the State School number, including all leading zeros.

Alphanumeric, 4 characters</td><td>System Administration > Resources > School > State School Number

School.number</td></tr>
</table>

Tool Rights

In order for you to run these extracts, you must have at least **R**(ead) tool rights for the MT Transcript Extract.



The Transcript field on the Course Information tool.