

# Student Demographics Upload (Montana)

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Tool Search: Student Demographics Upload

The Student Demographic Upload contains specific student data such as student numbers, state ID, student name, etc. The upload must be in .tsv format. See the [Upload Wizard \(Montana\)](#) article for more information about this tool.

**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:

- 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
- 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**  

**\*Work to Perform**

**\*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

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 student.

Image 1: Import a Student Demographics File

**State Edition Users:** When importing identity records which already exist in the importing district, the active identity record is updated with the information in the import file and any identity information not included in the file (such as Home Primary Language, Language of Impact, etc) is ignored and unmodified.

**District Edition Users:** When importing identity records which already exist in the importing district, the active identity record is updated with the information in the import file and any identity information not included in the file (such as Home Primary Language, Language of Impact, etc) is ignored and unmodified. If only 3 identity fields match between the import file and the existing identity record, a new identity record is created with the information in the file.

**State and District Edition Users:** When a new identity record is created via imported data, the Effective Date on the record is set to the date the data was imported into Campus.

## Import Student Demographics Records

1. Select an **Import Type** of 'Student Demographics'.
2. Select the appropriate **Work to Perform** action as defined in the table below.

<b>Validate and Test</b>	In this mode the file will be uploaded and all data validation will be performed to ensure that the file conforms to the file specifications section. Additionally, a lookup will be performed on the District, School and Student Number to make sure the named District, School and Students actually exist. No data will change as a result of this action. A report will be generated listing errors and their corresponding line numbers and fields of error.
<b>Upload File</b>	<p>This mode will insert or update data for each record from the file that has no errors. If a row has an error, it will be displayed in the report generated after the upload completes.</p> <p>When inserting new data, such as at the beginning of a school year, each student record in the file will create a new enrollment record.</p> <p>When updating data that already exists, the enrollment start date will be used to match the enrollment that should be updated. If an enrollment with a matching start date is not found, a new enrollment will be created.</p>

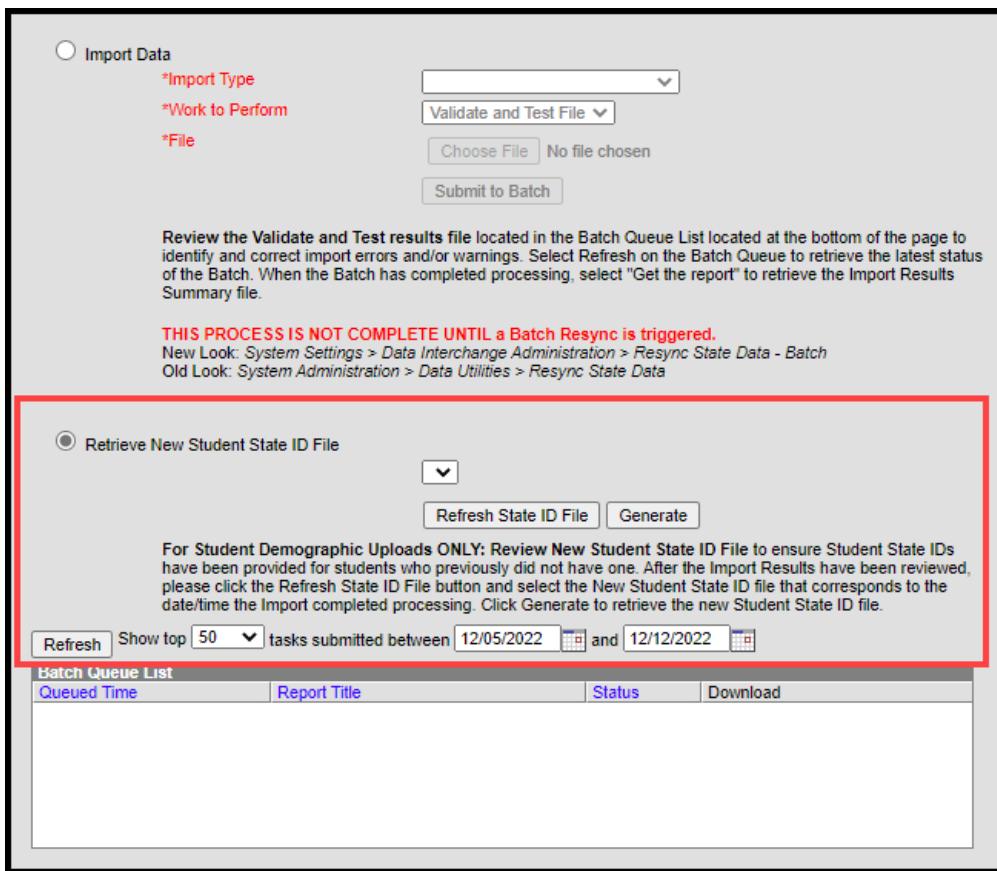
3. Locate the file to upload by selecting the **Browse** button in the File field.

The Validation Report is available in the Batch Queue once the file has completed the upload. Users can access the report by selecting the **Get Report** icon in the [Batch Queue Detail editor](#).

4. Initiate upload of the file by selecting the Submit to Batch button. The file will begin uploading into Campus.
5. Access the upload verification report by clicking the Get the report link in the Batch Queue List. Users can also access the report by heading to the [Batch Queue Admin](#) tool (System Administration > Batch Queue), or by selecting the link within the Process Inbox message that appears once the extract is generated.
6. Once Student Demographics data has been imported, it is important to review the Student State ID files that have been provided for students who previously did not have one. You view a list of these newly created Student State IDs by using the **Retrieve New Student State ID File** option, as [detailed in the section below](#).

## Retrieve New Student State ID Files

When importing Student Demographic data, any students who were imported but did not have a Student State ID value within the import file were automatically given one during the import process. The **Retrieve New Student State ID File** option allows users to review these new Student State IDs for the last 10 Student Demographic imports.



The screenshot shows a web-based application interface for managing batch imports. At the top, there are two radio button options: 'Import Data' and 'Retrieve New Student State ID File'. The 'Import Data' option is currently selected. Below this, there are fields for 'Import Type' (a dropdown menu), 'Work to Perform' (a dropdown menu set to 'Validate and Test File'), and 'File' (a 'Choose File' button with the message 'No file chosen'). A 'Submit to Batch' button is also present. A note below these fields instructs users to review the 'Validate and Test results' file in the Batch Queue List and to trigger a 'Batch Resync' to get the latest status. A red box highlights the 'Batch Queue List' section at the bottom of the page, which contains a table with columns for 'Queued Time', 'Report Title', 'Status', and 'Download'. The table is currently empty.

Image 2: Generating the New Student State ID File

### To Generate the Student State ID File:

1. Select the **Retrieve New Student State ID File** radio button.

2. Click the **Refresh State ID File** button which refreshes the dropdown list.
3. Select the file (labeled via the timestamp of when the corresponding upload file completed processing within Campus) from the dropdown list.
4. Click the **Generate** button. A .TSV file will appear for download to your local hard drive/network.

You can open and view the data in this .TSV file by using Microsoft Excel, Notepad, or another text editor software.

HD	2/14/2018	13:58:32	MT9.1														
SD	902	432476300	390161111	Tester	Testing	Aiden		M	12/10/2010		N	N	N	N	Y	1	2018
SD	902	432423232	390163333	Fake	Christian	Tyler		M	1/15/2010		N	N	N	N	Y	1	2018
SD	902	412312323	390164444	Testing	Loew	Tom		M	6/10/2009		N	N	N	N	Y	1	2018
SD	902	432455454	390555555	Notreal	Sam	Steve		M	7/22/2010		N	N	N	N	Y	1	2018
SD	902	432454500	390343434	Student	Smith	Alex		M	11/9/2010		N	N	N	N	Y	1	2018

*Image 3: Example of the Student State ID File*

# Student Demographic Upload - Header Layout

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Record Type</b>	The abbreviation for the type of file upload entered. This will always report as HD.	Alphanumeric, 2 characters	Not dynamically stored	Not dynamically stored
<b>Date</b>	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	Not dynamically stored	Not dynamically stored
<b>Time</b>	The most recent time a change was made on the file, or the date the file was generated.	Time field, 8 characters Standard Time HH:MM:SS	Not dynamically stored	Not dynamically stored
<b>Version</b>	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

# Student Demographic Upload - Layout

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
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Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Record Type</b>	The abbreviation for the type of file upload entered. This will always report as SD.	Alphanumeric, 2 characters	Not dynamically stored	Not dynamically stored
<b>District Number</b>	This a unique system number that identifies the district uploading the information, assigned by the Montana Office of Public Instruction.	Numeric, 4 digits	District.number	District Information > District Number
<b>Student State ID</b>	Unique student ID number assigned by OPI.	Numeric, 9 digits	Person.stateID	Demographics > Person Identifiers > State ID
<b>Student Local ID</b>	Unique student ID number assigned by the school of enrollment.	Numeric, 15 digits	Person.studentNumber	Demographics > Person Identifiers > Local Student Number
<b>Last Name</b>	Student's legal last name	Alphanumeric, 40 characters	Identity.lastName	Census > People > Demographics > Person Information > Last Name
<b>First Name</b>	Student's legal first name	Alphanumeric, 35 characters	Identity.firstName	Demographics > Person Information > First Name
<b>Middle Name</b>	Student's middle name	Alphanumeric, 20 characters	Identity.middleName	Census > People > Demographics > Person Information > Middle Name
<b>Suffix</b>	Indication of student having a generational name (Jr., III, etc.)	Alphanumeric, 3 characters	Identity.suffix	Demographics > Person Information > Suffix

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Gender</b>	Indication of student being either Male or Female.	Alphanumeric, 1 character	Identity.gender	Census > People > Demographics > Person Information > Gender
<b>Birth Date</b>	Student's date of birth	Date field, 10 characters MM/DD/YYYY	Identity.birthdate	Demographics > Person Information > Birth Date
<b>Photo Opt In</b>	Indicates if a missing child's photo should be synced to the Montana State Edition. Possible values include: <ul style="list-style-type: none"><li>• <b>1</b> = Opt In</li><li>• <b>2</b> = Opt Out</li><li>• <b>0</b> or Blank = Unknown</li></ul>	Numeric, 1 digit 0, 1, 2 or null	Contact.photoOptIn	Demographics > Missing Child Photo Opt In
<b>Hispanic/Latino</b>	A person of Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.  <div style="background-color: #ffffcc; padding: 10px; border: 1px solid #ccc; border-radius: 5px; width: fit-content; margin-left: auto; margin-right: 0;"><p>A validation exists for this field. See the <a href="#">Upload Validation</a> section for more information.</p></div>	Numeric, 1 digit	Identity.hispanicEthnicity	Demographics > Person Information >Race/Ethnicity > Is person of Hispanc/Latino descent

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>American Indian Alaska Native</b>	<p>A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.</p> <div data-bbox="393 698 652 990" style="background-color: #ffffcc; padding: 10px; border: 1px solid #ccc; border-radius: 5px;"> <p>A validation exists for this field. See the <a href="#">Upload Validation</a> section for more information.</p> </div>	Alphanumeric, 1 character Y or N	RaceEthnicity.code	Demographics > Person Information >Race/Ethnicity > American Indian Alaska Native
<b>Asian</b>	<p>A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, Vietnam and Laos.</p> <div data-bbox="393 1641 652 1933" style="background-color: #ffffcc; padding: 10px; border: 1px solid #ccc; border-radius: 5px;"> <p>A validation exists for this field. See the <a href="#">Upload Validation</a> section for more information.</p> </div>	Alphanumeric, 1 character Y or N	RaceEthnicity.code	Demographics > Person Information >Race/Ethnicity > Asian

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Black African American</b>	<p>A person having origins in any of the black racial groups of Africa.</p> <div data-bbox="398 473 652 765" style="background-color: #FFFACD; padding: 5px;"> <p>A validation exists for this field. See the <a href="#">Upload Validation</a> section for more information.</p> </div>	Alphanumeric, 1 character Y or N	RaceEthnicity.code	Demographics > Person Information >Race/Ethnicity > Black African American
<b>Native Hawaiian Pacific Islander</b>	<p>A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p>A validation exists for this field. See the <a href="#">Upload Validation</a> section for more information.</p>	Alphanumeric, 1 character Y or N	RaceEthnicity.code	Demographics > Person Information >Race/Ethnicity > Native Hawaiian Pacific Islander
<b>White</b>	<p>A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.</p> <div data-bbox="398 1529 652 1821" style="background-color: #FFFACD; padding: 5px;"> <p>A validation exists for this field. See the <a href="#">Upload Validation</a> section for more information.</p> </div>	Alphanumeric, 1 character Y or N	RaceEthnicity.code	Demographics > Person Information >Race/Ethnicity > White

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Race Ethnicity Determination</b>	<p>Method used to determine race and ethnicity. Options are:</p> <ul style="list-style-type: none"> <li>• 01: Parent Identified</li> <li>• 02: Self Identified</li> <li>• 03: Observer Identified</li> <li>• 04: Unknown</li> </ul> <div style="border: 1px solid #ccc; padding: 10px; background-color: #fff; margin-top: 10px;"> <p>A validation exists for this field. See the <a href="#">Upload Validation</a> section for more information.</p> </div>	Numeric, 2 digits	Identity.raceEthnicityDetermination	Demographics > Person Information >Race/Ethnicity >Race/Ethnicity Determination
<b>Nickname</b>	Name by which the student is also known, in addition to his legal name.	Alphanumeric, 50 characters	Identity.alias	Demographics > Person Information > Nickname
<b>Calendar End Year</b>	Indicates the school calendar year for which data is being imported.	Numeric, 2 digits	Calendar.endYear	Calendar Info > End Date

## Upload Validation

The following validations exist when uploading the Student Demographic information. These

validations will appear as errors when the file is uploaded. Districts are advised to modify information and then upload the modified data again.

One of the following fields MUST be populated with a value of Y in order for data to properly upload:

- American Indian/Alaska Native
- Asian
- Black African American
- Native Hawaiian/Pacific Islander
- White

Data Element	Validation
<b>Hispanic/Latino</b>	An error will occur if: <ul style="list-style-type: none"> <li>• Field is not populated</li> <li>• Entry is not a valid value</li> <li>• If populated with N and race/ethnicity codes are American Indian Alaska Native, Asian, Black African American, Native Hawaiian Pacific Islander and White is marked as N.</li> </ul>
<b>Asian</b>	An error will occur if: <ul style="list-style-type: none"> <li>• Field is not populated</li> <li>• Entry is not a valid value</li> </ul>
<b>Black African American</b>	An error will occur if: <ul style="list-style-type: none"> <li>• Field is not populated</li> <li>• Entry is not a valid value</li> </ul>
<b>Native Hawaiian Pacific Islander</b>	An error will occur if: <ul style="list-style-type: none"> <li>• Field is not populated</li> <li>• Entry is not a valid value</li> </ul>
<b>White</b>	An error will occur if: <ul style="list-style-type: none"> <li>• Field is not populated</li> <li>• Entry is not a valid value</li> </ul>
<b>Calendar End Year</b>	This value must match the Scope Year.

Data Element	Validation
<b>Race Ethnicity</b>	<ul style="list-style-type: none"> <li>• If HispanicLatino = Y, a value of 1 is populated in the Identity.EthnicityFed field.</li> <li>• If AmericanIndianAlaskaNative = Y, a value of 2 is populated in the Identity.EthnicityFed field.</li> <li>• If Asian = Y, a value of 3 is populated in the Identity.EthnicityFed field.</li> <li>• If BlackAfricanAmerican = Y, a value of 4 is populated in the Identity.EthnicityFed field.</li> <li>• If NativeHawaiianPacificIslander = Y, a value of 5 is populated in the Identity.EthnicityFed field.</li> <li>• If White = Y, a value of 6 is populated in the Identity.EthnicityFed field.</li> <li>• If more than one of the Race Ethnicity fields has a value of Y, a value of 7 is populated in the Identity.EthnicityFed field.</li> </ul>

## Validation Logic for State ID when the Upload File Contains State ID

► [Click here to expand...](#)

When the uploaded file contains a State ID value and the State ID is found at the district, then the following identity elements are compared:

- First Name
- Last Name
- Birth Date
- Gender

If all four identity elements exactly match one identity, the following will occur:

- Identity record is updated.
- A "*Person already exists*" warning is produced.
- The Warning count is increased.
- The Records Changed count is increased.
- The person is not reported in the State ID file.

If one or more of the identity elements do not match, the following will occur:

- A new identity is created with the information found on the imported file.
- The warning "*One or more identity elements do not match. A new identity will be created upon 'Load Partial File'*" is displayed when Validate and Test File is run.
- Upon Load Partial File:
  - A new Identity record is created for the matched State ID.
  - The Records Change count is increased.
  - The person is not reported in the State ID file.

When the uploaded file contains a State ID value and the State ID is found at the state, then the following identity elements are compared:

- First Name
- Last Name

- Birth Date
- Gender

If all four identity elements exactly match one identity, the following will occur:

- A new person with an identity record matching the values in the file is created.
- The Records Inserted count is increased.
- The person is reported in the State ID file.

If one or more of the identity elements do not match, the following will occur:

- The identity is copied from the state into the district.
- A new identity is created using the data within the uploaded file.
- The warning "*One or more identity elements do not match. A new identity will be created upon 'Load Partial File'*" is produced.
- The Records Inserted and Records Changed counts are increased.

If the State ID is not found at the district or state, the student is not imported and the warning "*No matching State ID. Use Student Locator to enroll student. Update state ID in local SIS.*" is produced.

## **Validation Logic for State ID when the Upload File Does Not Contain a State ID**

► [Click here to expand...](#)

If all four identity elements exactly match one identity record at the district, the following will occur:

- Identity record is updated.
- The warning "*Person exists with stateID: 'StateID'*" is produced.
- The Warning count is increased.
- The Records Changed count is increased.
- The person is reported in the State ID file.

If three identity elements exactly match one identity record at the district, the warning "*One identity element does not match an existing record. Please use the student locator to enroll the student. A new student will be created upon Load Partial File.*" is produced when Validate and Test File is used for file importing.

If three identity elements exactly match one identity record at the district, upon Load Partial File the following will occur:

- The warning "*No matching student found. A new state ID will be generated upon 'Load Partial File'*" is produced.
- A new person is created in the district with the information found in the file.
- The Records Inserted count is increased.
- A State ID is generated for the person.
- The person is reported in the State ID file.

If all four identity elements match exactly one identity record at the state, the following will occur upon Load Partial File:

- The person is created at the district, copying identity data from the state.
- The Warning count is increased.
- The Records Inserted count is increased.
- The State ID is reported.

If three identity elements exactly match one identity record at the state, upon Validate and Test File, the warning "*One identity element does not match an existing record. Please use the student locator to enroll the student. A new student will be created upon Load Partial File.*" is produced.

If three identity elements exactly match one identity record at the state, upon Load Partial File the following will occur:

- The warning "*No matching student found. A new state ID will be generated upon 'Load Partial File'*" is produced.
- A new person is created in the district with the information found in the file.
- The Records Inserted count is increased.
- A State ID is generated for the person.

The person is reported in the State ID file. If less than three identity elements match an existing record at the state or district, upon Validate and Test File the warning "*'Validate and Test File' No matching identity found. A new student will be created upon Load Partial File.*" is produced.

If less than three identity elements match an existing record at the state or district, upon Load Partial File the following will occur:

- The warning "*No matching student found. A new state ID will be generated upon 'Load Partial File'*" is produced.
- A new person is created in the district with information from the file.
- Records Inserted count is increased.
- A State ID is generated for the person.
- The State ID is reported.

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