Student Demographics Upload (Montana)

Last Modified on 03/18/2024 9:06 am CDT

PATH: *MT State Reporting > MT Data Upload > 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.

This article includes the following topics:

- Importing Student Demographics Records
- Retrieving New Student State ID Files
- Student Demographic Upload - Header Layout
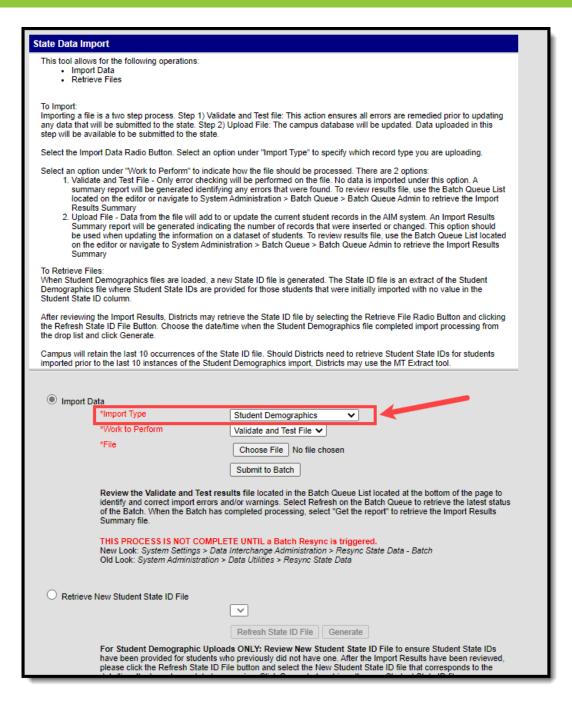- Student Demographic Upload - Layout
- Upload Validation

Image 1: Importing 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.

Importing 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.

Validate and Test	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.
Upload File	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.

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.

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. |

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.

Retrieving 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.
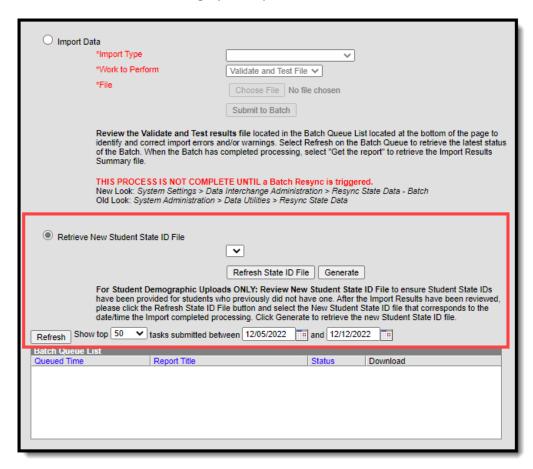

Image 2: Generating the New Student State ID File

To Generate the Student State ID File:

1. Select the **Retrive New Student State ID File** radio button.
2. Click the **Refresh State ID File** button which refreshes the dropdown list.
3. Select the file (labled 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.

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
Record Type	The abbreviation for the type of file upload entered. This will always report as HD.	Alphanumeric, 2 characters	Not dynamically stored	Not dynamically stored
Date	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
Time	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
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

Student Demographic Upload - Layout

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Record Type	The abbreviation for the type of file upload entered. This will always report as SD.	Alphanumeric, 2 characters	Not dynamically stored	Not dynamically stored
District Number	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	System Administration > Resources > District Information > District Number

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Student State ID	Unique student ID number assigned by OPI.	Numeric, 9 digits	Person.stateID	Census > People > Demographics > Person Identifiers > State ID
Student 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	Student's legal last name	Alphanumeric, 40 characters	Identity.lastName	Census > People > Demographics > Person Information > Last Name
First Name	Student's legal first name	Alphanumeric, 35 characters	Identity.firstName	Census > People > Demographics > Person Information > First Name
Middle Name	Student's middle name	Alphanumeric, 20 characters	Identity.middleName	Census > People > Demographics > Person Information > Middle Name
Suffix	Indication of student having a generational name (Jr., III, etc.)	Alphanumeric, 3 characters	Identity.suffix	Census > People > Demographics > Person Information > Suffix
Gender	Indication of student being either Male or Female.	Alphanumeric, 1 character	Identity.gender	Census > People > Demographics > Person Information > Gender

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Birth Date	Student's date of birth	Date field, 10 characters MM/DD/YYYY	Identity.birthdate	Census > People > Demographics > Person Information > Birth Date
Photo Opt In	Indicates if a missing child's photo should be synced to the Montana State Edition. Possible values include: • **1** = Opt In • **2** = Opt Out • **0** or Blank = Unknown	Numeric, 1 digit 0, 1, 2 or null	Contact.photoOptIn	Census > People > Demographics > Missing Child Photo Opt In
Hispanic/Latino	A person of Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race. A validation exists for this field. See the Upload Validation section for more information.	Numeric, 1 digit	Identity.hispanicEthnicity	Census > People > Demographics > Person Information >Race/Ethnicity > Is person of Hispanc/Latino descent

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
American Indian Alaska Native	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. A validation exists for this field. See the Upload Validation section for more information.	Alphanumeric, 1 character Y or N	RaceEthnicity.code	Census > People > Demographics > Person Information >Race/Ethnicity > American Indian Alaska Native
Asian	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. A validation exists for this field. See the Upload Validation section for more information.	Alphanumeric, 1 character Y or N	RaceEthnicity.code	Census > People > Demographics > Person Information >Race/Ethnicity > Asian

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Black African American	A person having origins in any of the black racial groups of Africa. A validation exists for this field. See the Upload Validation section for more information.	Alphanumeric, 1 character Y or N	RaceEthnicity.code	Census > People > Demographics > Person Information >Race/Ethnicity > Black African American
Native Hawaiian Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. A validation exists for this field. See the Upload Validation section for more information.	Alphanumeric, 1 character Y or N	RaceEthnicity.code	Census > People > Demographics > Person Information >Race/Ethnicity > Native Hawaiian Pacific Islander
White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. A validation exists for this field. See the Upload Validation section for more information.	Alphanumeric, 1 character Y or N	RaceEthnicity.code	Census > People > Demographics > Person Information >Race/Ethnicity > White

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Race Ethnicity Determination	Method used to determine race and ethnicity. Options are: • 01: Parent Identified • 02: Self Identified • 03: Observer Identified • 04: Unknown A validation exists for this field. See the Upload Validation section for more information.	Numeric, 2 digits	Identity. raceEthnicityDetermination	Census > People > Demographics > Person Information >Race/Ethnicity >Race/Ethnicity Determination
Nickname	Name by which the student is also known, in addition to his legal name.	Alphanumeric, 50 characters	Identity.alias	Census > People > Demographics > Person Information > Nickname
Calendar End Year	Indicates the school calendar year for which data is being imported. A validation exists for this field. See the Upload Validation section for more information.	Numeric, 2 digits	Calendar.endYear	System Administration > Calendar > 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
Hispanic/Latino	An error will occur if: • Field is not populated • Entry is not a valid value • 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.
Asian	An error will occur if: • Field is not populated • Entry is not a valid value
Black African American	An error will occur if: • Field is not populated • Entry is not a valid value
Native Hawaiian Pacific Islander	An error will occur if: • Field is not populated • Entry is not a valid value
White	An error will occur if: • Field is not populated • Entry is not a valid value
Calendar End Year	This value must match the Scope Year.

Data Element	Validation
Race Ethnicity	• If HispanicLatino = Y, a value of 1 is populated in the Identity.EthnicityFed field. • If AmericanIndianAlaskaNative = Y, a value of 2 is populated in the Identity.EthnicityFed field. • If Asian = Y, a value of 3 is populated in the Identity.EthnicityFed field. • If BlackAfricanAmerican = Y, a value of 4 is populated in the Identity.EthnicityFed field. • If NativeHawaiianPacificIslander = Y, a value of 5 is populated in the Identity.EthnicityFed field. • If White = Y, a value of 6 is populated in the Identity.EthnicityFed field. • 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.

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

▶ Click here to expand...

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

▶ Click here to expand...