

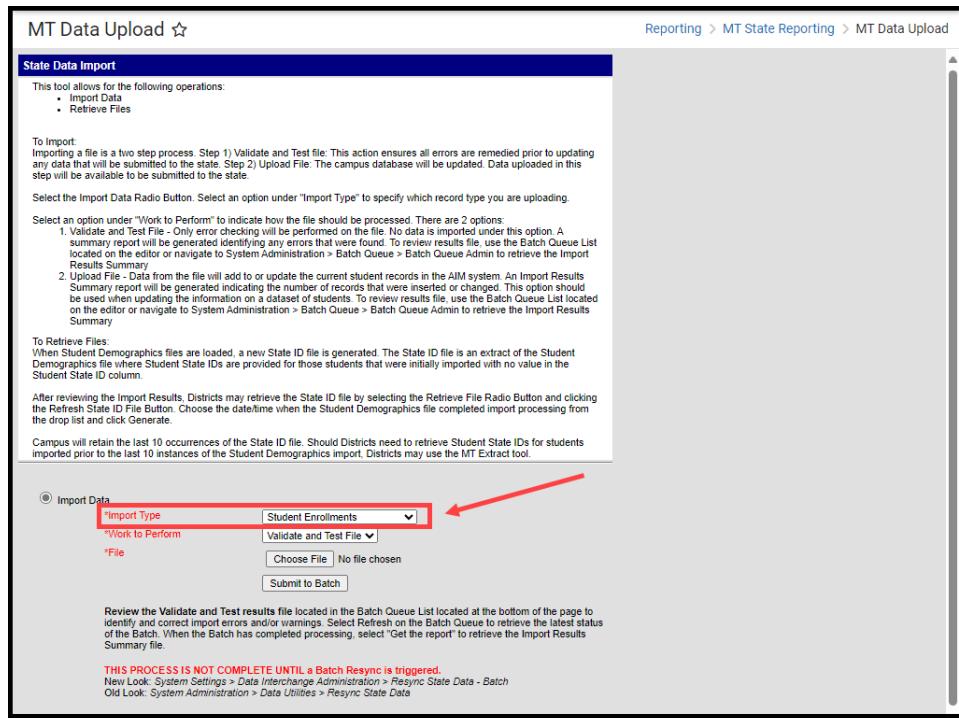
Student Enrollments Upload (Montana)

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Tool Search: MT Data Upload

The Student Enrollments Upload provides districts with the ability to upload enrollment records to Montana state edition.



MT Data Upload ☆

Reporting > MT State Reporting > MT Data Upload

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:

1. 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.
2. 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:
 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

MT Data Upload: Student Enrollments

Student Enrollments Upload Layout

The following lists the data elements and formats for the Student Enrollments Upload.

The Retrieve New Student State ID File option is only relevant to Student Demographic uploads. Please ignore this option when uploading Enrollments data.

Header Layout

Data Element	Description	Location
Record Type	<p>The abbreviation for the type of file upload entered. This will always report as HD.</p> <p><i>Alphanumeric, 2 characters</i></p>	Not dynamically stored
Date	<p>The most recent date a change was made on the file, or the date the file was generated.</p> <p><i>Date field, 10 characters MM/DD/YYYY</i></p>	Not dynamically stored
Time	<p>The most recent time a change was made on the file, or the date the file was generated.</p> <p><i>Time field, 8 characters, HH:MM:SS</i></p>	Not dynamically stored
Version	<p>The most current version of the file interface specification and references to the application system. This field will always report as MT9.1.</p> <p><i>Alphanumeric, 5 characters</i></p>	Not dynamically stored

Upload Layout

Data Element	Description	Location
Record Type	<p>The abbreviation for the type of file upload entered. This will always report as EN.</p> <p><i>Alphanumeric, 2 characters</i></p>	Not dynamically stored
District Number	<p>This is a unique system number that identifies the district uploading the information, assigned by the Montana Office of Public Instruction.</p> <p><i>Numeric, 4 digits</i></p>	District Information > District Number district.number
School Number	<p>This is a unique number assigned by the Office of Public Instruction that identifies the school into which the students are enrolled.</p> <p><i>Numeric, 4 digits</i></p>	School Information > School Number school.number

Data Element	Description	Location
Calendar Number	<p>This is a unique system number that identifies the calendar(s) chosen on the extract editor. This number needs to correspond with the Calendar Number reported in the School Calendar Extract.</p> <p><i>Numeric, 1-3 digits</i></p>	<p>Calendar Information</p> <p>calendar.number</p>
Student State ID	<p>Unique student ID number assigned by OPI.</p> <p><i>Numeric, 9 digits</i></p>	<p>Demographics > Person Identifiers > State ID</p> <p>person.stateID</p>
Student Local ID	<p>Unique student ID number assigned by the school of enrollment.</p> <p><i>Numeric, 15 digits</i></p>	<p>Demographics > Person Identifiers > Local Student Number</p> <p>Person.studentNumber</p>
Last Name	<p>Student's legal last name.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>Demographics > Person Information > Last Name</p> <p>identity.lastName</p>
First Name	<p>Student's legal first name.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>Demographics > Person Information > First Name</p> <p>identity.firstName</p>
Service Type	<p>Indicates the type of services received by a student at the district. Options are:</p> <ul style="list-style-type: none"> • P: Primary • S: Secondary • N: Special Education <p><i>Alphabetic, 1 character</i></p>	<p>Enrollments > General Enrollment Information > Service Type</p> <p>enrollment.type</p>
Start Date	<p>Student's start date of enrollment for the current school year. This date must be greater than or equal to the Calendar State Date.</p> <p><i>Date field, 10 characters, MM/DD/YYYY</i></p>	<p>Enrollments > General Enrollment Information > Start Date</p> <p>enrollment.start Date</p>

Data Element	Description	Location
Start Status	<p>Selection of the reason the student entered the school district on the entry date for the current record.</p> <ul style="list-style-type: none"> Value on import must match one of the active dictionary values available in Local Start Status on Enrollment. Must be two digits. Zero padding may be used. <p>For more information, see the list of available Start Status values in the Import Field Values section below.</p> <p><i>Numeric, 2 digits</i></p>	Enrollments > General Enrollment Information > Local Start Status Enrollment.localStartStatusTypeID
End Date	<p>Student's last day of enrollment for the current school year. This date must be less than or equal to the Calendar End Date.</p> <p><i>Date field, 10 characters, MM/DD/YYYY</i></p>	Enrollments > General Enrollment Information > End Date enrollment.endDate
End Status	<p>Selection of the reason the student is no longer enrolled in a school for the current school year.</p> <ul style="list-style-type: none"> This field is required entry if the End Date is populated. If the End Date field is not populated, this field must be blank. Value in the import must match one of the active dictionary values available in Local End Status on Enrollment. When the student's Grade Level is P1, PK, KH, KF or 01-06, the End Status cannot be 300, 310, 320, 330 or 340. <p>For more information, see the list of available End Status values in the Import Field Values section below.</p> <p><i>Numeric, 3 digits</i></p>	Enrollments > General Enrollment Information > Local End Status Enrollment.localEndStatusTypeID

Data Element	Description	Location
Dropout Reason	<p>Selection indicates the student was enrolled in school at some time during the previous school year and is not enrolled on October 1 of the current school year.</p> <ul style="list-style-type: none"> • This field is required entry if the End Status is 300, 310, 320 330 or 340 and the Grade Level is 07-12. • If the End Date is null, this field must be null • When the End Status is not 300, 310, 320, 330 or 340, this field must be null. <p>For more information, see the list of available Dropout Reason values in the Import Field Values section below.</p> <p><i>Numeric, 2 digits</i></p>	Enrollments > General Enrollment Information > Dropout Reason enrollmentMT.dropoutReason
No Show	Filler Field. No longer reported	N/A
Sort By Field	<p>This field is used at the discretion of the district to determine how assessments (CRT) will be sorted by testing contractor.</p> <p><i>Alphanumeric, 15 characters</i></p>	Enrollments > State Reporting Fields > Sort By enrollmentMT.sortBy
Grade	<p>Indicates the student's grade level of enrollment</p> <p><i>Alphanumeric, 4 characters</i></p>	Enrollments > General Enrollment Information > Grade Level enrollment.grade
Diploma Date	<p>The date on which the student was awarded a diploma. This is a required field if the Enrollment End Status is 400. If the Enrollment End Status is NOT 400, this field must be null.</p> <p><i>Date field, 10 characters, MM/DD/YYYY</i></p>	Graduation > Diploma Date graduation.diplomaDate

Data Element	Description	Location
Diploma Type	<p>The type of diploma the student was awarded by the district. This is a required field if the Enrollment End Status is 400. If the Enrollment End Status is NOT 400, this field must be null.</p> <p>For more information, see the list of available Diploma Type values in the Import Field Values section below.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Graduation > Diploma Type</p> <p>graduation.diplomaType</p>
Diploma Period	<p>Indicate the time that a student took to graduate from the first time they were identified as a 9th grade student to the date of graduation. This is a required field if the Enrollment End Status is 400. If the Enrollment End Status is NOT 400, this field must be null.</p> <p>For more information, see the list of available Diploma Period values in the Import Field Values section below.</p> <p><i>Numeric, 2 digits.</i></p>	<p>Graduation > Diploma Period</p> <p>graduation.diplomaPeriod</p>
Start Comments	<p>Any comments entered in the Start Comments field on the enrollment are imported.</p> <p>All existing information is overwritten by data within this field unless this field is null in the import. If null, existing Start Comment data is preserved.</p> <p><i>Varchar</i></p>	<p>Enrollments > Start Comments</p> <p>Enrollment.startComments</p>
End Comments	<p>Any comments entered in the End Comments field on the enrollment are imported.</p> <p>All existing information is overwritten by data within this field unless this field is null in the import. If null, existing End Comments data is preserved.</p> <p><i>Varchar</i></p>	<p>Enrollments > End Comments</p> <p>Enrollment.endComments</p>

Data Element	Description	Location
Year	Indicates the year of the enrollment record, based on the last year of the school year. For example, enrollments in the 2010-11 school year will report as 2011. <i>Numeric, 4 digits</i>	Calendar Information calendar.endYear

Import Field Values

► [Click here to expand...](#)

Dropout Reasons

Code	Description
01	Academic Difficulty
02	Attendance Difficulty
03	Economic Reasons
04	Employment
05	Expelled
06	Illness
07	Job Corps or Similar Reason
08	Language Difficulty
09	Marriage
10	Military
11	Needed at Home
12	Over Compulsory Age
13	Pregnancy
14	Poor Personal Relationships
15	Reached Maximum Age Set by District Policy
16	Other Known Reason
17	Unknown Reason
18	HiSET Pursuing
19	Suspended, Did Not Return

Code	Description
20	Harassment/Feeling Unsafe at School
21	Entered Adult Correctional Facility
22	Lack of Childcare
23	Completed GED
24	Transient
25	Homeless

Diploma Type

Code	Description
01	Regular Diploma
04	Completed IEP Goals

Diploma Period

Code	Description
01	Early Graduate less than 7 Semesters
02	Early Graduate 7 Semesters
03	4 Years or with IEP Allowing for Longer
04	Graduated in More than 4 Years

Start Status Options

The following is a list of start statuses, including state specific options, that appear for Montana users.

Code	Description
01	First time receiving educational services
02	Continued enrollment same school, no interruption
03	Re-entry to the same school after withdrawal
04	Transfer from public school in district or state
05	Transfer from public school under NCLB school choice
06	Transfer from an out of state school
07	Transfer from a school from out of the country

Code	Description
08	Transfer from a private school within the state
09	Transfer from home school within the state
10	Transfer from a Montana state-funded school
20	Transfer from Montana Youth Challenge
40	Military Connected: Transfer from public school in district or state
60	Military Connected: Transfer from an out of state school
80	Military Connected: Transfer from a school out of the country

End Status Options

End statuses with asterisks are considered drop out codes when used for students in Grades 7-12, UM or UH.

Code	Description
100	End of year, returning to same school next year
105	Change in grade level during regular school year
110	Promoted to another school in the same district
120	Transfer to a public school in the same district
130	Transfer to a public school under NCLB school choice
140	Transfer to a public school in another district in Montana
145	Military Connected: Transfer to public school in another district in MT
150	Transfer to Montana state-funded school
155	Military Connected: Transfer to a school out of the country
160	Transfer to a private school in the state
170	Transfer to a home school in the state
175	Transfer to Montana Youth Challenge
180	Transfer to a school out of state
185	Military Connected: Transfer to a school out of state
190	Transfer out of the country
210	Medical care or treatment, eligible to return
220	Enrolled in a foreign exchange program
230	Enrolled in an early submission college program
240	Withdrawn, under age for compulsory school attendance

Code	Description
250	Expelled, eligible to return
260	Unknown (Grades PK-6)
295	Dropped out, subsequent re-enrollment
300*	Withdrew for personal or academic reasons
310*	Exceeded age requirement set by district policy
320*	Removed or Expelled, without option to return
330*	Withdrew to enroll in non-diploma program
340*	Unknown
400	Graduated
500	Student died
510	Student is permanently incapacitated

Enrollment Import Logic and Validations

The following import elements are considered key fields:

- District Number
- School Number
- Calendar Number
- State ID (Student)
- Start Date (Enrollment)
- Year

A match on a student's identity record must occur before enrollment or graduation data can be imported for the student. The following match logic is used:

- A student enrollment is identified when a match occurs on the following: DistrictID, personID
 - DistrictID is logically derived by identifying the ID using the district number provided in the import
 - personID is logically derived by using the stateID and districtNumber

Once a match has been made to a student Identity, Campus will attempt a match on enrollment to determine if a new or existing enrollment should be created.

- A student enrollment is identified when a match occurs on the following: DistrictID, endYear, personID, calendarID, structureID, startDate
 - DistrictID as identified via the identify match
 - endYear is the value provided in the import
 - PersonID as identified via the identify search in the identity match
 - calendarID is logically derived by using districtNumber, schoolNumber, calendarNumber and endYear as provided in the import
 - structureID is logically derived by using the calendarID (Campus expects only 1 schedule

structure per calendar)

- startDate is the value provided in the import
 - A new enrollment will be created for students where the start date of the enrollment record in the import does NOT match the current enrollment located within Campus.

The following elements on Enrollment record will be updated when a match to a Student Identity and corresponding Enrollment occurs:

- Service Type
- Local Start Status
- End Date
- Local End Status
- Drop Out Reason
- Sort By Field
- Grade

Blank fields provided in the Import will OVERWRITE any existing values.

Logic will match the import record to a student identity and update/create a new Graduation record based on the following logic:

- A student is identified when a match occurs on the following: DistrictID, personID
 - DistrictID is logically derived by identifying the ID using the district number provided in the import
 - personID is logically derived by using the stateID provided in the import and districtNumber
- If there is no match, an error is presented and logic ends.
- If a match is found, the following Graduation logic occurs:
 - If the Grade in the import equals = 09, logic creates a new Graduation record ONLY if no other previously existing record is present in Campus. If a Graduation already exists, logic will update the existing record with the information in the import file.
 - If the Grade in the import equals = 10, 11, 12, or any number less than 9, logic will update any existing Graduation record or if no Graduation record exists, no records are updated nor created.
- When Campus generates a Graduation record for an imported 9th Grade student, the following Graduation record values are auto-populated:
 - Date First Entered the 9th Grade = The Start Date from the 9th Grade Enrollment record
 - NCLB Cohort End Year = The end year of the 9th Grade enrollment record + three years.
 - NGA Cohort End Year = The end year of the 9th Grade enrollment record + three years.

Additional import logic is as follows

- Enrollment End Statuses cannot be 300, 310, 320, 330 or 340 when Grade Level is P1, PK, KH, KF or 01-06.
- The Dropout Reason must be NULL when the Enrollment End Status is not 300-340.
- The Diploma Date field must be NULL if the Enrollment End Status is not 400.

- The Diploma Type field must be NULL if the Enrollment End Status is not 400.
- The Diploma Period field must be NULL if the Enrollment End Status is not 400.
- The tool will allow multiple calendars to be imported at one however, calendar with multiple schedule structures will not be imported and an error will be returned.

Enrollment Start and End Status Codes:

- District Edition users have the ability to map local codes to state codes.
- Only state codes will sync to the state. Local Enrollment Start and End Status codes will not sync.
- Montana Edition users do not have the ability to map local codes to state codes. The dictionaries for both Local and State Enrollment Status codes are identical. Montana Edition users will import State Codes and the import will match the State Code provided to the Local Enrollment Status Code.
- For District Edition users, the Local Enrollment Status codes MUST match State Status Codes or validation logic within the import will fail causing unexpected import results.

Student Enrollments Import Warnings and Errors

The following table describes the possible warnings and errors you could receive when importing the Enrollment file:

Errors are considered fatal. Warnings are considered informational.

Condition	Requirement	Message Type	Message
Cannot identify District	Using the District Number provided in the import, check for a District ID If District ID does not exist, stop processing	Error	Cant find district
Cannot identify School	Using the School Number provided in the import, check for valid School If School does not exist, stop processing	Error	School number (S###) does not exist within district number (D###)

Condition	Requirement	Message Type	Message
Cannot identify Calendar	<p>Using the following information provided in the import, check for a valid calendar</p> <ul style="list-style-type: none"> • District Number • School Number • Calendar Number • End year <p>If a valid calendar does not exist, stop processing</p>	Error	There is no calendar with number <calendar number as provided in import>
Calendar cannot have more than one Schedule Structure	If the calendar has MORE THAN one schedule structure, display Message and stop processing	Error	The calendar provided has more than one schedule structure. In order to import or update an enrollment, the calendar number provided on the import must have only 1 schedule structure.
Cannot find student with State ID	<p>Using the district number provided in the import, identify the District ID</p> <p>Using the Student State ID provided in the import and the District ID search for a match on person</p> <p>If not match is found, error but continue processing to identify more errors</p>	Error	There is no Student ID with State ID <Student State ID as provided in import>
Grade provided on import must be a valid state grade	<p>Once a calendar is found for the import record, find the grades tied to the calendar.</p> <p>Using the grade provided in the import match on state grade.</p> <p>If state grade is not found, error but continue processing to identify more errors</p>	Error	The Grade on the record does not match the instructional grades available in the calendar. Record will not be processed
A field on the import is required, see data element logic	Required Field	Error	Core Error

Condition	Requirement	Message Type	Message
A field on the import must be of a value specified in the attribute dictionary e.g. Start Status on Import must be P, N or S	Field must of a specified set of values, error but continue processing to identify more errors	Error	Core Error
A field on the import must meet datatype, min/max size and/or specified format, see data element logic	Field must of specified datatype, format or size; error but continue processing to identify more errors	Error	Core Error
Student Local ID cannot exceed 15 characters	If Student's Local ID is greater than 15 characters, display Message	Warning	Student Local ID exceeds 15 character limit
Start Date must be within Start and End Date of calendar	Start Date must be greater than or equal to Calendar Start Date of the calendar as identified by Calendar Number on the import	Error	Enrollment start date must be between the enrollment start date and calendar end date
Start Status is required to import record	Start Status is Required	Error	Start Status must be specified for student with stateID (<State ID>) and localID (<Local>) who is reported to have a Start Date.
End Date must be within start date of enrollment on import and End Date of calendar	End Date must be AFTER the Start Date provided on the import and BEFORE OR EQUAL to the Calendar End Date of the calendar as identified by Calendar Number on the import	Error	Enrollment end date must be between the enrollment start date and calendar end date
End Status should be provided if End Date is populated	End Status must be NULL if End Date on Import is NULL	Error	End Status must be left blank when End Date is NOT reported.
End Status should NOT be provided if End Date is NOT populated	End Status is required if End Date on Import is NOT NULL	Error	End Status must be specified when End Date is reported
Enrollment End Status must be of valid value based on grade	Value in End Status CANNOT EQUAL 300, 310, 320, 330, OR 340 If Grade on Import EQUALS P1, PK, KH, KF, 01, 02, 03, 04, 05, OR 06	Error	Enrollment End Status can not be 300, 310, 320, 330, or 340 for grades PK-06

Condition	Requirement	Message Type	Message
Dropout Reason is required if End Status and Grade is of valid value	Required if End Status on Import EQUALS 300, 310, 320, 330, OR 340 AND Grade on Import EQUALS 07, 08, 09, 10, 11, OR 12	Error	Dropout Reason must be specified if End Status is 300, 310, 320, 330, or 340
Dropout Reason must be NULL if End Date is not provided	Dropout Reason must be NULL if End Date on Import is NULL	Error	Dropout Reason must be left blank when End Date is blank
Dropout Reason must be populated when End Status is of valid value	Dropout Reason must be NULL if End Status on Import IS NOT EQUAL to 300, 310, 320, 330, OR 340	Error	Dropout Reason must be blank if End Status is not 300, 310, 320, 330, or 340
Diploma Date must NOT be provided when End Status is not Graduated	If End Status is NOT EQUAL to 400, Diploma Date must be NULL	Error	Diploma Date must be blank if End Status is not 400
Diploma Type must NOT be provided when End Status is not Graduated	If End Status is NOT EQUAL to 400, Diploma Type must be NULL	Error	Diploma Type must be blank if End Status is not 400
Diploma Period must NOT be provided when End Status is not Graduated	If End Status is NOT EQUAL to 400, Diploma Period must be NULL	Error	Diploma Period must be blank if End Status is not 400
For End Status of Graduated, Diploma Date cannot be blank	If End Status EQUALS 400, Diploma Date must be NOT NULL	Error	Diploma Date must be specified if End Status is Graduated
For End Status of Graduated, Diploma Type cannot be blank	If End Status EQUALS 400, Diploma Type must be NOT NULL	Error	Diploma Type must be specified if End Status is Graduated
For End Status of Graduated, Diploma Period cannot be blank	If End Status EQUALS 400, Diploma Period must be NOT NULL	Error	Diploma Period must be specified if End Status is Graduated
A graduation record will NOT be created for students of 10th grade or higher if NO 9th grade enrollment record exists.	If the Grade in the import equals = 10, 11, 12, or any number less than 9, logic will update any existing Graduation record or if no Graduation record exists, no records are updated nor created.	Warning	Graduation details for the student will not be updated until a 9th grade enrollment or a graduation record for the student is created.

Condition	Requirement	Message Type	Message
Graduation detail will not be updated for students less than 9th grade	If Grade on Import EQUALS < 9 AND Diploma Date AND/OR Diploma Type AND/OR Diploma Period on the Import are NOT EQUAL to NULL	Warning	The graduation detail provided on the import will not be updated for students of grades less than 9th
The Start Status must be an active type	If Start Status in Import is NOT active	Error	The start status provided in the import is NOT an active start status type
The End Status must be an active type	If End Status in Import is NOT active	Error	The end status provided in the import is NOT an active start status type

Condition	Requirement	Message Type	Message
Military Connected Status is NULL	<p>This warning appears if State Start Status in Import equals:</p> <ul style="list-style-type: none"> • 40 - Military Connected: Transfer from public school in district or state • 60 - Military Connected: Transfer from an out of state school • 80 - Military Connected: Transfer from a school out of the country <p>AND/OR</p> <p>If State End Status in Import equals</p> <ul style="list-style-type: none"> • 145 - Military Connected: Transfer to public school in another District in MT • 155 - Military Connected: Transfer to a school out of the country • 185 - Military Connected: Transfer to a school out of state <p>AND</p> <p>Military Connected Status is NULL</p> <p>The record still imports.</p>	Warning	This student's enrollment Start and/or End Status indicates they have a military connection, Military Connected Status under the State Reporting fields on enrollment needs to be populated.