

# Spring Enrollment Count Upload (Montana)

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[Import Spring Enrollment Count Records](#) | [Spring Enrollment Count Logic](#) | [Header Layout](#) | [Extract Layout](#)

Tool Search: MT Data Upload

The Spring Enrollment Count Upload contains data about spring attendance counts. The upload must be in .tsv format. See the [Upload Wizard \(Montana\)](#) article for more information about this tool.

See the [Spring Enrollment Count Extract](#) article for information on the matching report for this import.

## Import Spring Enrollment Count Records

See the [Uploading Files](#) section of the MT Data Upload article for detailed information about importing records via the MT Data Upload tool.

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

## Spring Enrollment Count Logic

The following logic is used when importing data:

- Logic looks for enrollment records within the calendar instead of matching on schedule structure.
- When a student has multiple enrollment records, the most recent primary enrollment record is imported, unless the import has a start date or is importing off the active flag.
- When the student has multiple enrollment records and no primary enrollment record exists, the Partial or Special Ed enrollment record is used, unless the import has an enrollment type, then existing matching logic is used.
- When the student has multiple enrollment records with the same start date and neither is end dated, the enrollment with the highest enrollment ID is used.

File import completion does NOT initiate an Enrollment resync.

## Header Layout

Data Element	Description
<b>Record Type</b>	The abbreviation for the type of file extract generated. This will always report as HD.  <i>Alphanumeric, 2 characters</i>
<b>Date</b>	The most recent date the file was generated.  <i>Date field, 10 characters, MM/DD/YYYY</i>
<b>Time</b>	The most recent time the file was generated.  <i>Time field, 8 characters, HH:MM:SS</i>
<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.  <i>Alphanumeric, 5 characters</i>

## Extract Layout

Data Element	Description	Campus Database and UI Location
<b>Record Type</b>	Always reports a value of "AS" which stands for Attendance Spring Count.  <i>Alphanumeric, 2 characters</i>	N/A
<b>District Number</b>	Unique identifier assigned to the district by the OPI.  <i>String, 4 digits *Number is zero-padded when necessary.</i>	District Information > State District Number  District.number
<b>School Number</b>	This is a unique number assigned by the Office of Public Instruction that identifies the school into which the students are enrolled.  <i>Numeric, 4 digits</i>	School Information > School Number  School.number

Data Element	Description	Campus Database and UI Location
<b>Calendar Number</b>	<p>This is a unique system number that identifies the calendar(s) chosen on the extract editor.</p> <p><i>Numeric, 1-3 digits</i></p>	<p>Calendar Information</p> <p>Calendar.number</p>
<b>State ID</b>	<p>The reporting student's unique 9-digit statewide student ID number.</p> <p><i>String, 9 characters *Number is zero-padded when necessary.</i></p>	<p>Demographics &gt; Student State ID</p> <p>Person.stateID</p>
<b>Local ID</b>	<p>Unique student ID number assigned by the school of enrollment.</p> <p><i>Numeric, 15 digits</i></p>	<p>Demographics &gt; Person Identifiers &gt; Local Student Number</p> <p>Person.studentNumber</p>
<b>Last Name</b>	<p>The reporting student's legal last name.</p> <p><i>Alphanumeric, 40 characters</i></p>	<p>Demographics &gt; Last Name</p> <p>Person.lastName</p>
<b>First Name</b>	<p>The reporting student's legal first name.</p> <p><i>Alphanumeric, 35 characters</i></p>	<p>Demographics &gt; First Name</p> <p>Person.firstName</p>
<b>Exclude Spring ANB</b>	<p>Indicates the student will not be included in ANB calculations according to policy for one of the following reasons:</p> <ul style="list-style-type: none"> <li>Absent 11 or more consecutive days prior to and including count date.</li> <li>Enrolled at Day Treatment facility</li> <li>KG &lt; 5 years old, without school board approval to attend KG (instead of PK)</li> </ul> <p>If 'Exclude Spring ANB' checkbox is checked, report Y. Else, report N or null.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Enrollments &gt; State Reporting Fields &gt; Exclude Spring ANB</p> <p>Enrollment.ruantSem2</p>

Data Element	Description	Campus Database and UI Location
<b>Aggregate Hours of Instruction</b>	<p>The hours of pupil instruction for which a school course or program is offered or for which a pupil is enrolled.</p> <p>The Spring Aggregate Hours of Inst field must equal F, T, H, Q, N or null.</p> <p><i>String, 1 character</i></p>	<p>Enrollments &gt; State Reporting Fields &gt; Spring Aggregate Hours of Inst</p> <p>Enrollment.membershipSpringSnapshot</p>
<b>Job Corps</b>	<p>Indicates if the student is enrolled in Job Corps during the Spring Enrollment Count.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Enrollments &gt; Job Corps</p> <p>Enrollment.jobCorpsSpring</p>
<b>MT Youth Challenge</b>	<p>Indicates if the student is enrolled in the MT Youth Challenge during the Spring Enrollment Count.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Enrollments &gt; MT Youth Challenge</p> <p>Enrollment.mtYouthChallengeSpring</p>
<b>Age 19 or 20 Eligible for ANB</b>	<p>Report Y if Age 19 or 20 Eligible for ANB during the Spring Attendance Count is checked.</p> <p>Else, null.</p> <p>Alphanumeric</p>	<p>Enrollments &gt; Age 19 or 20 Eligible for ANB</p> <p>Enrollment.ageEligibleSpring</p>
<b>Early Literacy</b>	<p>Indicates the student participated in an early literacy program in the spring.</p> <p><i>Alphanumeric, 1 character, Y or N</i></p>	<p>Enrollments &gt; State Reporting Fields &gt; Spring Early Literacy</p> <p>EnrollmentMT.earlyLiteracySpring</p>
<b>Year</b>	<p>The end year of the reporting school year (i.e., 2013 is reported for the 2012-2013 school year).</p> <p><i>String, 4 characters</i></p>	<p>Calendar Information &gt; School Years &gt; End Year</p> <p>Calendar.endYear</p>