Student Enrollments Extract (Montana)

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Tool Search: MT Extracts

The Student Enrollment Extract contains graduation information related to student records for those students enrolled in grades 09 through 12.
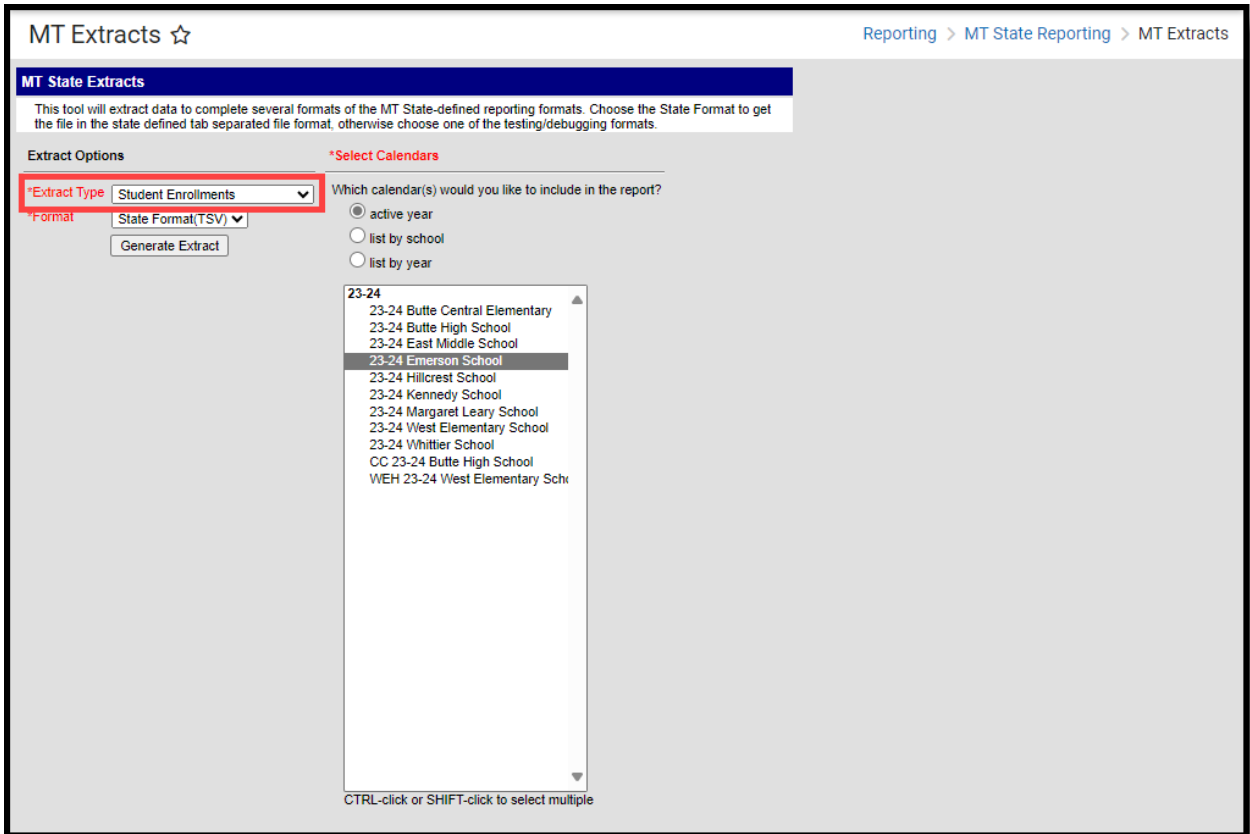

Image 1: Student Enrollments Extract Editor

The extract can be generated in the following formats:

- State Format (TSV)
- HTML
- CSV
- XML

Generating the Student Enrollments Extract

1. Select **Student Enrollments** from the **Extract Type** dropdown list.
2. Select the desired **Format** from the dropdown list.

3. Choose the desired calendars from the **Calendar** list.
4. Click the **Generate Report** button. The extract will display in a new window in the selected format.

Student Enrollments Extract Layout

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

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 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

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 EN.	Alphanumeric, 2 characters	Not dynamically stored	Not dynamically stored

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
District Number	This is 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
School Number	This is a unique number assigned by the Office of Public Instruction that identifies the school into which the students are enrolled.	Numeric, 4 digits	school.number	School Information > School Number
Calendar Number	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.	Numeric, 1-3 digits	calendar.number	Calendar Information
Student State ID	Unique student ID number assigned by OPI.	Numeric, 9 digits	person.stateID	Demographics > Person Identifiers > State ID
Student Local ID	Unique student ID number assigned by the school of enrollment.	Numeric, 15 digits	Person.studentNumber	Demographics > Person Identifiers > Local Student Number

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Last Name	Student's legal last name	Alphanumeric, 40 characters	identity.lastName	Demographics > Person Information > Last Name
First Name	Student's legal first name	Alphanumeric, 35 characters	identity.firstName	Demographics > Person Information > First Name
Service Type	Indicates the type of services received by a student at the district. Options are: • P: Primary • S: Secondary • N: Special Education	Alphabetic, 1 character	enrollment.type	Enrollments > General Enrollment Information > Service Type
Start Date	Student's start date of enrollment for the current school year. This date must be greater than or equal to the Calendar State Date.	Date field, 10 characters MM/DD/YYYY	enrollment.start Date	Enrollments > General Enrollment Information > Start Date
Start Status	Selection of the reason the student entered the school district on the entry date for the current record. See the list of available Start Status values for more information.	Numeric, 2 digits	enrollment.startStatus	Enrollments > General Enrollment Information > State Start Status

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
End Date	Student's last day of enrollment for the current school year. This date must be less than or equal to the Calendar End Date.	Date field, 10 characters MM/DD/YYYY	enrollment.endDate	Enrollments > General Enrollment Information > Start Status

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
End Status	Selection of the reason the student is no longer enrolled in a school for the current school year. See the list of available End Status values for more information. • This field is required entry if the End Date is populated. • If the End Date field is not populated, this field must be blank. • 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.	Numeric, 3 digits	enrollment.endStatus	Enrollments > General Enrollment Information > State End Status

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Dropout Reason	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. See the list of Dropout Reasons following this table. • 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.	Numeric, 2 digits	enrollmentMT.dropoutReason	Enrollments > General Enrollment Information > Dropout Reason
No Show	Filler field. No longer reported	N/A	N/A	N/A

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Sort By Field	This field is used at the discretion of the district to determine how assessments (CRT) will be sorted by testing contractor.	Alphanumeric, 15 characters	EnrollmentMT.sortBy	Enrollments > State Reporting Fields > Sort By
Grade	Indicates the student's grade level of enrollment	Alphanumeric, 2 characters	enrollment.grade	Enrollments > General Enrollment Information > Grade Level
Diploma Date	The date on which the student was awarded a diploma. This is a required field is the Enrollment End Status is 400. If the Enrollment End Status is NOT 400, this field must be null.	Date field, 10 characters MM/DD/YYYY	graduation.diplomaDate	Graduation > Diploma Date

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Diploma Type	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. See the Diploma Type table for available options.	Alphanumeric, 2 characters	graduation.diplomaType	Graduation > Diploma Type
Diploma Period	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 is the Enrollment End Status is 400. If the Enrollment End Status is NOT 400, this field must be null. See the Diploma Period table for available options.	Numeric, 2 digits.	graduation.diplomaPeriod	Graduation > Diploma Period

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Start Comments	Any comments entered in the Start Comments field on the enrollment record.	Varchar	Enrollment.startComments	Enrollments > Start Comments
End Comments	Any comments entered in the End Comments field on the enrollment record.	Varchar	Enrollment.endComments	Enrollments > End Comments
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.	Numeric, 4 digits	calendar.endYear	Calendar Information

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

Code	Description
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
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
05	State Minimum

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
08	Transfer from a private school within the state
09	Transfer from home school within the state
10	Transfer form 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
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

Code	Description
330*	Withdrew to enroll in non-diploma program
340*	Unknown
400	Graduated
410	Graduation Alt Authorized by MCA
500	Student died
510	Student is permanently incapacitated