

# EOY Attendance Totals Upload (Montana)

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Tool Search: MT Data Upload

End of Year Attendance Totals Import provides users with the ability to upload end of year attendance totals from their primary SIS for state reporting within Campus.

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 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

End of Year Attendance Totals

\*Work to Perform

Validate and Test File

\*File

Choose File

No file chosen

Submit to Batch

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

Refresh State ID File

Generate

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

Image 1: MT Uploads - End of Year Attendance Totals

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# End of Year Attendance Totals Upload Layout

The following lists the data elements and formats for the End of Year Attendance Totals Upload.

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

## 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 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

## Upload Layout

Data Element	Description	Required	Type, Format and Length	Campus Database	Campus Interface
<b>Record Type</b>	The abbreviation for the type of file upload entered. Must equal 'AA'	Yes	Alphanumeric, 2 characters	Not dynamically stored	Not dynamically stored

Data Element	Description	Required	Type, Format and Length	Campus Database	Campus Interface
<b>District Number</b>	This is a unique system number that identifies the district uploading the information, assigned by the Montana Office of Public Instruction. The District Number must be four characters long. Zero padding is required.	Yes	Numeric, 4 digits	District.number	System Administration > Resources > District Information > 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. The School Number must be four characters long. Zero padding is required.	Yes	Numeric, 4 digits	School.number	School > School Number
<b>Calendar Number</b>	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.	Yes	Numeric, 1-3 digits	Calendar.number	Calendar > Calendar Info
<b>Student State ID</b>	Unique student ID number assigned by OPI. Must be nine digits long, no zero padding required.	Yes	Numeric, 9 digits	Person.stateID	Demographics > Person Identifiers > State ID

Data Element	Description	Required	Type, Format and Length	Campus Database	Campus Interface
<b>Student Local ID</b>	Unique student ID number assigned by the school of enrollment. If no Student Local ID is provided via the import file, a <tab> character must be present. This ensures all fields are properly delimited.	No	Numeric, 15 digits	Person.studentNumber	Demographics > Person Identifiers > Local Student Number
<b>Last Name</b>	Student's legal last name. If no Last Name is provided via the import file, a <tab> character must be present. This ensures all fields are properly delimited.	No	Alphanumeric, 50 characters	Identity.lastName	Demographics > Person Information > Last Name
<b>First Name</b>	Student's legal first name. If no First Name is provided via the import file, a <tab> character must be present. This ensures all fields are properly delimited.	No	Alphanumeric, 50 characters	Identity.firstName	Demographics > Person Information > First Name
<b>Service Type</b>	Indicates the type of services received by a student at the district. One of the following values must be present (P, S, or N): <ul style="list-style-type: none"> <li>• <b>P</b>: Primary</li> <li>• <b>S</b>: Secondary</li> <li>• <b>N</b>: Special Education</li> </ul>	Yes	Alphabetic, 1 character	Enrollment.serviceType	Enrollments > General Enrollment Information > Service Type

Data Element	Description	Required	Type, Format and Length	Campus Database	Campus Interface
<b>Start Date</b>	Student's start date of enrollment for the current school year. This date must be greater than or equal to the Calendar State Date. Format must be MM/DD/CCYY	Yes	Date field, 10 characters MM/DD/CCYY	Enrollment.start Date	Enrollments > General Enrollment Information > Start Date
<b>End Date</b>	Student's last day of enrollment for the current school year. This date must be less than or equal to the Calendar End Date. Format must be MM/DD/CCYY	No	Date field, 10 characters MM/DD/YCCYY	Enrollment.endDate	Enrollments > General Enrollment Information > End Date
<b>Grade</b>	Indicates the student's grade level of enrollment.  Must be a valid choice from the dbo.GradeLevels.name in the school where the student is enrolled. Zero padding required.	Yes	Alphanumeric, 4 characters	Enrollment.grade	Enrollments > General Enrollment Information > Grade Level

Data Element	Description	Required	Type, Format and Length	Campus Database	Campus Interface
<b>Days Present</b>	<p>Indicates the number of days the student was present during their enrollment.</p> <ul style="list-style-type: none"> <li>• If no value is provided via the import, a &lt;tab&gt; 'character' must be present. This ensures all field are properly delimited</li> <li>• Value cannot contain negative numbers</li> <li>• Value cannot be LESS THAN 0 (zero)</li> <li>• Days Present must NOT BE GREATER THAN Days Enrolled</li> </ul> <p>See the EOY Attendance Totals Import Logic section below.</p>	Yes	<p>Numeric, 7 characters (6 digits)</p> <p>XXXX.XX</p>	EnrollmentMT. daysPresent	Enrollments > State Reporting Fields > ADA - #Days Present

Data Element	Description	Required	Type, Format and Length	Campus Database	Campus Interface
<b>Days Enrolled</b>	<p>Indicates the number of days the student was enrolled during their enrollment.</p> <ul style="list-style-type: none"> <li>• If no value is provided via the import, a &lt;tab&gt; 'character' must be present. This ensures all field are properly delimited</li> <li>• Value cannot contain negative numbers</li> <li>• Value cannot be LESS THAN 0 (zero)</li> </ul> <p>See the EOY Attendance Totals Import Logic section below.</p>	Yes	<p>Numeric, 7 characters (6 digits)</p> <p>XXXX.XX</p>	EnrollmentMT. daysEnrolled	Enrollments > State Reporting Fields > ADA - #Days Enrolled

Data Element	Description	Required	Type, Format and Length	Campus Database	Campus Interface
<b>ESSA Days Absent</b>	<p>The number of federal days the student was absent during their enrollment.</p> <ul style="list-style-type: none"> <li>If no value is provided via the import, a &lt;tab&gt; 'character' must be present. This ensures all field are properly delimited</li> <li>Value cannot contain negative numbers</li> <li>Days absent must NOT BE GREATER THAN Days Enrolled</li> <li>ESSA Days Absent must NOT BE GREATER THAN 200 Days</li> </ul> <p>See the EOY Attendance Totals Import Logic section below.</p>	Yes	Numeric, 3 digits	EnrollmentMT. essaAbsent	Enrollments > State Reporting Fields > ESSA - #Days Absent
<b>Year</b>	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.	Yes	Numeric, 4 digits	Calendar.endYear	Calendar > Calendar Info

## End of Year Attendance Totals Import Logic

The following table describes the import logic used to import **Days Present**, **Days Enrolled**, and **ESSA Days Absent** totals:



Requirements	Campus UI Path
<p>A match to a student enrollment must occur before data can be imported for the student.</p> <p>A student enrollment is identified when a match occurs on the following: DistrictID, endYear, personID, calendarID, structureID, startDate</p> <ul style="list-style-type: none"> <li>DistrictID is found by identifying the ID using the district number provided in the import</li> <li>calendarID is found by using districtNumber, schoolNumber, calendarNumber and endYear as provided in the import</li> <li>structureID is found by using the calendarID (Campus expects only 1 schedule structure per calendar)</li> <li>personID is found by using the stateID and districtNumber</li> <li>endYear is the value provided in the import</li> <li>startDate is the value provided in the import</li> </ul> <p>IF a match to an enrollment is found AND the following data on the student enrollment matches:</p> <ul style="list-style-type: none"> <li>districtID</li> <li>endYear</li> <li>personID</li> <li>calendarID</li> <li>startDate</li> <li>grade (dbo.Enrollment.grade that corresponds to import grade equal to dbo.GradeLevel.name)</li> <li>serviceType</li> </ul> <p>OVERWRITE the following values on the student's enrollment:</p> <ul style="list-style-type: none"> <li>ADA - #Days Present</li> <li>ADA - #Days Enrolled</li> <li>ESSA - #Days Absent</li> </ul>	<ul style="list-style-type: none"> <li>System Administration &gt; Resources &gt; District Information &gt; State District Number</li> <li>Census &gt; People &gt; Demographics &gt; Student State ID</li> <li>Census &gt; People &gt; Demographics &gt; PersonID</li> <li>System Administration &gt; Resources &gt; School &gt; State School Number</li> <li>Student Administration &gt; Calendar &gt; Calendar &gt; Calendar Number</li> <li>Student Information &gt; General &gt; Enrollments &gt; General Enrollment Information &gt; Start Date</li> <li>Student Information &gt; General &gt; Enrollments &gt; General Enrollment Information &gt; Service Type</li> <li>Student Information &gt; General &gt; Enrollments &gt; General Enrollment Information &gt; Grade</li> <li>System Administration &gt; Calendar &gt; Calendar &gt; End Date</li> <li>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; ADA - #Days Present</li> <li>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; ADA - #Days Enrolled</li> <li>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; ESSA - #Days Absent</li> </ul>

## End of Year Attendance Totals Upload Logic and Validations

The following import elements are considered key fields:

- District Number
- School Number
- Calendar Number
- State ID (Student)
- Service Type (Enrollment)
- Start Date (Enrollment)
- Grade (Instructional)
- Year

A match on a student's enrollment record must occur before 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, endYear, personID, calendarID, structureID, startDate
  - DistrictID is logically derived by identifying the ID using the district number provided in the import
  - 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)
  - personID is logically derived by using the stateID and districtNumber
  - endYear is the value provided in the import
  - startDate is the value provided in the import

A student's record is updated when the following data tied to the student's enrollment record matches:

- districtID
- endYear
- personID
- calendarID
- startDate
- grade
- serviceType

If a match on student is found AND all data contained within the import record matches the detail contained with Campus, the record will be ignored but will increment the 'records updated' count on the Import Results Summary.

When attempting to import records, the calendar number provided in the record must NOT have more than ONE schedule structure.

## Import Warnings and Errors

The following table describes the possible warnings and errors you could receive when importing the End of Year Attendance Totals file:

Errors are considered fatal. Warnings are considered informational.

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
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Cannot identify School	Using the School Number provided in the import, check for valid School If School does not exist, stop processing	Error	There is no school with number <school number as provided in import>
Cannot identify Calendar	Using the following information provided in the import, check for a valid calendar <ul style="list-style-type: none"> <li>• District Number</li> <li>• School Number</li> <li>• Calendar Number</li> <li>• End year</li> </ul> If a valid calendar does not exist, stop processing	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	Using the district number provided in the import, identify the District ID Using the Student State ID provided in the import and the District ID search for a match on person If not match is found, error but continue processing to identify more errors.	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 grade from <code>dbo.GradeLevels.name</code>.</p> <p>If grade from <code>dbo.GradeLevels.name</code> 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
An enrollment must exist	<p>Using the District Number provided on the import, identify District ID</p> <p>Derive the Person ID using the District ID and Student State ID</p> <p>Using the Calendar Number provided on the import, identify the Calendar ID</p> <p>Note the following data as provided in the import:</p> <ul style="list-style-type: none"> <li>• Start Date</li> <li>• End Year</li> <li>• Grade</li> <li>• Service Type</li> </ul> <p>Using the following data to identify an enrollment:</p> <ul style="list-style-type: none"> <li>• District ID</li> <li>• Person ID</li> <li>• Calendar ID</li> <li>• Start Date</li> <li>• End Year</li> <li>• Grade (<code>dbo.Enrollment.grade</code> that corresponds to import grade equal to <code>dbo.GradeLevel.name</code>)</li> <li>• Service Type</li> </ul> <p>If an enrollment does not exist, error but continue processing to identify more errors</p>	Error	Core Error

The Enrollment must be active	<p>Using the District Number provided on the import, identify District ID</p> <p>Derive the Person ID using the District ID and Student State ID</p> <p>Using the Calendar Number provided on the import, identify the Calendar ID</p> <p>Note the following data as provided in the import:</p> <ul style="list-style-type: none"> <li>• Start Date</li> <li>• End Year</li> <li>• Grade</li> <li>• Service Type</li> </ul> <p>Using the following data to identify an enrollment:</p> <ul style="list-style-type: none"> <li>• District ID</li> <li>• Person ID</li> <li>• Calendar ID</li> <li>• Start Date</li> <li>• End Year</li> <li>• Grade (dbo.Enrollment.grade that corresponds to import grade equal to dbo.GradeLevel.name)</li> <li>• Service Type</li> </ul> <p>Validate the enrollment is active using the following logic:</p> <ul style="list-style-type: none"> <li>• Create a temporary reporting window using the start and end date of the calendar</li> <li>• If the enrollment start date IS NOT ON OR WITHIN, error and stop processing</li> </ul>	Error	Core Error
A field on the import is required, see data element logic	Required field	Error	Core Error
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	<p>A field on the import must be of a value specified in the attribute dictionary</p> <p>e.g. Start Status on Import must be P, N or S</p>	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 is not within this school year	If Start Date is LESS THAN Calendar Start Date OR Greater than Calendar End Date, display Message	Error	Enrollment Start Date must be between calendar start and end date.
End Date is not within this school year	If End Date is LESS THAN Calendar Start Date OR Greater than Calendar End Date, display Message	Warning	End Date is not within calendar dates
Grade must equal a grade level (dbo.GradeLevel.name) available in the calendar	If the Grade of the record does NOT match a grade (dbo.GradeLevel.name) available for the Calendar, display Message	Error	The Grade on the record does not match the instructional grades available in the calendar. Record will not be processed
Days Present cannot be a negative number	If one or more of the following conditions exist, display message: <ul style="list-style-type: none"> <li>• If Days Present contains negative numbers</li> <li>• If Days Present is LESS THAN 0 (zero)</li> </ul>	Error	Days Present cannot be a negative number. Record will not be processed.
Days Present must be less than or equal to Days Enrolled	If days present is GREATER THAN days enrolled, display Message	Error	Days Present must be less than or equal to Days Enrolled. Record will not be processed.
Days Enrolled cannot be a negative number	If one or more of the following conditions exist, display message: <ul style="list-style-type: none"> <li>• If Days Enrolled Contains negative numbers</li> <li>• If Days Enrolled is LESS THAN 0 (zero)</li> </ul>	Error	Days Enrolled cannot be a negative number. Record will not be processed.

Days Absent cannot be a negative number	If Days Absent contains negative numbers, display message	Error	Days Absent cannot be a negative number. Record will not be processed.
Days Absent must be less than or equal to Days Enrolled	If days absent is GREATER THAN days enrolled, display Message	Error	Days Absent must be less than or equal to Days Enrolled. Record will not be processed.
Days Absent must be 200 Days or less	If ESSA Days Absent is GREATER THAN 200, display Message	Error	Core error