

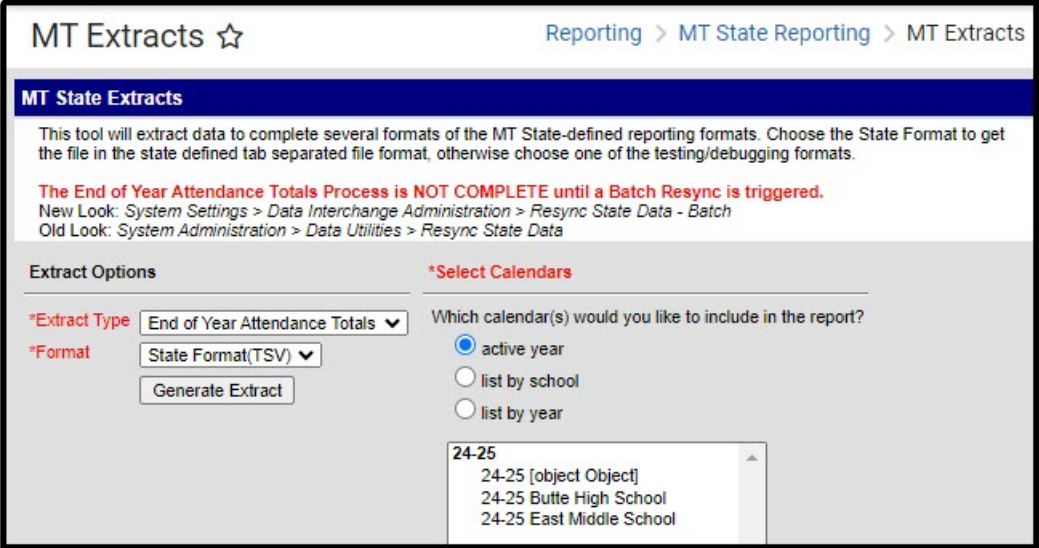
EOY Attendance Totals Extract (Montana)

Last Modified on 12/14/2025 8:45 pm CST

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Tool Search: End of Year Attendance Totals

The End of Year Attendance Totals extract allows users the ability to extract end of year attendance totals from Campus.



The screenshot shows the 'MT Extracts' interface. At the top, there's a breadcrumb trail: 'Reporting > MT State Reporting > MT Extracts'. Below this is a section titled 'MT State Extracts' with a description: 'This tool will extract data to complete several formats of the MT State-defined reporting formats. Choose the State Format to get the file in the state defined tab separated file format, otherwise choose one of the testing/debugging formats.' A red warning message states: 'The End of Year Attendance Totals Process is NOT COMPLETE until a Batch Resync is triggered.' Below the warning, it provides 'New Look: System Settings > Data Interchange Administration > Resync State Data - Batch' and 'Old Look: System Administration > Data Utilities > Resync State Data'.

The main section is 'Extract Options'. It includes a '*Extract Type' dropdown set to 'End of Year Attendance Totals' and a '*Format' dropdown set to 'State Format(TSV)'. There is a 'Generate Extract' button. To the right, under '*Select Calendars', it asks 'Which calendar(s) would you like to include in the report?'. There are three radio buttons: 'active year' (selected), 'list by school', and 'list by year'. Below these is a list of calendars: '24-25', '24-25 [object Object]', '24-25 Butte High School', and '24-25 East Middle School'.

At the bottom of the form, it says 'End of Year Attendance Totals Extract Editor'.

Report Population Logic

Students with the checkbox **Extracurricular Activities Only** marked on their enrollment are excluded from attendance calculations used within the report.

Generate Extract

1. Select **End of Year Attendance Totals** 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.

The extract can generate in the following formats. Use the State Format (TSV) when all data has been reviewed for accuracy and information is ready to be uploaded.

MT Header Records:1

RecordType	Date	Time	Version
HD	12/20/2017	10:39:09	MT9.1

MT EOY Attendance Totals Records:992

RecordType	DistrictNumber	SchoolNumber	CalendarNumber	StateID	LocalID	LastName	FirstName	ServiceType	StartDate	EndDate	Grade	DaysPresent	DaysEnrolled
AA	0902	1103	109				Karess	P	07/03/2017		10	1.00	50.00
AA	0902	1103	109				Justin	P	07/03/2017		11	5.00	200.00
AA	0902	1103	109				Trevyn	P	07/03/2017		11	0.00	0.00
AA	0902	1103	109				Haven	P	07/03/2017		10	0.00	0.00
AA	0902	1103	109				Dylan	P	07/03/2017		11	0.00	0.00

End of Year Attendance Totals - HTML Format

End of Year Attendance Totals Extract Layout

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

In order to report, a student must be enrolled for at least one day in the calendar selected on the extract editor.

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

Extract Layout

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
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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 AA.	Alphanumeric, 2 characters	Not dynamically stored	Not dynamically stored
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 > Calendar Info
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
Last Name	Student's legal last name.	Alphanumeric, 40 characters	Identity.lastName	Demographics > Person Information > Last Name

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
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: <ul style="list-style-type: none"> • 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
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 > End Date
Grade	Indicates the student's grade level of enrollment.	Alphanumeric, 2 characters	enrollment.grade	Enrollments > General Enrollment Information > Grade Level
Days Present	Indicates the number of days the student was present during their enrollment. Note: Days Present must be less than or equal to the number of Days Enrolled.	Numeric, 4.2 XXXX.XX	EnrollmentMT. daysPresent	Enrollments > State Reporting Fields > ADA - #Days Present

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Days Enrolled	Indicates the number of days the student was enrolled during their enrollment.	Numeric, 4.2 XXXX.XX	EnrollmentMT. daysEnrolled	Enrollments > State Reporting Fields > ADA - #Days Enrolled
ESSA Days Absent	Indicates the number of federal days the student was absent during their enrollment. Note: The value of days absent must be less than or equal to the number of days enrolled. ESSA Days Absent cannot be greater than 200 days.	Numeric, 3 digits	EnrollmentMT. essaAbsent	Enrollments > State Reporting Fields > ESSA - #Days Absent
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 > Calendar Info