

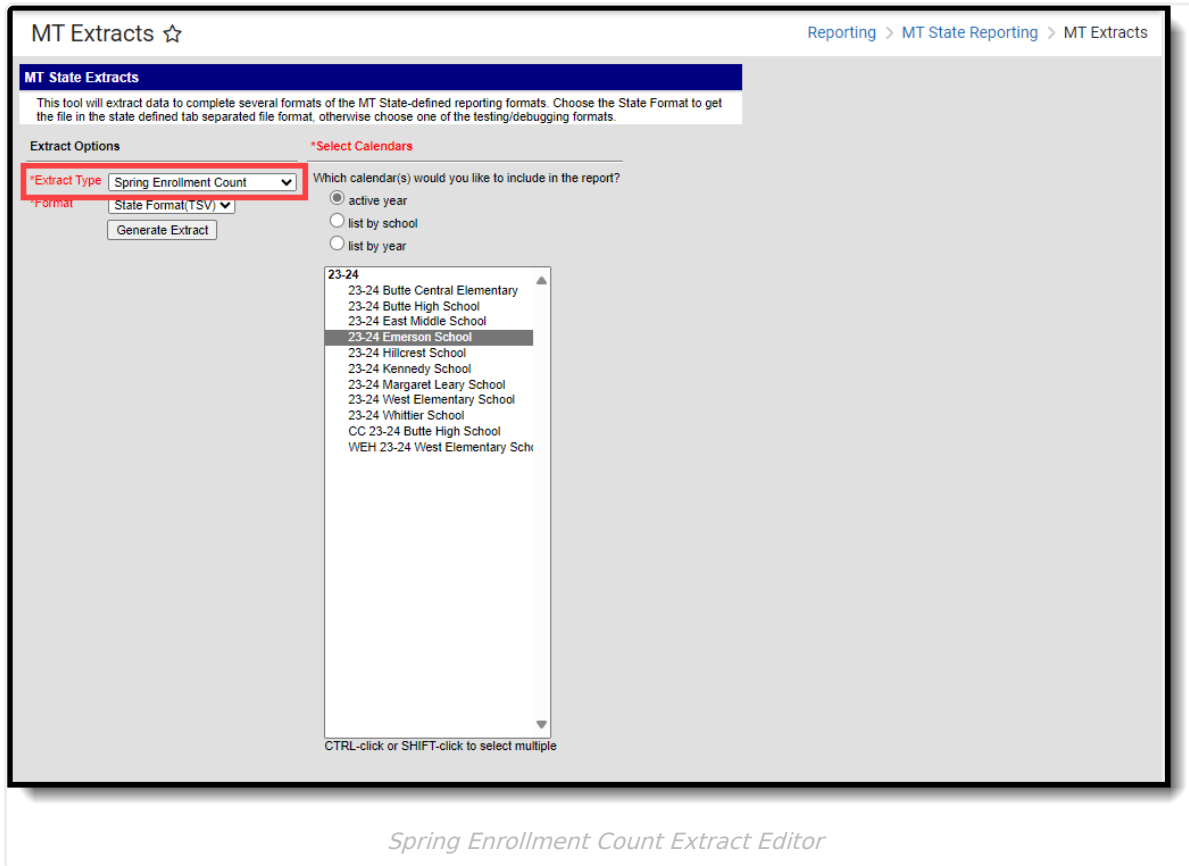
# Spring Enrollment Count Extract (Montana)

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

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Tool Search: MT Extracts

The Spring Enrollment Extract contains data about spring attendance counts.



The screenshot shows the 'MT Extracts' tool interface. At the top, there's a navigation bar with '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.'

Under 'Extract Options', there's a dropdown for '\*Extract Type' set to 'Spring Enrollment Count'. Below it, a 'Format' dropdown is set to 'State Format(TSV)', and a 'Generate Extract' button is visible. To the right, under '\*Select Calendars', there's a question 'Which calendar(s) would you like to include in the report?' with three radio button options: 'active year' (selected), 'list by school', and 'list by year'.

A list of schools for the 23-24 school year is displayed, including Butte Central Elementary, Butte High School, East Middle School, Emerson School, Hillcrest School, Kennedy School, Margaret Leary School, West Elementary School, Whittier School, CC 23-24 Butte High School, and WEH 23-24 West Elementary Sch. A note at the bottom of the list says 'CTRL-click or SHIFT-click to select multiple'.

At the bottom of the interface, the text 'Spring Enrollment Count Extract Editor' is displayed.

The extract can be generated in the following formats:

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

Use the State Format when all data has been reviewed for accuracy and information is ready to be uploaded. Use one of the other formats for data review and testing.

MT Header Records:1

RecordType	Date	Time	Version
HD	11/19/2024	12:44:43	MT9.1

MT Attendance - Spring Count Records:1261

RecordType	DistrictNumber	SchoolNumber	CalendarNumber	StateID	LocalID	LastName	FirstName	ExcludeSpringANB	SpringCountAbsent	AggregateHoursOfInstruction	JobCorpsSpring	mtYouthChallengeSpring	ageEligibleSpring	EarlyLiteracy	Year
AS	0902	1103	0				Shana	N	0.000	F	N	N	N	N	2025
AS	0902	1103	0				Mikenna	N	0.000	F	N	N	N	N	2025
AS	0902	1103	0				Levi	N	0.000	F	N	N	N	N	2025
AS	0902	1103	0				Gerald	N	0.000	F	N	N	N	N	2025

Example of the Spring Enrollment Count Extract - HTML Format

# Generate the Spring Enrollment Count

1. Select **Spring Enrollment Count** from the **Extract Type** dropdown list.
2. Select the desired **Format**.
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.

## 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
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Data Element	Description	Campus Database and UI Location
<b>RecordType</b>	Always reports a value of "AS" which stands for Attendance Spring Count.  <i>Alphanumeric, 2 characters</i>	N/A
<b>DistrictNumber</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>SchoolNumber</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
<b>CalendarNumber</b>	This is a unique system number that identifies the calendar(s) chosen on the extract editor.  <i>Numeric, 1-3 digits</i>	Calendar Information  Calendar.number
<b>StateID</b>	The reporting student's unique 9-digit statewide student ID number.  <i>String, 9 characters *Number is zero-padded when necessary.</i>	Demographics > Student State ID  Person.stateID

Data Element	Description	Campus Database and UI Location
<b>LocalID</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>LastName</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>FirstName</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>

Data Element	Description	Campus Database and UI Location
<b>ExcludeSpringANB</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>
<b>AggregateHoursofInstruction</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>

Data Element	Description	Campus Database and UI Location
<b>JobCorps</b>	Indicates if the student is enrolled in Job Corps during the Spring Enrollment Count.  <i>Alphanumeric, 1 character</i>	Enrollments > Job Corps  Enrollment.jobCorpsSpring
<b>MTYouthChalleNGe</b>	Indicates if the student is enrolled in the MT Youth ChalleNGe during the Spring Enrollment Count.  <i>Alphanumeric, 1 character</i>	Enrollments > MT Youth ChalleNGe  Enrollment.mtYouthChallengeSpring
<b>ageEligibleSpring</b>	Report Y if Age 19 or 20 Eligible for ANB during the Spring Attendance Count is checked.  Else, null.  Alphanumeric	Enrollments > Age 19 or 20 Eligible for ANB  Enrollment.ageEligibleSpring
<b>EarlyLiteracy</b>	Indicates the student participated in an early literacy program in the spring.  <i>Alphanumeric, 1 character, Y or N</i>	Enrollments > State Reporting Fields > Spring Early Literacy  EnrollmentMT.earlyLiteracySpring
<b>Year</b>	The end year of the reporting school year (i.e., 2013 is reported for the 2012-2013 school year).  <i>String, 4 characters</i>	Calendar Information > School Years > End Year  Calendar.endYear