Mode of Instruction Collections (Montana)

Last Modified on 01/27/2025 12:34 pm CST

Report Logic | Generate the Extract | Mode of Instruction Collections Layout

Tool Search: Mode of Instruction Collections

The Mode of Instruction Collections report was designed to help schools and districts visualize their student Mode of Instruction data for the three required collection periods.

Mode of Instruction Collections Editor

Report Logic

The Mode of Instruction Collections report will return the the student's Instruction Mode as of the designated collections dates.

- One Mode of Instruction will be returned per student per school as of the collections dates.
  - The students must have an enrollment within the Instruction Mode school as of the collection date.
  - A student will return a record for each school they are enrolled in as of ANY of the collection dates.
  - Multiple enrollments in the same school will return a single record for the student unless the enrollments for the same school are in different grade levels.
    - Report a record per grade level per school, collections where the student was not enrolled in the grade level of record will report 'N/A'
  - The student must have an MT Instruction Mode status for the school number as of the collection date to report a value other than 'N/A'

Exclude enrollments marked State Exclude or Extracurricular Activities Only.

Exclude enrollments in grade levels or calendars marked State Exclude.

The Mode of Instruction Collections report will return the school's Instruction Mode Offerings as of the designated collections dates.

State Edition can only run the report for schools within the District selected in the Campus Toolbar.

Generate the Extract

Note: Count Dates are updated annually and published on the Office of Public Instruction's website

1. Modify each Count Date field (if necessary):
   - **Fall Enrollment Count** - This field defaults to the first Monday in October for the school year selected in the Campus toolbar.
   - **Test Window Enrollment** - This field defaults to April 1st for the school year selected in the Campus toolbar.
   - **End of Year** - This field defaults to June 30th of the school year selected in the Campus toolbar.
2. Select which grades will report data.
3. To only report a specific set of students, select the applicable Ad Hoc Filter (optional).
4. Select the desired **Format** from the dropdown list.
5. Select the **School Year**.
6. Select which **School(s)** will report data.
7. Click the **Generate Report** button to generate the report immediately or click **Submit the Batch** to schedule when the report will generate. The extract will display in a new window in the selected format.

HTML Example

Mode of Instruction Collections Layout

The following tables detail information about all data elements found in the Mode of Instruction Collections report.

- Header Layout
- Extract Layout

Header Layout

Data Element	Description	Type, Format and Length	Campus UI and Database Location
Record Type	This will always report as MOIC.	Alphanumeric, 4 characters	Not dynamically stored
Date	The date the report was generated.	Date field, 10 characters MM/DD/YYYY	Not dynamically stored

Extract Layout

Data Element	Description and Logic	Format	Campus UI and Database Location
District Number	The number of the Montana district. Must be 4 characters long.	4 digit number, leading zero is not displayed in CSV.	Enrollment District.number
District Name	The name of the Montana district.	Alphanumeric	Enrollment District.name

Data Element Number	Description and Logic	Format	Campus UI and Database Location
School Number	The unique school number assigned by the OPI. Must be 4 characters long.	# digit number, leading zero is not displayed in CSV.	School.number
School Name	Name of the School where enrollments were counted.	Alphanumeric	Enrollment School.name
State ID	The unique statewide student ID. Must be nine digits, with no zero padding required. Required, if value is null, then error will occur.	Numeric	Enrollment Student.stateID
Last Name	Legal last name of the student. Used in the import validation.	Alphanumeric	Enrollment Student.lastName
First Name	Legal first name of the student. Used in the import validation.	Alphanumeric	Enrollment Student.firstName
Grade	Reports the grade level for the student.	2 digit number, leading zero is not displayed in CSV. (e.g. 12, 9)	Enrollments > Grade GradeLevel.stateGrade
Fall MOI Date	Report the Fall Enrollment Count collection date. Report the date selected in the Extract Editor	MM/DD/YYYY	Fall Enrollment Count date field
Fall School Full-time In-Person Instruction	Report the the status of Full-time In-Person Instruction offered by the school as of the Fall Enrollment Count date. Report value active in School History for the collection date. Report the Code only. • AS: Offered to All Students • SS: Offered to Some Student • NO: Not offered	• AS • SS • NO • N/A	School Information > School History SchoolAttribute.fullTimeInstruction

Data Element	Description and Logic	Format	Campus UI and Database Location
	• NO: Not offered If the fields have not been filled out as of the collection date report 'N/A'		
Fall School Hybrid Instruction	Report the the status of Hybrid Instruction offered by the school as of the Fall Enrollment Count date. Report value active in School History for the collection date. Report the Code only. • AS: Offered to All Students • SS: Offered to Some Student • NO: Not offered If the fields have not been filled out as of the collection date report 'N/A'	• AS • SS • NO • N/A	School Information > School History SchoolAttribute. hybridInstruction
Fall School Remote Instruction	Report the the status of Remote Instruction offered by the school as of the Fall Enrollment Count date. Report value active in School History for the collection date. Report the Code only. • AS: Offered to All Students • SS: Offered to Some Student • NO: Not offered If the fields have not been filled out as of the collection date report 'N/A'	• AS • SS • NO • N/A	School Information > School History SchoolAttribute. remoteInstruction
Fall Student MOI	Report the Instruction Mode for the student as of the Fall Enrollment Count date. Report the value for Instruction Mode active as of the collection date. Report short description: 01 → 'Full-time In-Person' 02 → 'Hybrid' 03 → 'Remote' If the student does not have an Instruction Mode record for the School as of the collection date report 'N/A'	Alphanumeric	Programs > MT Instruction Mode InstructionMode.status InstructionMode.school InstructionMode.startDate InstructionMode.endDate
Test Window MOI Date	Report the Test Window Enrollment collection date.	MM/DD/YYYY	Test Window Enrollment date field

Data Element	Description and Logic	Format	Campus UI and Database Location
Test Window School Full-time In-Person Instruction	Report the status of Full-time In-Person Instruction offered by the school as of the Test Window Enrollment date. Report value active in School History for the collection date. Report the Code only. • AS: Offered to All Students • SS: Offered to Some Student • NO: Not offered If the fields have not been filled out as of the collection date report 'N/A'	• AS • SS • NO • N/A	School Information > School History SchoolAttribute. fullTimeInstruction
Test Window School Hybrid Instruction	Report the the status of Hybrid Instruction offered by the school as of the Test Window Enrollment date. Report value active in School History for the collection date. Report the Code only. • AS: Offered to All Students • SS: Offered to Some Student • NO: Not offered If the fields have not been filled out as of the collection date report 'N/A'	• AS • SS • NO • N/A	School Information > School History SchoolAttribute. hybridInstruction
Test Window School Remote Instruction	Report the the status of Remote Instruction offered by the school as of the Test Window Enrollment date. Report value active in School History for the collection date. Report the Code only. • AS: Offered to All Students • SS: Offered to Some Student • NO: Not offered If the fields have not been filled out as of the collection date report 'N/A'	• AS • SS • NO • N/A	School Information > School History SchoolAttribute. remoteInstruction
Test Window Student MOI	Report the Instruction Mode for the student as of the Test Window Enrollment date. Report the value for Instruction Mode active as of the collection date. Report short description:	Alphanumeric	Programs > State Programs > MT Instruction Mode InstructionMode.status InstructionMode.school InstructionMode.startDate InstructionMode.endDate

Data Element	Description and Logic	Format	Campus UI and Database Location
	01 → 'Full-time In-Person' 02 → 'Hybrid' 03 → 'Remote' If the student does not have an Instruction Mode record for the School as of the collection date report 'N/A'		
EOY MOI Date	Report the End of Year collection date. Report the date selected in the Extract Editor	MM/DD/YYYY	End of Year date field OR Enrollment Extract Editor Selection or Student's final day enrolled in the school for the year.
EOY School Full-time In-Person Instruction	Report the the status of Full-time In-Person Instruction offered by the school as of the End of Year date. Report value active in School History for the collection date. Report the Code only. - AS: Offered to All Students - SS: Offered to Some Student - NO: Not offered If the fields have not been filled out as of the collection date report 'N/A'	- AS - SS - NO - N/A	School Information > School History SchoolAttribute. fullTimeInstruction
EOY School Hybrid Instruction	Report the the status of Hybrid Instruction offered by the school as of the End of Year date. Report value active in School History for the collection date. Report the Code only. - AS: Offered to All Students - SS: Offered to Some Student - NO: Not offered If the fields have not been filled out as of the collection date report 'N/A'	- AS - SS - NO - N/A	School Information > School History SchoolAttribute. hybridInstruction
EOY School Remote Instruction	Report the the status of Remote Instruction offered by the school as of the End of Year date.	- AS - SS - NO - N/A	School Information > School History SchoolAttribute.

Data Element	Description and Logic	Format	Campus UI and Database Location
	Description active in School History for the collection date. Report the Code only. • AS: Offered to All Students • SS: Offered to Some Student • NO: Not offered If the fields have not been filled out as of the collection		
EOY Student MOI	Report the Instruction Mode for the student as of the End of Year date. Report the value for Instruction Mode active as of the collection date. Report short description: 01 → 'Full-time In-Person' 02 → 'Hybrid' 03 → 'Remote' If the student does not have an Instruction Mode record for the School as of the collection date report 'N/A'	Alphanumeric	Programs > MT Instruction Mode InstructionMode.status InstructionMode.school InstructionMode.startDate InstructionMode.endDate
First Enrollment Start Date	Report the student's earliest valid enrollment Start Date in the school. Reports the earliest valid enrollment start date within the school. • Enrollment cannot be excluded or marked as Extracurricular Activities Only • If a student reports 'N/A' for one of the collections dates during the report they may have a gap in their enrollment over that collection date or they may not have an Instruction Mode that overlaps that collection date. • One row of data per school unless there is a change in grade level.	MM/DD/YYYY	Enrollments Enrollment.startDate
Last Enrollment End Date	Report the student's latest valid enrollment End Date in the school. Reports the latest valid enrollment end date within the school.	MM/DD/YYYY	Enrollments Enrollment.endDate

Data Element	Description and Logic	Format	Campus UI and Database Location
	• Enrollment cannot be excluded or marked as Extracurricular Activities Only • If there is an enrollment without an end date the field will remain blank. • If a student reports 'N/A' for one of the collections dates during the report they may have a gap in their enrollment over that collection date or they may not have an Instruction Mode that overlaps that collection date. • One row of data per school unless there is a change in grade level.		