

# Section 504 Participation Upload (Montana)

Last Modified on 07/18/2024 11:29 am CDT

[Reporting Population and Business Rules](#) | [Header Layout](#) | [Upload Layout](#) | [Import Errors](#)

**Classic View:** MT State Reporting > MT Data Upload > Section 504 Participation

**Search Terms:** Section 504 Participation

The Section 504 Participation Upload can be used to export Section 504 Participation data from the district's SIS system and upload that data into Campus. The import uses the State Student ID and District Number as verification for a student's identity.

### 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 IMT Extract tool.

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Import Data

\*Import Type Section 504 Participation ▼

←

\*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

Import Editor

# Reporting Population and Business Rules

- The student must have an active enrollment in the district that matches the district and state IDs on the import.
- The student's enrollment must be within a calendar that has the same end year as the end year on their enrollment.
- If during the upload a Section 504 record already exists during the imported record's date range, a new record will not be created on upload.

The **Retrieve New Student State ID File** option is only relevant to Student Demographic uploads. Please ignore this option when uploading Section 504 Participation data.

## Header Layout

Data Element	Description	Type, Format and Length
<b>Record Type</b>	The abbreviation for the type of file upload entered. This will always report as <b>HD</b> .	Alphanumeric, 2 characters
<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
<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
<b>Version</b>	The most current version of the file interface specification and references to the application system. This field will always report as <b>MT9.1</b> .	Alphanumeric, 5 characters

## Upload Layout

Data Element	Description	Location	Column
<b>Record Type</b>	The abbreviation for the type of file upload entered. This will always report as <b>504</b> .	Not dynamically stored	A
<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.  <i>Numeric, 4 digits</i>	System Administration > Resources > District Information > District Number  District.number	B
<b>State ID</b>	The unique statewide student ID.  <i>Numeric, 9 digits</i>	Student Information > General > Enrollment  Student.stateID	C

Data Element	Description	Location	Column
<b>Last Name</b>	The student's legal last name.	Census > People > Demographics > Person Information > Last Name  Identity.lastName	D
<b>First Name</b>	The student's legal first name.	Census > People > Demographics > Person Information > First Name  Identity.firstName	E
<b>Section 504 Start Date</b>	The date the student was determined to be in Section 504.  <i>Date field, 10 characters MM/DD/YYYY</i>	Student Information > Program Participation > Section 504 > Start Date  Section504.startDate	F
<b>Section 504 End Date</b>	The date the student exited Section 504.  <i>Date field, 10 characters MM/DD/YYYY</i>	Student Information > Program Participation > Section 504 > End Date  Section504.endDate	G
<b>Year</b>	The end year of the reporting calendar. For example, the 2021-2022 school year reports a value of 2022.  <i>Numeric, YYYY</i>	System Administration > Calendar > School Years > End Year  Calendar.endYear	H

## Import Errors

Errors are considered fatal.

Element	Error Message
Record Type	Section 504 Participation can only be "504" for record type. Record Type is required
District Number	District number is required District number is only 4 characters long.

Element	Error Message
State ID	State ID is required. Length must be nine digits with no zero padding
Last Name	Must have tab if left blank.
First Name	Must have tab if left blank.
Start Date	504 Start Date is required. 504 Start Date must not be a future date. 504 Start Date cannot overlap an existing Section 504 record.
End Date	504 End Date must not be a future date. 504 End Date cannot overlap an existing Section 504 record. Must have tab if left blank.
Year	Year is required.