

Section 504 Participation Upload (Montana)

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

Location: [MT Data Upload](#) > [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.

The screenshot shows the 'MT Data Upload' interface. The 'Import Data' section is selected, and the 'Import Type' dropdown menu is set to 'Section 504 Participation'. A red box highlights this dropdown, and a red arrow points to it from the right. Below the dropdown, there are buttons for 'Choose File', 'Submit to Batch', and 'Refresh State ID File'. The interface also includes instructions for importing and retrieving files, and a warning that the process is not complete until a batch resync is triggered.

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
Record Type	The abbreviation for the type of file upload entered. This will always report as HD .	Alphanumeric, 2 characters
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
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
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

Upload Layout

Data Element	Description	Location	Column
Record Type	The abbreviation for the type of file upload entered. This will always report as 504 .	Not dynamically stored	A
District Number	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>	District Information > District Number District.number	B

Data Element	Description	Location	Column
State ID	The unique statewide student ID. <i>Numeric, 9 digits</i>	Enrollments Student.stateID	C
Last Name	The student's legal last name.	Demographics > Person Information > Last Name Identity.lastName	D
First Name	The student's legal first name.	Demographics > Person Information > First Name Identity.firstName	E
Section 504 Start Date	The date the student was determined to be in Section 504. <i>Date field, 10 characters MM/DD/YYYY</i>	Programs > Section 504 > Start Date Section504.startDate	F
Section 504 End Date	The date the student exited Section 504. <i>Date field, 10 characters MM/DD/YYYY</i>	Programs > Section 504 > End Date Section504.endDate	G
Year	The end year of the reporting calendar. For example, the 2021-2022 school year reports a value of 2022. <i>Numeric, YYYY</i>	Calendar Information > 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

Element	Error Message
District Number	District number is required District number is only 4 characters long.
State ID	State ID is required. Length must be nine digits with no zero padding
Last Name	Must have tool if left blank.
First Name	Must have tool 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 tool if left blank.
Year	Year is required.