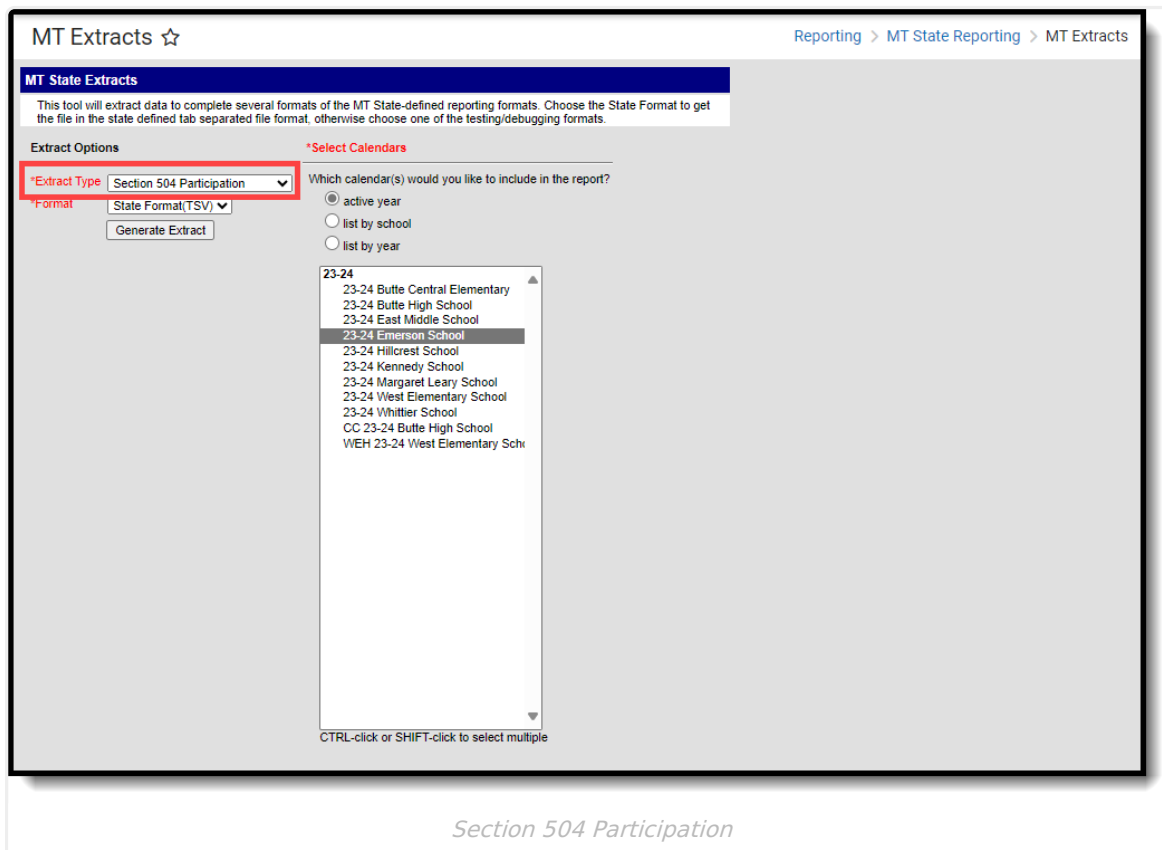


Section 504 Participation Extract (Montana)

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

Location: MT Extracts > Section 504 Participation

The Section 504 Participation Extract contains Section 504 Participation data.



The screenshot shows the 'MT Extracts' interface. At the top, there is a breadcrumb trail: 'Reporting > MT State Reporting > MT Extracts'. Below this is a blue header bar labeled 'MT State Extracts'. A message states: '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.' The 'Extract Options' section includes a red-bordered box around the '*Extract Type' dropdown, which is set to 'Section 504 Participation'. Below it, the '*Format' dropdown is set to 'State Format(TSV)', and a 'Generate Extract' button is visible. To the right, under '*Select Calendars', there is a section titled '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 scrollable list of schools for the '23-24' school year is shown, including '23-24 Butte Central Elementary', '23-24 Butte High School', '23-24 East Middle School', '23-24 Emerson School' (highlighted), '23-24 Hillcrest School', '23-24 Kennedy School', '23-24 Margaret Leary School', '23-24 West Elementary School', '23-24 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'.

Section 504 Participation

Export Business Rules

- Exports all students with an active enrollment in the selected the calendar and their Section 504 Participation data.
- Students must have a Section 504 Participation record that occurs within the district and the year selected on the extract editor.
- 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.

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

Extract 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
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

Data Element	Description	Location	Column
Section 504 Start Date	<p>The date the student was determined to be in Section 504.</p> <p><i>Date field, 10 characters MM/DD/YYYY</i></p>	<p>Programs > Section 504 > Start Date</p> <p>Section504.startDate</p>	F
Section 504 End Date	<p>The date the student exited Section 504.</p> <p><i>Date field, 10 characters MM/DD/YYYY</i></p>	<p>Programs > Section 504 > End Date</p> <p>Section504.endDate</p>	G
Year	<p>The end year of the reporting calendar.</p> <p>For example, the 2021-2022 school year reports a value of 2022.</p> <p><i>Numeric, YYYY</i></p>	<p>Calendar Information > School Years > End Year</p> <p>Calendar.endYear</p>	H