

Direct Admissions Extract (Minnesota)

Last Modified on 10/14/2025 2:12 pm CD7

This functionality is only available for Minnesota users.

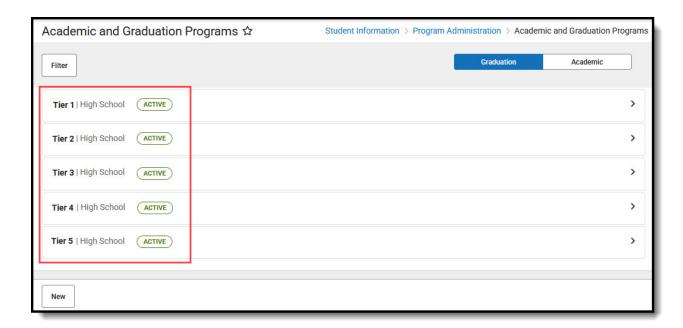
The Direct Admissions Extract allows participating schools/districts to provide student information as required by the Post Secondary Direct Admissions project. This article focuses on generating the extract and sending it to the Minnesota Office of Higher Education (OHE). OHE performs the remaining portions of the process of sending out the surveys to students and sending the information to the selected colleges.

Enrollments included in the Direct Admissions are limited to the following:

- Enrolled Grade 12
- Enrollment Type: Primary
- Exclude from DPSA is not checked on Enrollment
- DPSA Reported Tier has a value
- School Site Classification (Type) has a value
- Calendar does **NOT** have Summer checked
- Email is **NOT** NULL or an empty string
- Cumulative GPA is **NOT** NULL

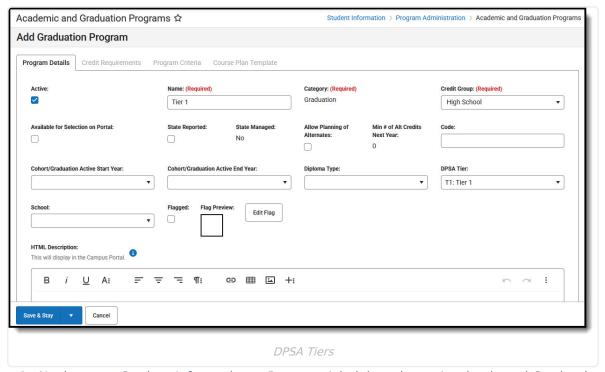
1. Create Five Academic Tiers to Assign to Students





Every student participating in Direct Admissions needs to be assigned to an academic tier. Each academic tier uses an end of 11th grade cumulative unweighted GPA calculation. There will be five tiers in total once complete.

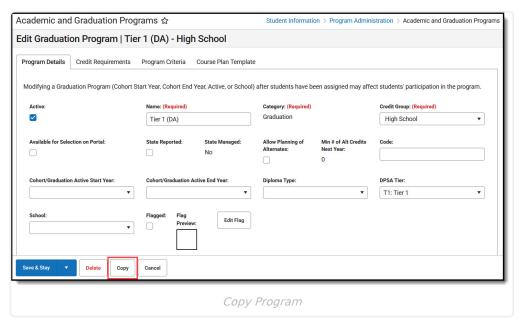
Note: Users can create new tiers and make existing tiers inactive, or modify the existing tiers with the new GPA requirements. The new tiers only use GPA Requirements. The process below describes how to create new tiers.



1. Navigate to: Student Information > Program Administration > Academic and Graduation Programs

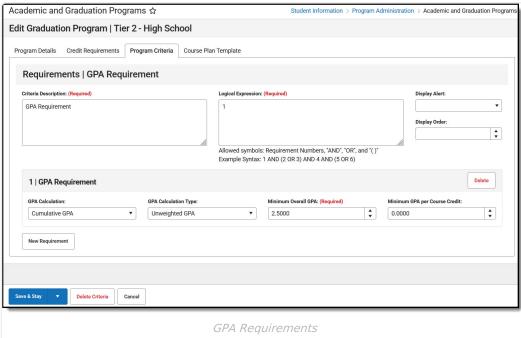


- 2. Create a Tier 1 Graduation Program.
 - a. Click 'New'.
 - b. Enter the Name: Tier 1
 - c. Mark the **Active** checkbox.
 - d. Select Graduation as the Category.
 - e. Set the **DPSA Tier** to Tier 1.
 - f. Credit Group: select your high school credit group
 - g. Click Save & Close.
 - h. The new program displays in the Graduation Programs editor.



- 3. Copy Tier 1 to create the remaining Tier 2, 3, 4, and 5 Graduation Programs.
 - a. Click on the Tier 1 Graduation Program.
 - b. Select Copy.
 - c. **Rename** the new Graduation Program as Tier 2.
 - d. Update **DPSA Tier**: T2: Tier 2
 - e. Click Save & Close.
 - f. Repeat the above steps to create Tiers 3, 4, and 5.





4. Set the GPA Requirements for Tiers 2, 3, 4, & 5.

Note: Tier 1 will not have any GPA requirements.

- a. Click on the **Tier 2** Graduation Program.
- b. Select the **Program Criteria** tab for the program.
- c. Select New Requirement.
- d. Enter the Criteria Description: GPA Requirement
- e. Enter the Logical Expression: 1.
- f. Click the **New Requirement** button and select **GPA** from the list..
- g. Select GPA Calculation: Cumulative GPA
- h. Select GPA Calculation Type: Unweighted GPA
- i. Enter the Minimum Overall GPA: 2.5000
- j. Click Save & Close.
- k. Repeat for each Tier using the following GPA criteria:

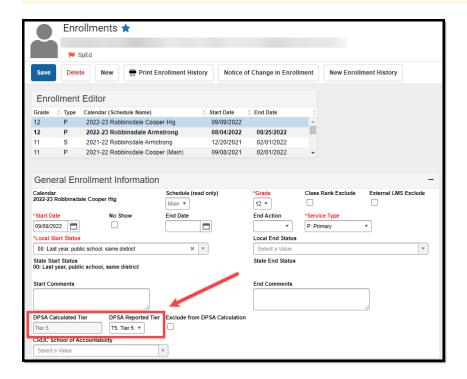
Academic Tier	Unweighted Cumulative GPA (4.0 Scale)	In the Program Requirement, enter the value below for the Minimum Overall GPA field:
1	Less than 2.50	N/A
2	2.50 - 2.74	2.5000
3	2.75 - 2.99	2.7500
4	3.00 - 3.49	3.0000
5	3.50+	3.5000



2. Calculate and Assign the Direct Admissions (DPSA) Tiers in Course Plan Administration

The newly created tiers need to be assigned to 12th-grade students using the Course Plan Administration tool.

At a minimum, the DPSA Tiers should be calculated twice per year: once before the year starts and once after the first semester or quarter. However, the Office of Higher Education encourages schools to update the Academic Tiers throughout the year to catch all students who are eligible to participate.



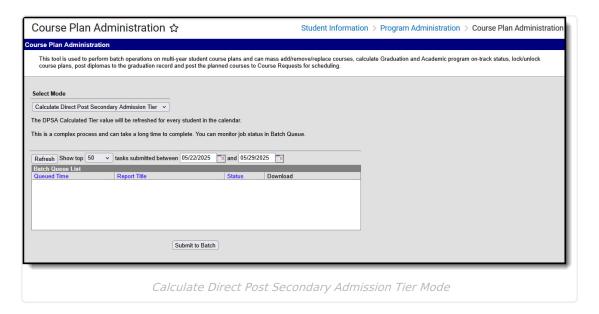
The Calculate Direct Post Secondary Admission Tier mode in the Course Plan Administration tool will calculate a student's highest tier attained for Direct Post-Secondary Admissions (DPSA). This Calculation will cycle through Grad Programs that have been identified lowest to highest for use in DPSA calculation. This process will then post the highest calculated on-track Grad Program to each 12th-grade student's Enrollment for the following fields: DPSA calculated Tier and DPSA Reported Tier. These two fields only display after the calculation has been run.

Upon completion of the calculation, there will be a detail report displaying each student and the tier they were set to.

*Please note: This calculation will be run on demand and write or overwrite the calculated



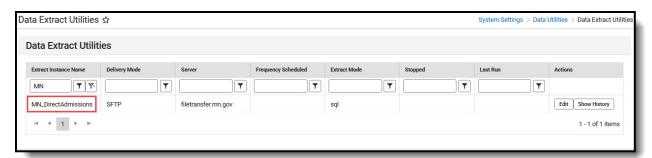
value each time the process is run.



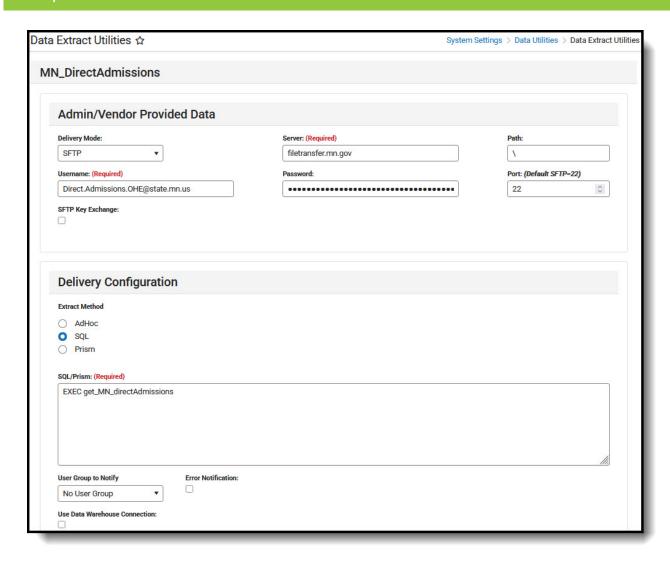
- 1. Navigate to the Course Plan Administration tool: Student Administration > Program Administration > Course Plan Administration.
- 2. Select the Calculate Direct Post Secondary Admission Tier mode from the dropdown list.
- 3. Click the Submit to Batch button. A Batch Queue Reporting Options window displays.
- 4. Select the desired options of **High Priority** or **Keep Until I Delete**, and indicate the **Start Date/Time**.
- 5. Click **OK** when finished.
- 6. When the report has completed, click the **Get the report** link in the Batch Queue List. The report displays in a new browser window, listing the student's name, student number, calendar name, and tier status.
- 7. If no graduation program has the DPSA Tier field set, the report will display an error message indicating No active Graduation Program has DPSA Tier value set.

3. Generate and Send the Report using the Data Extract Utility

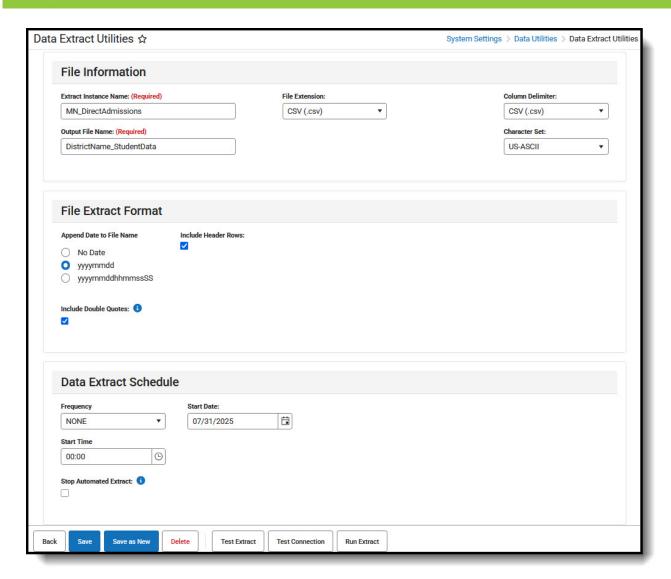
The Direct Admissions Extract is generated and sent by using the Data Extract Utility tool.











- 1. Navigate to the **Data Extract Utility** tool. System Settings > Data Extract Utilities
- 2. Select MN_Direct Admissions from the editor.
- 3. The fields will populate as shown. Users will need to enter the Output File Name.

Field	Value
Delivery Mode	SFTP
Server	filetransfer.mn.gov
Path	1
Username	Direct.Admissions.OHE@state.mn.us



Field	Value	
Password	The password is provided by OHE.	
	Note: The password will change yearly. Users will need to manually update the password each year once OHE releases the new password.	
Port	22	
SFTP Key Exchange	Unchecked	
Extract Method	SQL	
SQL/Prism	EXEC get_MN_directAdmissions	
User Group to Notify	District choice. No predefined setting.	
Error Notification	District choice. No predefined setting.	
Use Data Warehouse Connection	District choice. No predefined setting.	
Extract Instance Name	MN_DirectAdmissions	
File Extension	CSV (.csv)	
Column Delimiter	CSV (.csv)	
File Name	Add the name of the file you want to create and deliver to the OHE SFTP site. For Direct Admissions, name the file starting with your District name. Example: "DistrictName_StudentData".	
Character Set	US-ASCII	
Append Date to File Name	yyyymmdd	
Include Header Rows	Checked	
Include Double Quotes	Checked	
Frequency	District choice. No predefined setting.	



Field	Value
Start Date	District choice. No predefined setting.
Start Time	District choice. No predefined setting.
Stop Automated Extract	District choice. No predefined setting.

- 4. The file can be scheduled to run for a certain time frame, if desired. If a time frame is not set, the **Run Extract** button can be used to send the file immediately.
- 5. After data has been sent, OHE will send out surveys to the appropriate students and complete the process.

Report Layout

Data Element	Description	GUI Path	Database Field
schoolName	Reports the Name of the School associated with the student.	School Information	School.name
mdeNumber	Reports the combination of the following fields: District Number - District Type - School Number. Example: If the District Number is 123, the District Type is 45, and the School Number is 678, we would report 123-45-678.	District Information School Information	District.number District.type School.number
actID	Reports the CEEB Number of the school associated with the student.	School Information	School.satNumber
firstName	Reports the First Name of the student.	Identities	Student.firstName
lastName	Reports the Last Name of the student.	Identities	Student.lastName
marss	Reports the Student State ID .	Demographics	Student.stateID



Data Element	Description	GUI Path	Database Field
dob	Reports the Birth Date of the student in format MM/DD/YYYY.	Identities	Student.birthDate
gender	Reports the Gender of the student.	Identities	Student.gender
gradDate	Reports the Diploma Date of the student. • Reports the Latest End Date of Terms associated with the Primary Term Schedule when Diploma Date is NULL.	Graduation Term Setup	Graduation.diplomaDate Term.endDate
academicTier	Reports the DPSA Reported Tier of the student. Note: This field will appear on Enrollments after the Calculate Direct Post Secondary Admission Tier mode has been ran in the Course Plan Administration tool.	Enrollments	Enrollment .dpsaReportedTier



Data Element	Description	GUI Path	Database Field
email	Reports the Email of the student. Email must be entered for the student to report. It is a mandatory data element at the state level.	Identities	Contact.email
cumGPA	Reports the Unweighted Cumulative GPA of the student.	N/A	v_CumGPAFull .cumGPAUnweighted