

# Direct Admissions Extract (Minnesota)

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

**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

Academic and Graduation Programs ☆ [Student Information](#) > [Program Administration](#) > Academic and Graduation Programs

Filter Graduation Academic

Tier 1   High School	ACTIVE	>
Tier 2   High School	ACTIVE	>
Tier 3   High School	ACTIVE	>
Tier 4   High School	ACTIVE	>
Tier 5   High School	ACTIVE	>

New

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.

Academic and Graduation Programs ☆ [Student Information](#) > [Program Administration](#) > Academic and Graduation Programs

Add Graduation Program

Program Details Credit Requirements Program Criteria Course Plan Template

Active: ☒ Name: (Required) Tier 1 Category: (Required) Graduation Credit Group: (Required) High School

Available for Selection on Portal: ☐ State Reported: ☐ State Managed: No Allow Planning of Alternates: ☐ Min # of Alt Credits Next Year: 0 Code:

Cohort/Graduation Active Start Year: Cohort/Graduation Active End Year: Diploma Type: DPSA Tier: T1: Tier 1

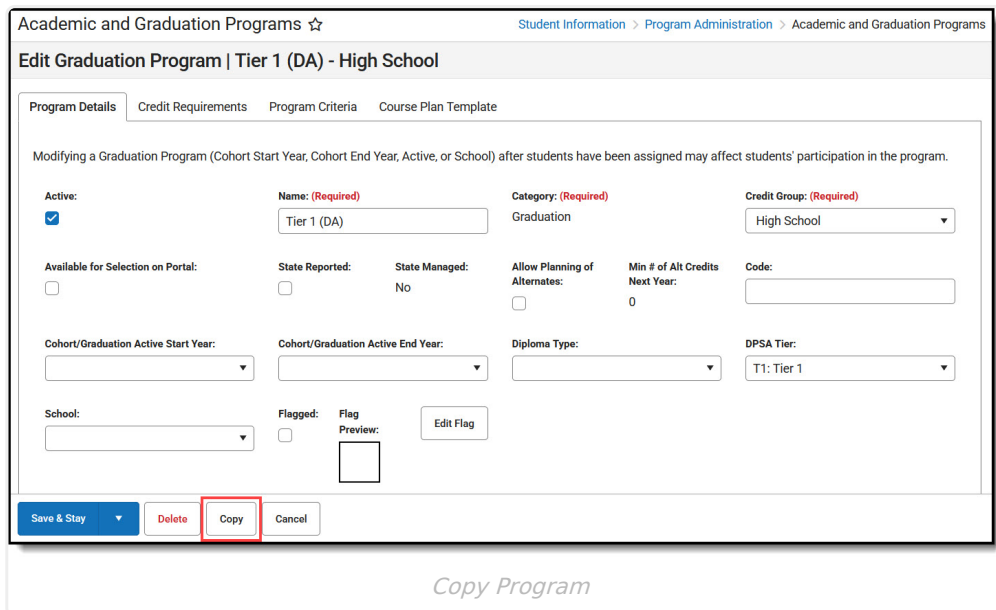
School: Flagged: ☐ Flag Preview: Edit Flag

HTML Description: This will display in the Campus Portal.   
 B i U A:   
 Save & Stay Cancel

#### DPSA 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.

Academic and Graduation Programs ☆ [Student Information](#) > [Program Administration](#) > Academic and Graduation Programs

### Edit Graduation Program | Tier 2 - High School

Program Details | Credit Requirements | **Program Criteria** | Course Plan Template

#### Requirements | GPA Requirement

Criteria Description: **(Required)** GPA Requirement

Logical Expression: **(Required)** 1

Display Alert:

Display Order:

Allowed symbols: Requirement Numbers, "AND", "OR", and "()" Example Syntax: 1 AND (2 OR 3) AND 4 AND (5 OR 6)

**1 | GPA Requirement** Delete

GPA Calculation:  GPA Calculation Type:  Minimum Overall GPA: **(Required)**  Minimum GPA per Course Credit:

*GPA Requirements*

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

**Note:** Tier 1 will not have any GPA requirements.

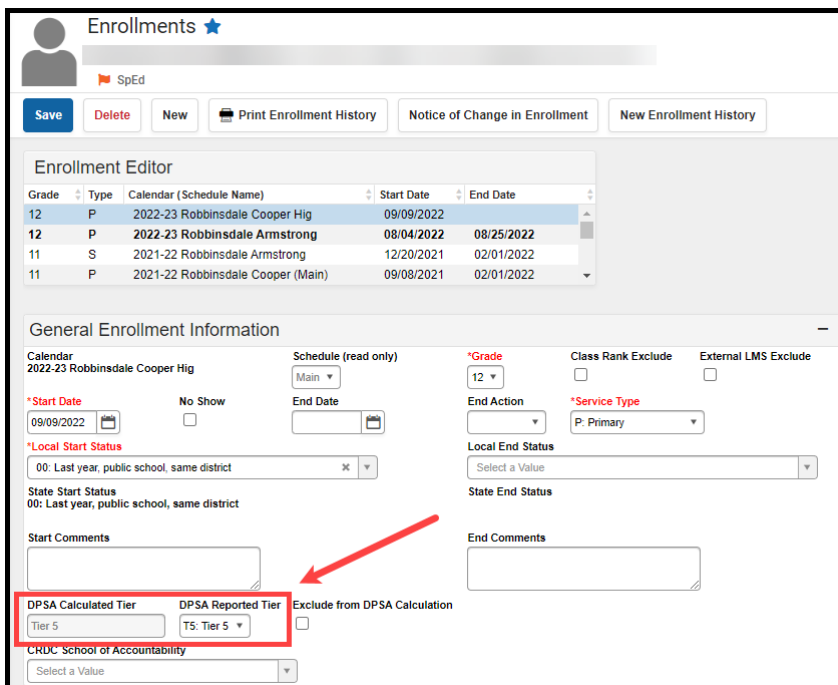
- Click on the **Tier 2** Graduation Program.
- Select the **Program Criteria** tab for the program.
- Select **New Requirement**.
- Enter the **Criteria Description:** GPA Requirement
- Enter the **Logical Expression:** 1.
- Click the **New Requirement** button and select **GPA** from the list..
- Select **GPA Calculation:** Cumulative GPA
- Select **GPA Calculation Type:** Unweighted GPA
- Enter the **Minimum Overall GPA:** 2.5000
- Click **Save & Close**.
- 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 screenshot shows the 'Enrollments' interface. At the top, there's a user profile and a star icon. Below that are buttons for 'Save', 'Delete', 'New', 'Print Enrollment History', 'Notice of Change in Enrollment', and 'New Enrollment History'. The 'Enrollment Editor' section displays a table of enrollments:

Grade	Type	Calendar (Schedule Name)	Start Date	End Date
12	P	2022-23 Robbinsdale Cooper Hig	09/09/2022	
12	P	2022-23 Robbinsdale Armstrong	08/04/2022	08/25/2022
11	S	2021-22 Robbinsdale Armstrong	12/20/2021	02/01/2022
11	P	2021-22 Robbinsdale Cooper (Main)	09/08/2021	02/01/2022

The 'General Enrollment Information' section contains various fields for enrollment details. At the bottom, a red box highlights the 'DPSA Calculated Tier' (set to 'Tier 5') and 'DPSA Reported Tier' (set to 'TS: Tier 5') fields. A red arrow points to these fields. Other fields include 'Calendar', 'Schedule (read only)', 'Grade', 'Class Rank Exclude', 'External LMS Exclude', 'Start Date', 'End Date', 'Local Start Status', 'State Start Status', 'Start Comments', 'End Comments', and 'Exclude from DPSA Calculation'.

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.

Course Plan Administration ☆ [Student Information](#) > [Program Administration](#) > [Course Plan Administration](#)

**Course Plan Administration**

This tool is used to perform batch operations on multi-year student course plans and can mass add/remove/replace courses, calculate Graduation and Academic program on-track status, lock/unlock course plans, post diplomas to the graduation record and post the planned courses to Course Requests for scheduling.

**Select Mode**

Calculate Direct Post Secondary Admission Tier ▾

The DPSA Calculated Tier value will be refreshed for every student in the calendar.

This is a complex process and can take a long time to complete. You can monitor job status in Batch Queue.

Refresh Show top 50 ▾ tasks submitted between 05/22/2025 and 05/29/2025

Batch Queue List
Queued Time

Report Title Status Download

Submit to Batch

*Calculate Direct Post Secondary Admission Tier Mode*

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.

Data Extract Utilities ☆ [System Settings](#) > [Data Utilities](#) > [Data Extract Utilities](#)

**Data Extract Utilities**

Extract Instance Name	Delivery Mode	Server	Frequency Scheduled	Extract Mode	Stopped	Last Run	Actions
MN							
MN_DirectAdmissions	SFTP	filetransfer.mn.gov		sql			Edit Show History

1 - 1 of 1 items

## MN\_DirectAdmissions

### Admin/Vendor Provided Data

Delivery Mode:

SFTP

Server: **(Required)**

filetransfer.mn.gov

Path:

\

Username: **(Required)**

Direct.Admissions.OHE@state.mn.us

Password:

Port: **(Default SFTP=22)**

22

SFTP Key Exchange:

☐

### Delivery Configuration

Extract Method

- ☐ AdHoc  
☒ SQL  
☐ Prism

SQL/Prism: **(Required)**

EXEC get\_MN\_directAdmissions

User Group to Notify

No User Group

Error Notification:

☐

Use Data Warehouse Connection:

☐

Data Extract Utilities ☆
System Settings > Data Utilities > Data Extract Utilities

### File Information

Extract Instance Name: (Required)

File Extension:

Column Delimiter:

Output File Name: (Required)

Character Set:

### File Extract Format

Append Date to File Name  
☐ No Date  
☒ yyyyymmdd  
☐ yyyyymmddhhmmssSS

Include Header Rows:  
☒

Include Double Quotes: ⓘ  
☒

### Data Extract Schedule

Frequency

Start Date:  
 ⓘ

Start Time  
 ⓘ

Stop Automated Extract: ⓘ  
☐

Back Save Save as New Delete Test Extract Test Connection Run Extract

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	\
Username	Direct.Admissions.OHE@state.mn.us



Field	Value
Password	<p>The password is provided by OHE.</p> <div> <p><b>Note:</b> The password will change yearly. Users will need to manually update the password each year once OHE releases the new password.</p> </div>
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	<p>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".</p>
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.

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

Data Element	Description	GUI Path	Database Field
<b>dob</b>	Reports the <b>Birth Date</b> of the student in format MM/DD/YYYY.	Identities	Student.birthDate
<b>gender</b>	Reports the <b>Gender</b> of the student.	Identities	Student.gender
<b>gradDate</b>	Reports the <b>Diploma Date</b> of the student. <ul style="list-style-type: none"> <li>• Reports the <b>Latest End Date</b> of Terms associated with the Primary Term Schedule when Diploma Date is NULL.</li> </ul>	Graduation Term Setup	Graduation.diplomaDate Term.endDate
<b>academicTier</b>	Reports the <b>DPSA Reported Tier</b> of the student. <div> <b>Note:</b> This field will appear on Enrollments after the <i>Calculate Direct Post Secondary Admission Tier</i> mode has been ran in the Course Plan Administration tool. </div>	Enrollments	Enrollment .dpsaReportedTier

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