

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

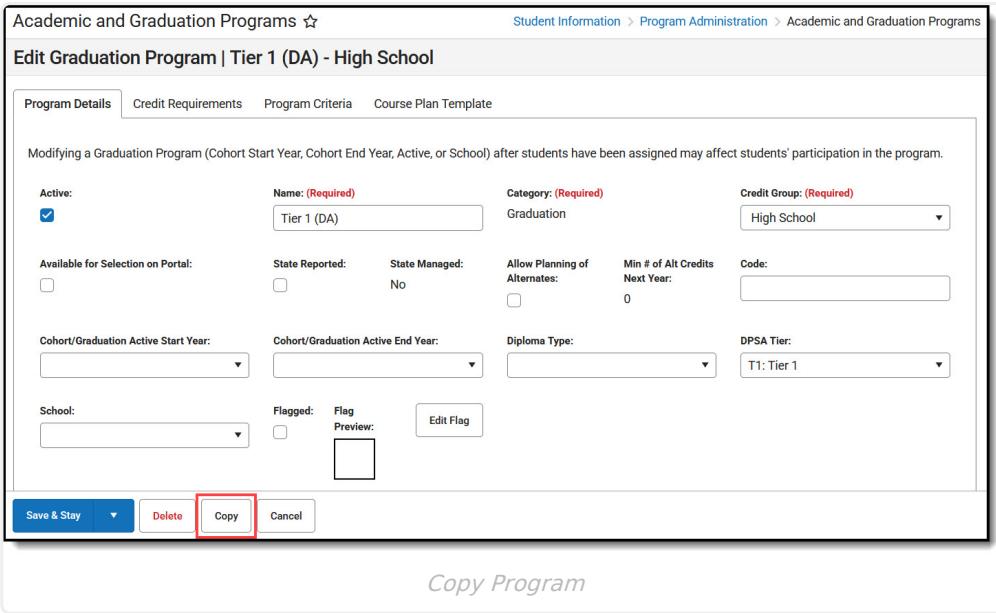
Every student participating in Direct Admissions needs to be assigned to an academic tier. Each academic tier uses an end of 11th grade cumulative unweighted GPA calculation. There will be five tiers in total once complete.

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.

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.



Academic and Graduation Programs ☆

Student Information > Program Administration > Academic and Graduation Programs

Edit Graduation Program | Tier 1 (DA) - High School

Program Details Credit Requirements Program Criteria Course Plan Template

Modifying a Graduation Program (Cohort Start Year, Cohort End Year, Active, or School) after students have been assigned may affect students' participation in the program.

Active:	Name: (Required) Tier 1 (DA)	Category: (Required) Graduation	Credit Group: (Required) High School
Available for Selection on Portal:	State Reported:	State Managed:	Allow Planning of Alternates:
<input type="checkbox"/>	<input type="checkbox"/>	No	<input type="checkbox"/>
Cohort/Graduation Active Start Year:	Cohort/Graduation Active End Year:	Diploma Type:	DPSA Tier:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
School:	Flagged:	Flag Preview:	Edit Flag
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button"/>
<input type="button" value="Save & Stay"/> <input type="button" value="Delete"/> <input type="button" value="Copy"/> <input type="button" value="Cancel"/>			

Copy Program

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) Logical Expression: (Required) Display Alert:

GPA Requirement 1

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: Cumulative GPA GPA Calculation Type: Unweighted GPA Minimum Overall GPA: (Required) 2.5000 Minimum GPA per Course Credit: 0.0000

New Requirement

Save & Stay Delete Criteria Cancel

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**.

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.

DPSA Calculated Tier	DPSA Reported Tier
Tier 5	T5: Tier 5

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	Stopped		Edit Show History

1 - 1 of 1 items

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

MN_DirectAdmissions

Admin/Vendor Provided Data

Delivery Mode:	Server: (Required)	Path:
SFTP	filetransfer.mn.gov	\
Username: (Required)	Password:	Port: (Default SFTP=22)
Direct.Admissions.OHE@state.mn.us	*****	22
SFTP Key Exchange:	<input type="checkbox"/>	

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)**
MN_DirectAdmissions

File Extension:
CSV (.csv)

Column Delimiter:
CSV (.csv)

Output File Name: **(Required)**
DistrictName_StudentData

Character Set:
US-ASCII

File Extract Format

Append Date to File Name
 No Date
 yyymmdd
 yyymmddhhmmss

Include Header Rows:

Include Double Quotes: (i)

Data Extract Schedule

Frequency
NONE

Start Date:
07/31/2025

Start Time
00:00

Stop Automated Extract: (i)

Back

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> <p>Note: The password will change yearly. Users will need to manually update the password each year once OHE releases the new password.</p>
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.

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. <ul style="list-style-type: none"> 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. <div data-bbox="477 1125 763 1596" style="background-color: #e0f2f1; padding: 10px; border-radius: 5px;"> Note: 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
email	<p>Reports the Email of the student.</p> <div data-bbox="477 339 759 586" style="background-color: #e0f2ff; padding: 10px; border-radius: 5px;"> <p>Email must be entered for the student to report. It is a mandatory data element at the state level.</p> </div>	Identities	Contact.email
cumGPA	<p>Reports the Unweighted Cumulative GPA of the student.</p>	N/A	v_CumGPAFull .cumGPAUnweighted