

Direct Admissions Extract (Minnesota)

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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

1. Create Five Academic Tiers to Assign to Students

Academic and Graduation Progra	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	•
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 I				
Add Graduation Program				
Program Details Credit Requirements Pro	gram Criteria Course Plan Template			
Active:	Name: (Required)	Category: (Required)	Credit Group: (Required)	
	Tier 1	Graduation	High School	
Available for Selection on Portal:	State Reported: State Managed:	Allow Planning of Min # of Alt Credits Alternates: 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>i</i> <u>U</u> A: = =	╶╤╶¶: с⊃ ⊞ ⊑ +:			
Save & Stay Cancel			· · ·	
	DPS	A 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.

ademic and	d Graduation Progr	ams ☆		Student Information	on > Program Admini	stration > Academic and Graduation Progr
lit Graduati	on Program Tier	1 (DA) - High	School			
Program Details	Credit Requirements	Program Criteria	Course Plan Template			
Modifying a Grad	uation Program (Cohort Sta	art Year, Cohort End '	Year, Active, or School)	after students have be	een assigned may affe	ct students' participation in the program.
Active:		Name: (Required)		Category: (Required)		Credit Group: (Required)
\checkmark		Tier 1 (DA)		Graduation		High School 🔹
Available for Sele	action on Portal:	State Reported:	State Managed: No	Allow Planning of Alternates:	Min # of Alt Credits Next Year: O	Code:
Cohort/Graduatic	on Active Start Year:	Cohort/Graduation A	ctive End Year:	Diploma Type:		DPSA Tier:
	•		•		•	T1: Tier 1
School:	×	Flagged: Flag	Edit Flag			
Save & Stay 🔻	Delete Copy	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.

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- 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.

cademic and Graduation Programs රු	Student Information > F	Program Administration > Academic and Graduation Prog
dit Graduation Program Tier 2 - High School		
Program Details Credit Requirements Program Criteria Cours	se Plan Template	
Requirements GPA Requirement		
Criteria Description: (Required)	Logical Expression: (Required)	Display Alert:
GPA Requirement	1	· · · · · · · · · · · · · · · · · · ·
		Display Order:
		\$
	Allowed symbols: Requirement Numbers, "AND", "OR" Example Syntax: 1 AND (2 OR 3) AND 4 AND (5 OR 6)	", and "()")
1 GPA Requirement		Delete
GPA Calculation: GPA Calculation Type:	Minimum Overall GPA: (Required)	Minimum GPA per Course Credit:
Cumulative GPA	▼ 2.5000	• 0.0000 •
New Requirement		
Save & Stay Delete Criteria Cancel		

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.

	Enr	ollments 🛨						
	1	SpEd						
Save	Dele	te New 🖶 Print	Enrollment Hi	story Notice o	f Change in Enro	Ilment New En	rollment History	
Enrol	ment	Editor						
Grade	Туре	Calendar (Schedule Name)		Start Date	End Date	0		
12	Р	2022-23 Robbinsdale Co	oper Hig	09/09/2022		<u> </u>		
12	Р	2022-23 Robbinsdale Ar	mstrong	08/04/2022	08/25/2022			
11	S	2021-22 Robbinsdale Arn	nstrong	12/20/2021	02/01/2022			
11	Р	2021-22 Robbinsdale Co	oper (Main)	09/08/2021	02/01/2022	-		
Calendar 2022-23 R	obbinsd	ale Cooper Hig	Schedule (Main 🔻	read only)	*Grade	Class Rank Exclud	de External LMS Excl	ıde
*Start Date	• 	No Show	End Date		End Action	*Service Type		
09/09/202	2				•	P: Primary	•	
*Local Sta	rt Status	1			Local End Status	1		
00: Last	year, pub	lic school, same district	×	· ·	Select a Value			Y
State Star 00: Last y	t Status ear, publ	ic school, same district			State End Status			
Start Com	ments				End Comments			
DPSA Cale	culated 1	Tier DPSA Reported T	ier Exclude fro	om DPSA Calculation				
CRDC Sch	N to looi	ccountability						

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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.

	Administration ☆		Student Information > Program Administration	> Course Plan Administratio
ırse Plan Administ	ration			
This tool is used to po course plans, post di	erform batch operations on multi-year plomas to the graduation record and p	student course plans and can mass ost the planned courses to Course	add/remove/replace courses, calculate Graduation and Academic prog Requests for scheduling.	gram on-track status, lock/unlock
elect Mode Calculate Direct Post S le DPSA Calculated Ti lis is a complex proces Refresh Show top 50	econdary Admission Tier v er value will be refreshed for every stu ss and can take a long time to comple 0 v tasks submitted between 05	udent in the calendar. te. You can monitor job status in Ba /22/2025 💼 and 05/29/2025	ch Queue.	
atch Queue List ueued Time	Report Title	Status Dow	nload	

- 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.

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- 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 Litility か	System Settings > Data Utilities > Data Extract Utility
Save S Delete 🕂 New	ojoten ottingo / but otinteo / but tradet oting
Detail Information *Extract Instance Name MN_Direct Admissions *File Name DistrictName_StudentData File Extension CSV (.csv) v	Delivery Mode SMB SFTP Legacy (Being Deprecated) SFTPS PULL (Being Deprecated) SFTP Key Exchange SFTP Key Exchange
Column Delimiter Character Set CSV V US-ASCII V *Username Direct Admissions.OHE@state.mn.us Domain *Server	Append Date to Filename: No Date yyyymmdd yyyymmddhhmmssSS Include header row? Password Port :(Default SFTP=22) Path
SQL Prism AdHoc	22 \ Error Notification User Group to Notify Use Data Warehouse Connection
EXEC get_MN_directAdmissions Test Extract	Test Connection Run Extract
Data Extract Schedule Stop Automated Extract Frequency None Te	Start Time Day of Week Sunday V

- 1. Navigate to the **Data Extract Utility** tool. System Settings > Data Extract Utilities
- 2. Select **MN_Direct Admissions** from the editor.

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3. The fields will populate as shown. Users will need to enter the File Name.

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



Field	Value	
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.	
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 <i>123-45-678</i> .	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
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



Data Element	Description	GUI Path	Database Field
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	cademicTier Reports the DPSA Reported Tier of the student. Note: This field will appear on Enrollments after		Enrollment .dpsaReportedTier
	the <i>Calculate</i> <i>Direct Post</i> <i>Secondary</i> <i>Admission Tier</i> mode has been ran in the Course Plan Administration tool.		
email	Reports the Email of the student.	Identities	Contact.email
cumGPA	Reports the Unweighted Cumulative GPA of the student.	N/A	v_CumGPAFull .cumGPAUnweighted

