Direct Admissions Extract (Minnesota)

Last Modified on 01/29/2025 8:36 am 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.

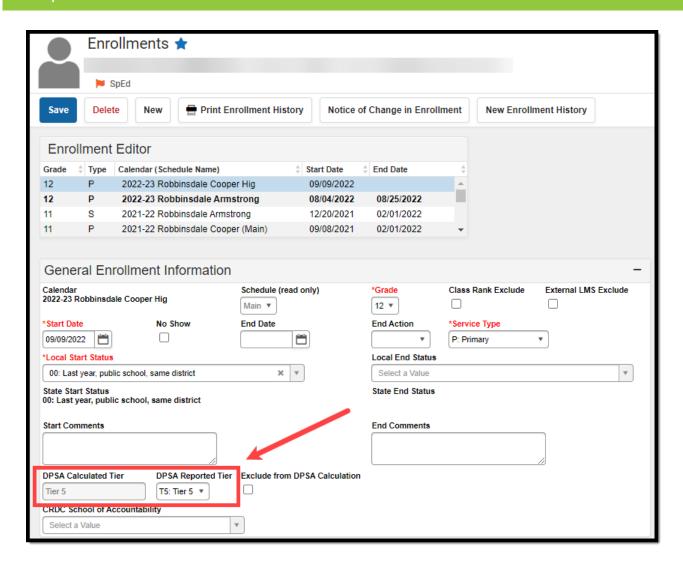Enrollments included in the extract are limited to the following:

- Student Enrollment
  - Enrolled Grade 12
  - Enrollment Type: Primary
  - Exclude from DPS is not checked
  - DPSA Calculated Tier OR DPSA Reported Tier is not NULL
- Calendar
  - Calendar Year is Active
  - Calendar is not a Summer School Calendar
- School Classification is not NULL

Prerequisites | Tool Rights | Data Extract Utility | Generate the Extract | Example Extract | Report Layout
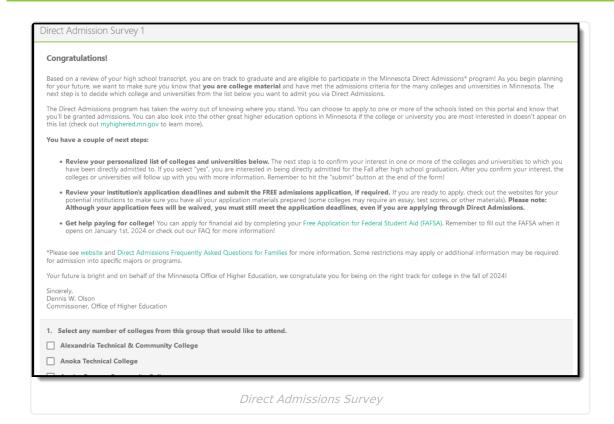
Prerequisites

- **DPSA Calculated Tier** and **DPSA Reported Tier** must be calculated and populated on the student's enrollment record. See the Course Plan Administration article for more information on calculating these values.

- Students must complete the **Direct Admissions Survey.** See the Direct Admissions Survey article for information on creating and sending the survey to students.
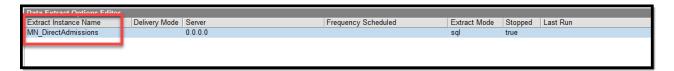
Direct Admissions Survey

Tool Rights

Tool Rights determine the level of access users have to tools throughout Campus. A user must have at least the **R**(ead) tool right for the Data Extract Utility tool to run the Direct Admissions Extract. The **R** right indicates the information on the corresponding tool may be viewed by the user. When applicable, the user is also allowed to print information. The user will **NOT** have access to Save, Add, or Delete options with **R** level access.

Data Extract Utility

Tool Search: Data Extract Utility

The Direct Admissions Extract is pulled using the Data Extract Utility tool.

Extract Instance Name	Delivery Mode	Server	Frequency Scheduled	Extract Mode	Stopped	Last Run
MN_DirectAdmissions		0.0.0.0		sql	true	

Data Extract Utility

Generate the Extract

1. Navigate to the Data Extract Utilities tool.
2. Select **MN_Direct Admissions** in the Data Extract Options editor to display the Detail Information screen.
3. Select the Delivery Mode **PULL.** The other fields necessary for running the report prepopulate.
4. Click the **Test Extract** button to generate the document.
5. Save the extract. In order for the file to be recorded at the Minnesota Office of Higher Education, the file name must begin with the District name.

Example Extract

Direct Admissions Extract

Report Layout

Field Name	Description	Location

School Name	The name of the student's school.	System Administration > Resources > School > Name sch.name
MDE Number	The district number, district type, and school number.	System Administration > Resources > District Information >State District Number AND District Type System Administration > Resources > School >State School Number dist.number + dist.type + sch.number
ACT ID	The school's SAT number.	System Administration > Resources > School > CEEB Number sch.satNumber
First Name	The student's first name.	Student Information > General > First Name student.firstName
Last Name	The student's last name.	Student Information > General > Last Name student.lastName
MARSS	The student's State ID number.	Student Information > General > Student State ID student.stateID
DOB	The student's date of birth.	Student Information > General > Birth Date student.birthdate
Gender	The student's gender.	Student Information > General > Gender student.gender
Grad Date	The diploma date recorded on the student's graduation record.	Student Information > General > Graduation > Diploma Date graduation.diplomaDate
Academic Tier	The student's DPSA Reported Tier.	Program Admin > Programs > Graduation Program > DPSA Tier spProgramGrad.dpsaTier
Email	The student's email address.	Student Information > General > Contacts > Email contacts.email
Selected School	Name of the school(s) selected by the student on the Direct Admissions Survey.	

Selected School Number	Number of the school(s) selected by the student on the Direct Admissions Survey.	
Cumulative GPA	The student's cumulative GPA.	Student Information > General > Credit Summary > Cumulative GPA student.Learnerportfolio.GPA.cumGpaBasic