MT Transcript Extract [.2307 and previous]

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> You are viewing a previous version of this article. See MT Transcript Extract for the most current information.

Selection Criteria | Tool Rights | Available Transcript Extracts | Understanding the Demographics Transcript Extract | Understanding the Course Transcript Extract | Understanding the Assessment Transcript Extract

PATH: *MT State Reporting > MT Transcript Extract*

The Transcript Extract allows districts to submit transcript information to the state for completion of a state-wide collection of standardized transcript information. The Transcript Extract is made up of three separate extracts: Demographic, Course and Assessment.

Image 1: Transcript Extract Editor

Selection Criteria

The following describes selection criteria for each extract.

Demographics Extract

- The student must have a Primary enrollment in the calendar selected.
- The enrollment must be tied to a State Grade Level of 07, 08, 09, 10, 11 or 12.
- Students tied to an excluded enrollment, grade level or calendar are reported.

Course Extract

- See the Understanding Course Transcript Reporting Logic section for more information.

Assessment Extract

- See the Understanding Assessment Transcript Reporting Logic section for more information.

Tool Rights

In order for you to run these extracts, you must have at least **R**(ead) tool rights for the MT Transcript Extract (see Image 2).
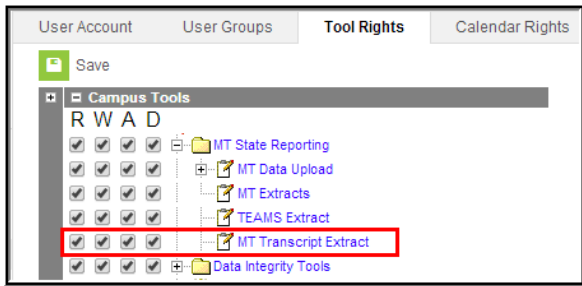

Image 2: MT Transcript Extract Tool Rights

Available Transcript Extracts

The MT Transcript Extract is comprised of the following three extracts. Click in the links for more detail about each extract.

- Demographics
- Course
- Assessment

Understanding the Demographics Transcript Extract

The Demographic Transcript Extract provides a list of students in grades 07-12 and their demographic, diploma and immunization information.

- Generating the Demographics Transcript Extract
- Demographics Transcript Extract Elements
- Class Rank/Class Size Logic

Transcript Extract

The Montana Transcript Extract will provide districts with three extracts: Demographics, Course, and Assessment.

Demographics: The Demographic extract will provide a list of students in grades 07-12 and their demographics, diploma, and immunization information. A GPA weight must be selected to generate the Demographic Extract.

Course: The course extract will provide districts with a list of students in grades 09-12 and their course information from the Transcript. This will also provide information on In Progress Courses. Users must select calendar(s), grade level(s) and Transcript Year(s). The calendar, Transcript Year(s) and grade level selected will determine the student population that appear on the report. If only previous years are selected the student must have a transcript entry in the year(s) selected in order to report. The Transcript Year(s) will determine the transcript entries that pull for each student. In Progress Courses will ONLY display on the extract when All Years or the Active Year is selected in the Transcript Year(s).

Assessment: The Assessment Extract will provide the same group of students that the Course Extract displays and assessment information from their assessment tab. In order for the assessment information to appear the assessment must have a PESC code tied to the parent and children tests. For further information on this report please see the Campus Community

There are two ways to generate a report:

1. If reporting a single calendar, use the generate report option to view results immediately
2. If reporting multiple calendars, it is recommended that this report be generated through the Submit to Batch option. To review the results file, use the Batch Queue List located on the editor or navigate to System Administration > Batch Queue > Batch Queue Admin

Image 3: Demographics Transcript Extract Editor

Generating the Demographics Transcript Extract

1. **Select an Extract** of *Demographics.*
2. Select the desired **Format.**
3. Select which **GPA** will be used in reported data.
4. Enter the **MT Data Transport ID.**
5. Select **Grade Level(s)** which will report data within the extract.
6. Select which **Calendar(s)** will report data for the extract.
7. Select an **Ad Hoc filter** (if desired).
8. Determine how the report will be generated:
   1. **Generate Report** - Selecting this will generate the extract immediately in a separate window in the designated format.
   2. **Submit to Batch** - Selecting this will send the extract to the Batch Queue where it will generate in the background when the system is able to process the request. Users can access the extract by clicking the **Get the report** link in the Batch Queue List. Users can also access the extract via the Batch Queue tool or by selecting the link within the Process Inbox message that appears once the extract is generated (see image below).
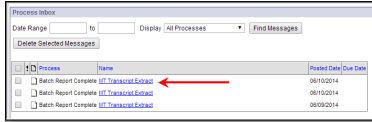
For the CSV Format: Data elements are delimited by ","

Demographics Transcript Extract Elements

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Record Type Code	Describes the type of data record being submitted. A value of TR-DEM is always reported.	Alphanumeric, 6 characters	N/A	N/A
Student State ID	The student's state identification number.	Alphanumeric, 10 characters	Person.stateID	Census > Pec > Demograph > Student Sta ID
School System Name	The name of the student's school district.	Alphanumeric, 50 characters	District.name	System Administratio Resources > District Information > Name
School Name	The name of the school from which the transcript is issued.	Alphanumeric, 30 characters	School.name	System Administratio Resources > School > Nan
School Code	The State School Number of the school reporting the student's transcript data.	Alphanumeric, 4 characters	School.number	System Administratio Resources > School > Stat School Numb
School Address Line One	The mailing address of the reporting school.	Alphanumeric, 40 characters	School.address	System Administratio Resources > School > Address
School Address Line Two	The second line of the mailing address of the reporting school.	Alphanumeric, 40 characters	School.address	System Administratio Resources > School > Address
School City	The city in which the reporting school is located.	Alphanumeric, 30 characters	School.city	System Administratio Resources > School > City
School State	The state in which the reporting school is located. Always reports a value of MT.	Alphanumeric, 2 characters	N/A	N/A

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
School ZIP Code	The ZIP code of the reporting school. If longer than 5 digits, a hyphen is reported after the 5th digit for proper ZIP+4 digit formatting.	Alphanumeric, 10 characters	School.zip	System Administratio Resources > School > ZIP
School Phone	The phone number of the school office.	Alphanumeric, 24 characters	School.phone	System Administratio Resources > School > Pho
Student Legal First Name	The student's first name.	Alphanumeric, 35 characters	Identity.firstName	Census > Pec > Identities > First Name
Student Legal Last Name	The student's last name.	Alphanumeric, 35 characters	Identity.lastName	Census > Pec > Identities > Last Name
Student Legal Middle Name	The student's middle name.	Alphanumeric, 30 characters	Identity.middleName	Census > Pec > Identities > Middle Name
Student Legal Suffix	The suffix of the student's name.	Alphanumeric, 3 characters	Identity.suffix	Census > Pec > Identities > Suffix
Local Student ID	The student's local identification number.	Alphanumeric, 15 characters	Person.studentNumber	Census > Pec > Demograph > Local Stude Number
Student Parent/Guardian First Name	The first name of the student's parent or legal guardian. If the student has multiple guardians, the person with the lowest personID is reported.	Alphanumeric, 35 characters	Identity.firstName	Census > Pec > Relationshi > Guardian Census > Pec > Identities > First Name
Student Parent/Guardian Last Name	The last name of the student's parent or legal guardian.	Alphanumeric, 35 characters	Identity.lastName	Census > Pec > Relationshi > Guardian Census > Pec > Identities > Last Name

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Student Address Line One	The mailing address of the reporting student. • The student's primary household address is reported. • If the primary household address is not marked Mailing, any secondary households marked Mailing are reported. • If none of the student's households are marked Mailing, the address of the guardian is reported, then any secondary addresses. • Report PO Box, Number, Prefix, Street, Tag, Direction, and Apt concatenated together in one line with a space in between each piece of existing data. • If all options listed above are null, report the school address (System Administration > Resources > School > Address)	Alphanumeric, 40 characters	Address.number Address.street Address.tag Address.prefix Address.dir Address.apt	Census > Households > Address > PO Box, Number, Prefix, Street, Tag, Direction Apt System Administratio Resources > School > Address
Student Address Line Two	The second line of the student's mailing address.	Alphanumeric, 40 characters	Address.number Address.street Address.tag Address.prefix Address.dir Address.apt	Census > Households > Address > PO Box, Number, Prefix, Street, Tag, Direction Apt
Student Address City	The city in which the reporting student receives mail.	Alphanumeric, 40 characters	Address.city	Census > Households > Address > Cit
Student Address State	The state in which the reporting student receives mail.	Alphanumeric, 2 characters	Address.state	Census > Households > Address > Sta
Student Address ZIP Code	The ZIP code of the student's mailing address.	Alphanumeric, 10 characters	Address.zip	Census > Households > Address > ZIF

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Student Phone	The student's phone number. • The extract first looks for the phone number on the student's Demographic record. • If all phone numbers are blank, the phone number from the student's primary household is used. • If the household number is blank, the phone number of the student's parent/guardian is used. • If the student's parent/guardian phone number is blank, the phone number from the student's Secondary Household is used (if it exists). • If no phone number is determined above, report from school's phone number (System Administration > Resources > School > Phone)	Alphanumeric, 10 characters	Contact.cellPhone Contact.homePhone Contact.workPhone Household.phone School.phone	Census > Peo > Demograph > Cell Phone, Other Phone, Work Phone Census > Peo > Households Primary Household Census > Household > Household In > Phone Number System Administratio Resources > School > Pho
Birthdate	The student's date of birth.	Alphanumeric, 10 characters	Identity.birthDate	Census > Peo > Identities > Birth Date
Gender	The student's gender.	Alphanumeric, 1 character	Identity.gender	Census > Peo > Identities > Gender
Graduation Date	The student's graduation date. The student's diploma date is reported. If diploma date is blank, no value reports.	Alphanumeric, 10 characters	Graduation. diplomaDate	Student Information > General > Graduation > Diploma Date
Graduation Year	The year of the student's graduation. The student's NCLB Cohort End Year value is reported. If no value exists, no value is reported.	Numeric, 4 digits	Graduation. cohortYearNCLB	Student Information > General > Graduation > NCLB Cohort End Year
Student Enrollment Date	The date the student enrolled in the high school submitting the transcript.	Alphanumeric, 10 characters	Enrollment.startDate	Student Information > General > Enrollments > Start Date
Student Exit Date	The date the student exited the high school submitting the transcript.	Alphanumeric, 10 characters	Student Information > General > Enrollments > End Date	Student Information > General > Enrollments > End Date

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
GPA Type	If Weighted GPA is selected in the extract editor, a value of W reports. If Unweighted GPA is selected in the extract editor, a value of U reports.	Alphanumeric, 1 characters	N/A	N/A
Total GPA	The student's grade point average (GPA). If no courses are posted to transcript then this field reports blank. Otherwise, logic calculates the student's cumulative GPA as follows: • If Weighted GPA is selected in the extract editor, use weighted GPA set up for calculation. • If Unweighted GPA is selected in the extract editor, use unweighted GPA setup for calculation.	Numeric, 5 digits	Calculated	Student Information > General > Cre Summary > Cum GPA
Class Rank	The student's rank in their class. See the Class Rank/Class Size logic section for more information.	Alphanumeric, 4 characters Max value is 9999. If value is greater than 9999 report 9999.	Calculated	Student Information > General > Cre Summary > Rank
Class Size/Number in Class	The number of students in the student's class/year. See the Class Rank/Class Size logic section for more information.	Alphanumeric, 4 characters Max value is 9999. If value is greater than 9999 report 9999.	Calculated	Student Information > General > Cre Summary > Rank
Diploma Type	The type of diploma the student will receive.	Alphanumeric, 10 characters	Graduation.diplomaType	Student Information > General > Graduation > Diploma Type
Academic Honors	Any academic honors the student has achieved. This field currently reports as blank filler field.	Alphanumeric, 50 characters	N/A	N/A
Required Number of Credits for Graduation	The number of credits the school requires for students to graduate. See the Assign Credit Requirements article for more information.	Numeric, 10 digits		Program Adm > Programs > Graduation Programs > Selected Program > Credit Requirements

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Polio Immunization Date 1	Date of the student's Oral Poliovirus Vaccine (OPV) or Inactive Poliovirus Vaccine (IPV) vaccination. The extract finds all dates for the student's Polio vaccines and reports them in chronological order (Polio Immunization Date 1-4).	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Polio [IPV, OPV] > Shots Student Information > Health > Immunization > Polio [OPV] Shots Student Information > Health > Immunization > Polio [IPV] : Shots
Polio Immunization Date 2	Date of the student's Oral Poliovirus Vaccine (OPV) or Inactive Poliovirus Vaccine (IPV) vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Polio [IPV, OPV] > Shots Student Information > Health > Immunization > Polio [OPV] Shots Student Information > Health > Immunization > Polio [IPV] : Shots
Polio Immunization Date 3	Date of the student's Oral Poliovirus Vaccine (OPV) or Inactive Poliovirus Vaccine (IPV) vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Polio [IPV, OPV] > Shots Student Information > Health > Immunization > Polio [OPV] Shots Student Information > Health > Immunization > Polio [IPV] : Shots

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Polio Immunization Date 4	Date of the student's Oral Poliovirus Vaccine (OPV) or Inactive Poliovirus Vaccine (IPV) vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Polio [IPV, OPV] > Shots Student Information > Health > Immunization > Polio [OPV] Shots Student Information > Health > Immunization > Polio [IPV] : Shots
DTP/DtaP/DT/Td Immunization Date 1	Date of the student's Diphtheria, Tetanus and Pertussis vaccination. The extract finds all dates for the student's DTap, DTP, Tdap, DT and Td vaccines and reports them in chronological order (DTP/DtaP/DT/Td Immunization Date 1-4).	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Diphtheria-tetanus-pertussis, combined [DTap, DTP] Student Information > Health > Immunization > Tetanus, Diphtheria an Acellular Pertussis [Tda Student Information > Health > Immunization > Diphtheria and Tetanus [DT] Student Information > Health > Immunization > Tetanus-diphtheria [T

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
DTP/DtaP/DT/Td Immunization Date 2	Date of the student's Diphtheria, Tetanus and Pertussis vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Diphtheria-tetanus-pertussis, combined [DTap, DTP] Student Information > Health > Immunization > Tetanus, Diphtheria an Acellular Pertussis [Tda Student Information > Health > Immunization > Diphtheria and Tetanus [DT] Student Information > Health > Immunization > Tetanus-diphtheria [Td

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
DTP/DtaP/DT/Td Immunization Date 3	Date of the student's Diphtheria, Tetanus and Pertussis vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Diphtheria-tetanus-pertussis, combined [DTap, DTP] Student Information > Health > Immunization > Tetanus, Diphtheria an Acellular Pertussis [Tda Student Information > Health > Immunization > Diphtheria and Tetanus [DT] Student Information > Health > Immunization > Tetanus-diphtheria [Td

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
DTP/DtaP/DT/Td Immunization Date 4	Date of the student's Diphtheria, Tetanus and Pertussis vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Diphtheria-tetanus-pertussis, combined [DTap, DTP] Student Information > Health > Immunization > Tetanus, Diphtheria an Acellular Pertussis [Tda Student Information > Health > Immunization > Diphtheria and Tetanus [DT] Student Information > Health > Immunization > Tetanus-diphtheria [T
MMR Immunization Date 1	Date of the student's Measles, Mumps and Rubella vaccination. The extract finds all dates for the student's MMR/MMRV vaccines and reports them in chronological order (MMR Immunization Date 1-4).	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Measles-Mumps Rubel [MMR] Student Information > Health > Immunization > Measles-Mumps-Rubel Varicella [MMRV]

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
MMR Immunization Date 2	Date of the student's Measles, Mumps and Rubella vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Measles-Mumps Rubel [MMR] Student Information > Health > Immunization > Measles-Mumps-Rubel Varicella [MMRV]
MMR Immunization Date 3	Date of the student's Measles, Mumps and Rubella vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Measles-Mumps Rubel [MMR] Student Information > Health > Immunization > Measles-Mumps-Rubel Varicella [MMRV]
MMR Immunization Date 4	Date of the student's Measles, Mumps and Rubella vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Measles-Mumps Rubel [MMR] Student Information > Health > Immunization > Measles-Mumps-Rubel Varicella [MMRV]
HIB Meningitis Immunization Date 1	Date of the student's Haemophilus influenza type b meningitis (HIB) vaccination. The extract finds all dates for the student's Hib vaccines and reports them in chronological order (HIB Meningitis Immunization Date 1-4).	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Haemophilu influenza, typ [Hib]

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
HIB Meningitis Immunization Date 2	Date of the student's Haemophilus influenza type b meningitis (HIB) vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Haemophilu influenza, typ [Hib]
HIB Meningitis Immunization Date 3	Date of the student's Haemophilus influenza type b meningitis (HIB) vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Haemophilu influenza, typ [Hib]
HIB Meningitis Immunization Date 4	Date of the student's Haemophilus influenza type b meningitis (HIB) vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Haemophilu influenza, typ [Hib]
Meningococcal Immunization Date 1	Date of the student's Meningococcal vaccination. The extract finds all dates for the student's Meningococcal vaccines and reports them in chronological order (Meningococcal Immunization Date 1-4).	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Meningococca
Meningococcal Immunization Date 2	Date of the student's Meningococcal vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Meningococca
Meningococcal Immunization Date 3	Date of the student's Meningococcal vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Meningococca
Meningococcal Immunization Date 4	Date of the student's Meningococcal vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Meningococca
Hep A Immunization Date 1	Date of the student's Hepatitis A vaccination. The extract finds all dates for the student's Hepatitis A vaccines and reports them in chronological order (Hep A Immunization Date 1-4).	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Hepatitis A [Hep A]

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Hep A Immunization Date 2	Date of the student's Hepatitis A vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Hepatitis A [Hep A]
Hep A Immunization Date 3	Date of the student's Hepatitis A vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Hepatitis A [Hep A]
Hep A Immunization Date 4	Date of the student's Hepatitis A vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Hepatitis A [Hep A]
HBV Immunization Date 1	Date of the student's Hepatitis B vaccination. The extract finds all dates for the student's Hepatitis B vaccines and reports them in chronological order (Hep B Immunization Date 1-4).	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Hepatitis B [Hep B] Student Information > Health > Immunization > Hepatitis B Dose [Hep B Dose] Student Information > Health > Immunization > Hepatitis B Dose [Hep B Dose]

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
HBV Immunization Date 2	Date of the student's Hepatitis B vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Hepatitis B [Hep B] Student Information > Health > Immunization > Hepatitis B Dose [Hep B Dose] Student Information > Health > Immunization > Hepatitis B Dose [Hep B Dose]
HBV Immunization Date 3	Date of the student's Hepatitis B vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Hepatitis B [Hep B] Student Information > Health > Immunization > Hepatitis B Dose [Hep B Dose] Student Information > Health > Immunization > Hepatitis B Dose [Hep B Dose]

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
HBV Immunization Date 4	Date of the student's Hepatitis B vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Hepatitis B [Hep B] Student Information > Health > Immunization > Hepatitis B Dose [Hep B - Dose] Student Information > Health > Immunization > Hepatitis B Dose [Hep B - Dose]
Varicella (Chicken pox) Immunization Date 1	Date of the student's Varicella/Chicken Pox virus vaccination. The extract finds all dates for the student's Varicella/Chicken Pox vaccines and reports them in chronological order (Varicella (Chicken pox) Immunization Date 1-4).	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Varicella Student Information > Health > Immunization > Measles-Mumps-Rubella Varicella [MMRV]
Varicella (Chicken pox) Immunization Date 2	Date of the student's Varicella/Chicken Pox virus vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Varicella Student Information > Health > Immunization > Measles-Mumps-Rubella Varicella [MMRV]

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Varicella (Chicken pox) Immunization Date 3	Date of the student's Varicella/Chicken Pox virus vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Varicella Student Information > Health > Immunization > Measles-Mumps-Rubella Varicella [MMRV]
Varicella (Chicken pox) Immunization Date 4	Date of the student's Varicella/Chicken Pox virus vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Varicella Student Information > Health > Immunization > Measles-Mumps-Rubella Varicella [MMRV]
TB Immunization Date 1	Date of the student's Tuberculosis vaccination. The extract finds all dates for the student's Tuberculosis vaccines and reports them in chronological order (TB Immunization Date 1-4).	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Tuberculosis [BCG]
TB Immunization Date 2	Date of the student's Tuberculosis vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Tuberculosis [BCG]
TB Immunization Date 3	Date of the student's Tuberculosis vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Tuberculosis [BCG]
TB Immunization Date 4	Date of the student's Tuberculosis vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Tuberculosis [BCG]
RSV Immunization Date 1	Date of the student's Respiratory Syncytial Virus vaccination. Currently reports as blank filler field.	Alphanumeric, 10 characters	N/A	N/A

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
RSV Immunization Date 2	Date of the student's Respiratory Syncytial Virus vaccination. Currently reports as blank filler field.	Alphanumeric, 10 characters	N/A	N/A
RSV Immunization Date 3	Date of the student's Respiratory Syncytial Virus vaccination. Currently reports as blank filler field.	Alphanumeric, 10 characters	N/A	N/A
RSV Immunization Date 4	Date of the student's Respiratory Syncytial Virus vaccination. Currently reports as blank filler field.	Alphanumeric, 10 characters	N/A	N/A
PCV Immunization Date 1	Date of the student's Pneumococcal Conjugate Vaccine vaccination. The extract finds all dates for the student's Tuberculosis vaccines and reports them in chronological order (PCV Immunization Date 1-4).	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Pneumococc
PCV Immunization Date 2	Date of the student's Pneumococcal Conjugate Vaccine vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Pneumococc
PCV Immunization Date 3	Date of the student's Pneumococcal Conjugate Vaccine vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Pneumococc
PCV Immunization Date 4	Date of the student's Pneumococcal Conjugate Vaccine vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Pneumococc
PPV Immunization Date 1	Date of the student's Pneumococcal Polysaccharide Vaccine vaccination. Currently reports as blank filler field.	Alphanumeric, 10 characters	N/A	N/A
PPV Immunization Date 2	Date of the student's Pneumococcal Polysaccharide Vaccine vaccination. Currently reports as blank filler field.	Alphanumeric, 10 characters	N/A	N/A
PPV Immunization Date 3	Date of the student's Pneumococcal Polysaccharide Vaccine vaccination. Currently reports as blank filler field.	Alphanumeric, 10 characters	N/A	N/A
PPV Immunization Date 4	Date of the student's Pneumococcal Polysaccharide Vaccine vaccination. Currently reports as blank filler field.	Alphanumeric, 10 characters	N/A	N/A
INF Immunization Date 1	Date of the student's Influenza vaccination. The extract finds all dates for the student's Influenza vaccines and reports them in chronological order (INF Immunization Date 1-4).	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Influenza

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
INF Immunization Date 2	Date of the student's Influenza vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Influenza
INF Immunization Date 3	Date of the student's Influenza vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Influenza
INF Immunization Date 4	Date of the student's Influenza vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Influenza
HPV Immunization Date 1	Date of the student's Human Papillomavirus vaccination. The extract finds all dates for the student's Human Papillomavirus vaccines and reports them in chronological order (HPV Immunization Date 1-4).	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Human Papillomavirus [HPV]
HPV Immunization Date 2	Date of the student's Human Papillomavirus vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Human Papillomavirus [HPV]
HPV Immunization Date 3	Date of the student's Human Papillomavirus vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Human Papillomavirus [HPV]
HPV Immunization Date 4	Date of the student's Human Papillomavirus vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information > Health > Immunization > Human Papillomavirus [HPV]
Other Immunization 1 Type	Currently reports as blank filler field.	Alphanumeric, 20 characters	N/A	N/A
Other Immunization 1 Date	Currently reports as blank filler field.	Alphanumeric, 10 characters	N/A	N/A
Other Immunization 2 Type	Currently reports as blank filler field.	Alphanumeric, 20 characters	N/A	N/A

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Other Immunization 2 Date	Currently reports as blank filler field.	Alphanumeric, 10 characters	N/A	N/A
Co-curricular Information 1	Currently reports as blank filler field.	Alphanumeric, 50 characters	N/A	N/A
Co-curricular Information 2	Currently reports as blank filler field.	Alphanumeric, 50 characters	N/A	N/A
Co-curricular Information 3	Currently reports as blank filler field.	Alphanumeric, 50 characters	N/A	N/A
Co-curricular Information 4	Currently reports as blank filler field.	Alphanumeric, 50 characters	N/A	N/A
Co-curricular Information 5	Currently reports as blank filler field.	Alphanumeric, 50 characters	N/A	N/A

Class Rank/Class Size Logic

- The Class Size and Class Rank logic is as follows:
  - If the student is enrolled in a Non BIE Montana district and meets one of the following criteria, they will be excluded from reporting Class Rank and Class Size data on the extract:
    - The student has no transcript entries OR
    - Class Rank Exclude is marked on their enrollment record or grade level OR
    - The enrollment End Date is not null and End Status does not equal 400: Graduated
  - If the student is enrolled in a BIE Montana district, the following logic will be used when excluding them from reporting Class Rank data on the extract:
    - The student has no transcript entries OR
    - Class Rank Exclude is marked on their enrollment record or grade level OR
    - Their BIE Enrollment type = 3: Public enrolled and the enrollment record Start Date is not null and End Date does not equal 400: Graduated OR
    - BIE Enrollment type = null, 1: ISEP, 2: Non ISEP and the BIE End Status does not equal 15: Graduated.
  - If the student is enrolled in a BIE Montana district, the following logic will be used when excluding them from reporting Class Size data on the extract:
    - The student has no transcript entries OR
    - Class Rank Exclude is marked on their enrollment record or grade level OR
    - BIE Enrollment type = 3: Public enrolled and the enrollment record Start Date is not null and the End Date does not equal 400: Graduated.
    - BIE Enrollment type = null, 1: ISEP, 2: Non ISEP and the BIE End Status does not equal 15: Graduated and enrollment End Status does not equal 400: Graduated
  - If the reported value is greater than 9999, a value of 9999 is reported.

Understanding the Course Transcript Extract

The Course Transcript Extract provides course information for students in grades 09-12.

- Generating the Course Transcript Extract
- Course Transcript Report Elements
- Understanding Course Transcript Reporting Logic

Image 4: Course Transcript Extract Editor

Generating the Course Transcript Extract

1. **Select an Extract** of Course.
2. Select the desired **Format.**
3. Enter the **MT Data Transport ID.**
4. Select **Grade Level(s)** which will report data within the extract.
5. Select which **Transcript Year(s)** will be reported in the extract.
6. Select which **Calendar(s)** will report data for the extract.
7. Select an **Ad Hoc filter** (if desired).

   Determine how the report will be generated:
   - **Generate Report** - Selecting this will generate the extract immediately in a separate window in the designated format.
   - **Submit to Batch** - Selecting this will send the extract to the Batch Queue where it will generate in the background when the system is able to process the request. Users can access the extract via the Batch Queue tool or by selecting the link within the Process Inbox message that appears once the extract is generated (see image below).

For the CSV Format: Data elements are delimited by ","

Course Transcript Report Elements

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Record Type	The record type being submitted. Always reports a value of TR-CRS.	N/A	N/A	N/A
State Student ID	The student's StateID number.	Alphanumeric, 10 characters	Person.stateID	Census > People > Demographics > Student State ID
Student Last Name	The student's last name. Only reports in the HTML version of this report.	Alphanumeric, 40 characters	Identity.lastName	Census > People > Identities > Last Name
Student First Name	The student's first name. Only reports in the HTML version of this report.	Alphanumeric, 35 characters	Identity.firstName	Census > People > Identities > First Name
Student Grade Level	The grade level of the student when they took the course. The grade level on the transcript record is reported. For in-progress grade levels, the grade tied to the most recent active primary enrollment in the calendar the course is tied to is reported. If multiple primary enrollments exist in the same start date, logic uses the enrollment with the highest enrollment ID.	Alphanumeric, 2 characters	Grade.stategrade	Student Information> General > Transcript > Grade Level > State Grade Level tied to the grade In Progress Courses: Student Information > General > Enrollment > Grade Level > State Grade Level tied to the grade.
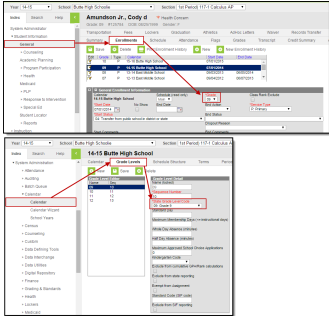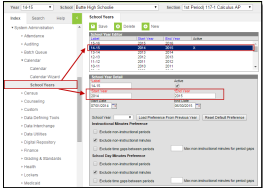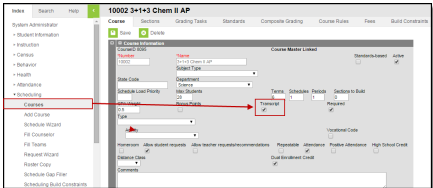
Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
School Year	The school year of the course posted to the transcript. The end year of the school year selected on the transcript is reported.	Numeric, 10 characters	Transcript.schoolyear	Student Information > General > Transcript > School Year In Progress Courses: System Administration > Calendar > Calendar > Year
Course School	This field reports the school name tied to the transcript entry. For in-progress courses, the name of the school the course is tied to is reported.	Alphanumeric, 30 characters	School.name	In Progress: System Administration> Resources > School > Name Transcript Entry: Student Information > General > Transcript > School Name
Course Code	**Transcript Records**: Report from the transcript record the SCED Subject Area Code and the SCED Course Identifier as 1 value. • If Transcript record is null AND there is a tie to the course (transcript record was posted by Transcript Post Tool) then use SCED Subject and SCED Course ID from course. • If values are null report 5 zeros. **In Progress**: Report from the Course the NCES Code • If values are null report 5 zeros	Alphanumeric, 10 characters	Transcript.Course. scedSubjectArea Course.scedCourseID	Student Information > General > Transcript > SCED Subject, SCED Course Identifier Course > NCES Code
Local Course Code	The local course code assigned to the reporting course.	Alphanumeric, 10 characters	Transcript.coursenumber	Student Information > General >Transcript > Course Number In Progress Courses: Course > Course Number
State Course Name	The state course name. Currently reports as a blank field.	N/A	N/A	N/A

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Local Course Name	The name of the course as posted on the transcript.	Alphanumeric, 100 characters	Transcript.coursename	Student Information > General > Transcript > Course Name
Credit Amount Earned	The amount of credit the student earned for the course. NOTE: In-progress courses are not reported.	Numeric, 5 characters	Transcript.creditsEarned	Student Information > General > Transcript > Credit Earned
Course Grade Earned	The grade the student earned for the course. NOTE: In-progress courses are not reported.	Alphanumeric, 5 characters	Transcript.score	Student Information > General > Transcript > Current Score
Session Type	The session type of the reporting course. Possible reported values are as follows: • IS: InterSession • LS: Long Session • MT: Mini Term • QN: Quinmester • QT: Quarter • SM: Semester • SY: Full School Year • TM: Trimester • TW: 12 Month • ST: Summer Term	Alphanumeric, 20 characters	Section.sessionType	Student Information > General > Transcript > Session Type In Progress Courses: Course > Section > Session Type
Session Number	The session number of the reporting course.	Numeric, 2 characters	School.sessionNumber	Student Information > General> Transcript > Session Number In Progress Courses: Course > Section > Session Number
Last-current Enrl Schl ID	This field populates based on the state school number tied to the calendar tied to the student's most recent primary enrollment. If no primary enrollment exists, the student's most recent enrollment in the reporting calendar is used to determine state school number value.	Alphanumeric, 4 characters	School.number	System Administration > Resources > School > State School Number

Understanding Course Transcript Reporting Logic

The following explains the logic used for reporting data within the Course Transcript Extract and where this data is

set up within Campus:

Logic	Data Setup
In order for a student to report, they must have an enrollment record in a State Grade Level of 09, 10, 11 or 12 which is tied to the calendar selected on the extract editor AND:	**PATH:** *System Administration > Calendar > Calendar > Grade Levels > State Grade Level Code* Grade levels are mapped to State Grade Levels via State Grade Level Code on the Grade Levels tab.
Has at least one transcript entry posted for the transcript year(s) selected on the extract editor OR	
The student has an enrollment record in a State Grade Level of 09, 10, 11 or 12 AND	
All years or the active year is selected in the Transcript Year(s) extract editor AND	**PATH:** *System Administration > Calendar > School Years* The active year is set in the School Years tool.
The student is schedule into a course marked Transcript.	**PATH:** *Scheduling > Courses > Course > Transcript* Courses are marked transcript by selecting the Transcript checkbox on the Course tab.
If multiple transcript years are selected, a student will only need to have a transcript entry in one of the years selected.	

Logic	Data Setup
The Transcript must have the High School Credit checkbox marked in order to report.	**PATH:** *Student Information > General > Transcript > High School Credit* This can be done manually via the Transcript tab OR automatically posted (through the Transcript Post tool) if the High School Credit checkbox is marked on the Course tab (see image below).
If the active year or All Years is selected on the extract editor, then all courses the student is scheduled into for the active year that are marked Transcript will display in the extract even if they have not yet been posted to the transcript.	**PATH:** *Scheduling > Courses > Course > Transcript* Courses are marked Transcript on the Course tab.
If the student has a roster end date on the course section that is prior to the end date of the max term the course section is scheduled into, the course is NOT reported.	**PATH:** *Scheduling > Courses > Roster Batch Edit > End Date* If the date entered in the roster End Date for the student is prior to the end date of the course section, the course is not reported.
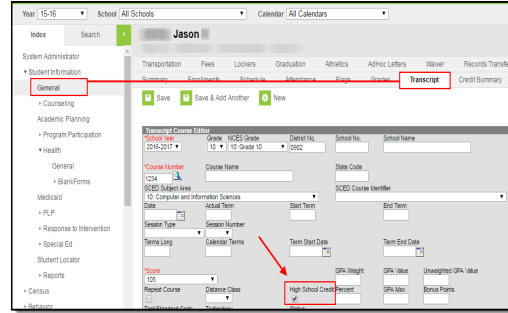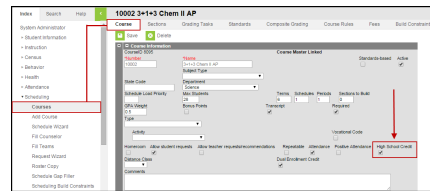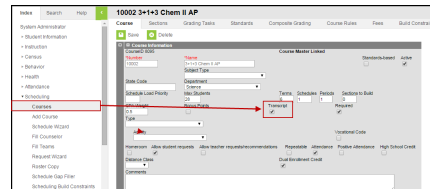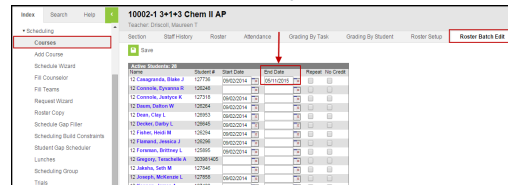
If the course section max end date is not greater than the date the report is being generated (date the report is generated is prior to the section end date) and there is at least one transcript entry for the course, the report will display an entry for both (1 for the transcript entry and 1 for in-progress).

All transcript entries for a student are reported, even if all transcript data matches between transcript entries.

Understanding the Assessment Transcript Extract

The Assessment Transcript Extract provides assessment information for students in grades 09-12.

- Generating the Assessment Transcript Extract
- Assessment Transcript Report Elements
- Understanding Assessment Transcript Reporting Logic
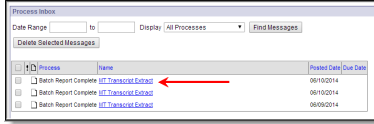
Image 5: Assessment Transcript Extract Editor

Generating the Assessment Transcript Extract

1. **Select an Extract** of *Assessment.*
2. Select the desired **Format.**
3. Enter the **MT Data Transport ID** (optional).
4. Select **Grade Level(s)** which will report data within the extract.
5. Select which **Transcript Year(s)** will be reported in the extract.
6. Select which **Calendar(s)** will report data for the extract.

7. Select an **Ad Hoc filter** (if desired).

Determine how the report will be generated:

1. **Generate Report** - Selecting this will generate the extract immediately in a separate window in the designated format.

2. **Submit to Batch** - Selecting this will send the extract to the Batch Queue where it will generate in the background when the system is able to process the request. Users can access the extract via the Batch Queue tool or by selecting the link within the Process Inbox message that appears once the extract is generated (see image below).

For the CSV Format: Data elements are delimited by ","

Assessment Transcript Report Elements

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Record Type	Describes the type of data record being submitted. A value of TR-AST is always reported.	N/A	N/A	N/A
State Student ID	The student's StateID number.	Alphanumeric, 10 characters	Person.stateID	Census > People > Demographics > Student State ID
Student Last Name	The student's last name.	Alphanumeric, 40 characters	Identity.lastName	Census > People > Identities > Last Name
Student First Name	The student's first name.	Alphanumeric, 35 characters	Identity.firstName	Census > People > Identities > First Name
Test/Assessment Name	The extract will report the value in the PESC Test field. - If PESC Test is a value of Other State Test and the State Code is not null, the State Code value is reported. - If PESC Test is a value of Other State Test and the State Code is null, a value of Other State Test is reported. - If the PESC Test value on the parent and child test do not match, the value on the parent test is reported.	Alphanumeric, 60 characters	Assessment.name Test.pescTest	Student Information > General > Assessment Assessment > Test Set Up > State Code Release Pack .1505 +: Assessment > Test Set Up > PESC Test

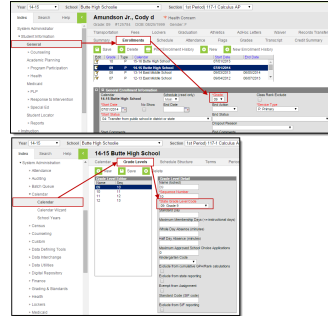| Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Subtest	The extract will report the value for all subtests of parent tests with a PESC Test value that is not null. • The PESC Subtest field value is reported. • If PESC Sub Test is null and the PESC Test field is a value of Other State Test and the State Code field is a value other than null, report the State Code value. • If PESC Sub Test is null and the PESC Test field is a value of Other State Test and the State Code field is null, a value of Other State Test is reported. • If PESC Sub Test is null and the PESC Test field is a value other than Other State Test or is null, a null value is reported.	Alphanumeric, 60 characters	Calculated Test.pescSubtest	Assessment > Test Set Up > Code
Other Test Description	Current reports blank.	N/A	N/A	N/A
Test Date	The date the student took the test/assessment indicated in the Test/Assessment Name field above. The date of the parent test is the date used. Test Date is required in the Data Transport System.	Date field, 10 characters	Assessment.date	Student Information > General > Assessment > Date

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Test Score	The score the student received for the test/assessment indicated in the Test/Assessment Name field. Score must be tied to one of the following fields: 	Campus Field	Reported Value
---	---
Scale Score	Scaled
Raw Score	Raw
Percent	Percent
Percentile	Percentile
Normal Curve Equivalent	NormalCurve
Result	Result | If a score exists for both Test and Subtest, a line for each score is reported. If multiple scores exist, a line for each score is reported.	Alphanumeric, 10 characters	Assessment.score	Student Information > General > Assessment > Score
Test Score Method	Reports the method used to determine the score being reported (e.g, Raw Score, Percentile, Normal Curve Equivalent, etc).	Alphanumeric, 10 characters	Calculated	Student Information > General > Assessment > All Scores > Score Type
School Code	Reports the State School number, including all leading zeros.	Alphanumeric, 4 characters	School.number	System Administration > Resources > School > State School Number

Understanding Assessment Transcript Reporting Logic

The following explains the logic used for reporting data within the Assessment Transcript Extract:

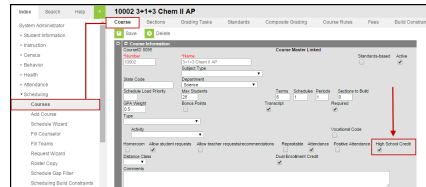|	
In order for a student to report, they must have an enrollment record in a State Grade Level of 09, 10, 11 or 12 which is tied to the calendar selected on the extract editor AND:	**PATH:** *System Administration > Calendar > Calendar > Grade Levels > State Grade Level Code* Grade levels are mapped to State Grade Levels via State Grade Level Code on the Grade Levels tab.
Has at least 1 transcript entry posted with the High School Credit checkbox marked for the transcript year(s).	**PATH:** *Scheduling > Courses > Course > High School Credit* The image below describes how a Course is marked as High School Credit. This course would then report once grades from the course are posted to transcript.
The student is scheduled into a course marked Transcript.	**PATH:** *Scheduling > Courses > Course > Transcript* The image below describes how a Course is marked as Transcript.
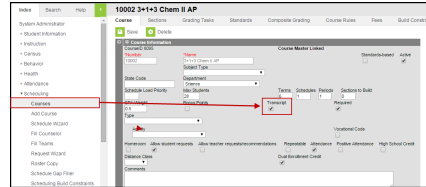
The student must have an assessment where the PESC Test field is not null and the parent test field is null.

- Report one entry per parent assessment, child assessment, date, and score type.
- If score is on child or parent, only report 1 record per child, parent, date, and score combination.
- If score is on child AND parent, report 2 records: 1 for parent score and 1 for child score.

PATH: *Assessment > Test Setup > PESC Test (eTranscript), PESC Sub-Test (eTranscript)*

The image below shows how an assessment is given PESC test values via the Test Setup tool.
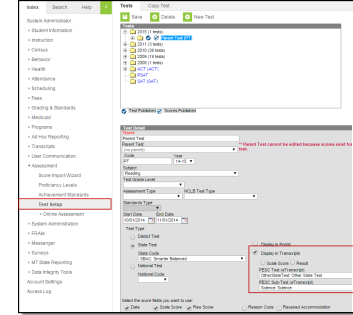
If the PESC Test field is set to a value of OtherStateTest, the State Code value is reported. If The PESC Test Field is set to a value of OtherStateTest and the State Code field is null, the PESC Sub-Test value is reported (see image below).
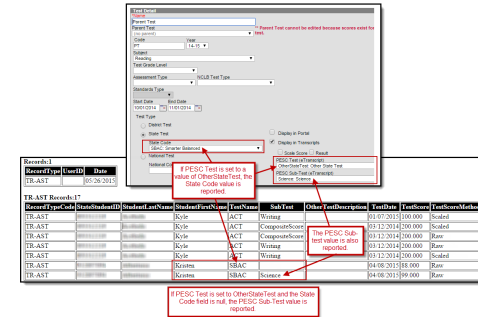
In order for an assessment date to report in the extract properly, the Date field must be selected on the Parent test setup and the Date must be entered on the student's assessment.

A test date is required for each assessment in the Data Transport System. If a date has not been entered for an assessment, that assessment record will be rejected by the Data Transport System, and the test will not be displayed on the student's transcript.

PATH: *Assessment > Test Setup > Date*
PATH: *Student Information > Assessment > Date*

The image below shows how a parent test with the Date field marked makes the Date field available on the assessment.