Roster Upload (Montana)

Last Modified on 10/21/2024 8:22 am CDT

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The Roster Upload allows districts to import roster data and assign them to sections. The import uses student and section validation to import data. Acceptable import formats are .TXT and .TSV. This import allows for the creation of new records and updating existing records with a Primary Key match. See the MT Data Upload article for more information about this tool.

> See the Roster Extract article for information on the matching report for this import.

Import Records

See the Uploading Files section of the MT Data Upload article for detailed information about importing records via the MT Data Upload tool.

> The **Retrieve New Student State ID File** option is only relevant to Student Demographic uploads. Please ignore this option when uploading staff data.

Upload Logic

This report can run against a district's active year as well as any prior year and in both District Edition and State Edition against District Edition data.

Roster data is compared to existing data to determine when to create a new record. Data must match exactly on the following to successfully import:

- District Number
- School Number
- Calendar Number
- Course Number
- Section Code
- Student State ID

When there are no existing records for the student in the import, a new roster is created.

When a section already has a student in the import, data is imported/overwritten with a Primary Key match. Primary Key fields include fields 1-7 (Record Type, District Number, School Number, Calendar Number, Course Number, Section Code, and State ID). The Start Date must be in

MM/DD/YYYY format, and the import file's Start Date must be before the import file's End Date. The End Date must be in MM/DD/YYYY format, and the import file's Start Date must be before the import file's End Date. Existing rosters with null dates will match with blank dates in the import file.

When there is only one existing roster:

- When the import and existing Start Date match, the End Date is updated.
- When the import Start and End Date are before the existing Start Date, the roster is inserted before the existing roster.
- When the import Start Date is after the existing End Date, the roster is inserted after the existing roster.
- The import does not create a new roster when there is any roster overlap.

When there are two or more existing rosters:

- When the import End Date is before all the roster existing Start Dates, the roster is inserted before the existing rosters.
- When the import Start Date is after all the roster's existing End Dates, the roster is inserted after the existing rosters.
- When the import Start and End Date are between two existing rosters, the roster is inserted between those two existing rosters.
- When the import Start Date is the same as any roster, and the import End Date is before the next exiting roster, the roster with the matching Start Date is updated with the import roster End Date.
- When the import roster Start and End Date are both null, when more than one roster matches the import Start Date, or when there are any roster overlaps, the import does not create a new roster.

Upload Layout

Header Layout | Upload Layout

Header Layout

Data Element	Description
Record Type	The abbreviation for the type of file generated. This reports as HD. *Alphanumeric, 2 characters (HD)*
Date	The most recent date a change was made on the file or the date the file was generated. *Date field, 10 characters (MM/DD/YYYY)*
Time	The most recent time a change was made on the file or the date the file was generated. *Time field, 8 characters (HH:MM:SS)*

Data Element	Description
Version	The most current version of the file interface specification and references to the application system. This field reports as MT9.1. *Alphanumeric, 5 characters (MT9.1)*

Upload Layout

#	Data Element	Description	Location
1	Record Type	The abbreviation for the type of file generated. This reports as RU. *Alphanumeric, 2 characters (RU)*	N/A
2	District Number	The unique identifier assigned to the district by the OPI. *String, 4 characters*	District Information > State District Number District.number
3	School Number	The unique identifier assigned to the school by the OPI. *String, 4 characters*	School Information > State School Number School.number
4	Calendar Number	The unique calendar identifier. *String, less than or equal to 3 characters*	Calendar > Number Calendar.number
5	Course Number	The number assigned to the course. *Alphanumeric, 13 characters*	Course > Course Number Course.number
6	Section Code	The section number assigned to the section. *String, 4 digits*	Section > Section Number Section.number
7	State ID	The student's state ID number. *Numeric, 9 digits*	Demographics > State ID Identity.stateID
8	Student First Name	The student's first name. *Alphanumeric, 50 characters*	Demographics > First Name Identity.firstName

#	Data Element	Description	Location
9	**Student Last Name**	The student's last name. *Alphanumeric, 50 characters*	Demographics > Last Name Identity.lastName
10	**Roster Start Date**	The first day of the roster. *Alphanumeric, 10 characters (MM/DD/YYYY)*	Roster > Start Date Roster.startDate
11	**Roster End Date**	The last day of the roster. *Alphanumeric, 10 characters (MM/DD/YYYY)*	Roster > End Date Roster.endDate
12	**Year**	The end year for assignment. *Numeric, 4 digits (YYYY)*	Calendar > School Year School.year