

Roster Upload (Montana)

Last Modified on 03/11/2024 8:47 am CDT

[Import Records](#) | [Upload Logic](#) | [Upload Layout](#)

Tool Search: MT Data Upload

The Roster Upload allows districts to import roster data to assign them to sections. The import uses student and section validation to import data. Acceptable import formats are .TXT and .TSV. See the [MT Data Upload](#) article for more information about this tool.

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. **Roster data CANNOT be imported for existing courses.** Data must match exactly on the following in order to successfully import:

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

Upload Layout

[Header Layout](#) | [Upload Layout](#)

Header Layout

Data Element	Description
Record Type	The abbreviation for the type of file generated. This reports as RU. <i>Alphanumeric, 2 characters (RU)</i>
Date	The most recent date a change was made on the file or the date the file was generated. <i>Date field, 10 characters (MM/DD/YYYY)</i>
Time	The most recent time a change was made on the file or the date the file was generated. <i>Time field, 8 characters (HH:MM:SS)</i>
Version	The most current version of the file interface specification and references to the application system. This field reports as MT9.1. <i>Alphanumeric, 5 characters (MT9.1)</i>

Upload Layout

Data Element	Description	Location
Record Type	The abbreviation for the type of file generated. This reports as RU. <i>Alphanumeric, 2 characters (RU)</i>	N/A
District Number	The unique identifier assigned to the district by the OPI. <i>String, 4 characters</i>	District Information > State District Number District.number
School Number	The unique identifier assigned to the school by the OPI. <i>String, 4 characters</i>	School Information > State School Number School.number
Calendar Number	The unique calendar identifier. <i>String, 4 characters</i>	Calendar > Number Calendar.number
Course Number	The number assigned to the course. <i>String, 13 characters</i>	Course > Course Number Course.number

Data Element	Description	Location
Section Code	The section number assigned to the section. <i>String, 4 digits</i>	Section > Section Number Section.number
State ID	The student's state ID number. <i>Numeric, 12 digits</i>	Demographics > State ID Identity.stateID
Student First Name	The student's first name. <i>Alphanumeric, 50 characters</i>	Demographics > First Name Identity.firstName
Student Last Name	The student's last name. <i>Alphanumeric, 50 characters</i>	Demographics > Last Name Identity.lastName
Year	The end year for assignment. <i>Numeric, 4 digits (YYYY)</i>	Calendar > School Year School.year