

Staff History Upload (Montana)

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

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

Tool Search: MT Data Upload

The Staff History Upload allows districts to import course 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 [Staff History Extract](#) article for additional 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.

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

- District Number
- School Number
- Calendar Number
- Course Number
- Section Code

When a section already has a staff member in the import, data is imported/overwritten with a primary key match. Primary key fields include fields 1, 2, 3, 4, 5, 6, 7, and 10 (Record Type, District Number, School Number, Calendar Number, Course Number, Section Number, Staff ID, and Start Date). When there is a primary key match on fields 1-7 and 10, fields 8, 9, 11, and 12 (Staff Type, Role, and Year) update when the imported values are in the correct format. When fields 1-7 and 10 match AND the existing record's End Date (field 11) is null, fields 8, 9, 11, and 12 update.

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. <i>Alphanumeric, 2 characters (HD)</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
1	Record Type	The abbreviation for the type of file generated. This reports as SH. <i>Alphanumeric, 2 characters (SH)</i>	N/A
2	District Number	The unique identifier assigned to the district by the OPI. <i>String, 4 characters</i>	District Information > State District Number District.number
3	School Number	The unique identifier assigned to the school by the OPI. <i>String, 4 characters</i>	School Information > State School Number School.number

#	Data Element	Description	Location
4	Calendar Number	The unique calendar identifier. <i>String, 4 characters</i>	Calendar > Number Calendar.number
5	Course Number	The number assigned to the course. <i>String, 13 characters</i>	Course > Course Number Course.number
6	Section Code	The section number assigned to the section. <i>String, 4 digits</i>	Section > Section Number Section.number
7	Staff ID	The staff member's identification number. <i>Numeric, 9 digits</i>	Demographics > State Staff ID Identity.statelD
8	Staff Type	The type of staff, such as Primary Teacher, Section Staff, etc. <i>Alphanumeric, 15 characters</i>	Section > Staff History SectionStaffHistory.staffType
9	Role	The role of the staff member. <i>Numeric, 2 characters</i>	Section > Staff History > Role SectionStaffHistory.role
10	Start Date	The staff assigned section start date. <i>Date, 10 characters (MM/DD/YYYY)</i>	Section > Staff History > Start Date SectionStaffHistory.startDate
11	End Date	The staff assigned section end date. <i>Date, 10 characters (MM/DD/YYYY)</i>	Section > Staff History > End Date SectionStaffHistory.endDate
12	Year	The end year of the course. <i>String, 4 characters (YYYY)</i>	Calendar > School Year School.year