Staff History Upload (Montana)

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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. Acceptable import file formats include .TXT and .TXV.

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, the data is imported/overwritten based on a primary key match. When the import file and Campus both have a null Start Date (field 10), this is considered a match.

Primary key fields include fields 1, 2, 3, 4, 5, 6, and 7 (Record Type, District Number, School

Number, Calendar Number, Course Number, Section Number, and Staff ID).

When a primary key match occurs on fields 1-7, fields 8 and 9 (Staff Type and Role) 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. When the import file and Campus both have a null Start Date (field 10), this is considered a match.

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)*
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 SH. *Alphanumeric, 2 characters (SH)*	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

#	Data Element	Description	Location
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, 4 characters*	Calendar > Number Calendar.number
5	**Course Number**	The number assigned to the course. *String, 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	**Staff ID**	The staff member's identification number. *Numeric, 9 digits*	Demographics > State Staff ID Identity.stateID
8	**Staff Type**	The type of staff, such as Primary Teacher, Section Staff, etc. Allowed values (not case-sensitive): • Primary Teacher or P. • Teacher or T. • Section Staff or SS. *Alphanumeric, 15 characters*	Section > Staff History SectionStaffHistory.staffType
9	**Role**	The role of the staff member. This field is not required to import. *Numeric, 2 characters*	Section > Staff History > Role SectionStaffHistory.role
10	**Start Date**	The staff assigned section start date. *Date, 10 characters (MM/DD/YYYY)*	Section > Staff History > Start Date SectionStaffHistory.startDate
11	**End Date**	The staff assigned section end date. *Date, 10 characters (MM/DD/YYYY)*	Section > Staff History > End Date SectionStaffHistory.endDate

#	Data Element	Description	Location
12	**Year**	The end year of the course. *String, 4 characters (YYYY)*	Calendar > School Year School.year