

# 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. 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.

Staff data is compared to existing data to determine when to create a new course record. **When a section already has staff history associated, data is NOT imported.** Data must match exactly on the following in order to successfully import:

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

## Upload Layout

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### Header Layout

Data Element	Description
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Data Element	Description
<b>Record Type</b>	The abbreviation for the type of file generated. This reports as SH.  <i>Alphanumeric, 2 characters (SH)</i>
<b>Date</b>	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>
<b>Time</b>	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>
<b>Version</b>	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
<b>Record Type</b>	The abbreviation for the type of file generated. This reports as SH.  <i>Alphanumeric, 2 characters (SH)</i>	N/A
<b>District Number</b>	The unique identifier assigned to the district by the OPI.  <i>String, 4 characters</i>	District Information > State District Number  District.number
<b>School Number</b>	The unique identifier assigned to the school by the OPI.  <i>String, 4 characters</i>	School Information > State School Number  School.number
<b>Calendar Number</b>	The unique calendar identifier.  <i>String, 3 characters</i>	Calendar > Number  Calendar.number
<b>Course Number</b>	The number assigned to the course.  <i>String, 13 characters</i>	Course > Course Number  Course.number

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