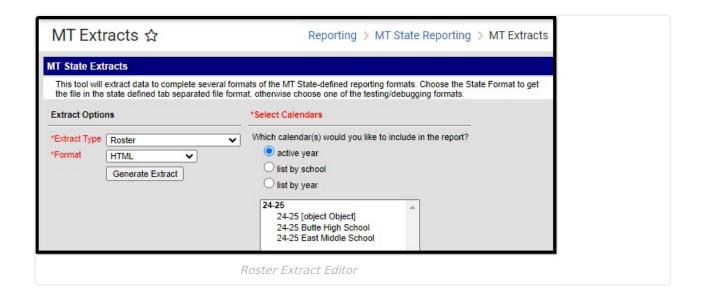# Roster Extract (Montana)

Last Modified on 08/23/2024 8:10 am CDT

Tool Rights | Report Logic | File Formats | Generate Extract | Example | Layout

Tool Search: MT Extracts

The Roster Extract contains information related to student roster data. This extract matches the Roster Upload import file.

Roster Extract Editor

Tool Rights

Read - Generate extract.
Write - N/A
Add - N/A
Delete - N/A

Report 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.

File Formats

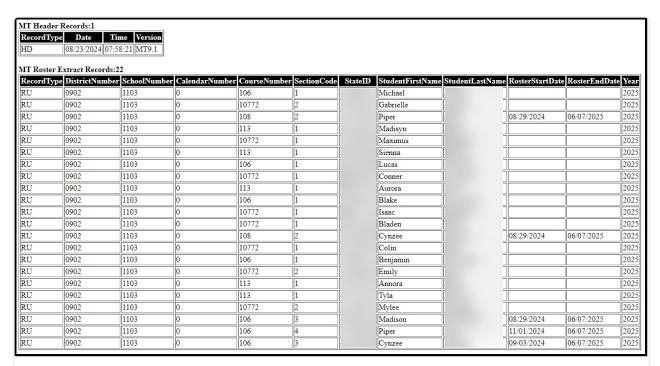The extract can be generated in the following formats:

- State Format (TSV)
- HTML
- CSV
- XML

Use the State Format when all data has been reviewed for accuracy and information is ready to be uploaded. Use one of the other formats for data review and testing.

Generate Extract

1. Select the **Roster** option from the **Extract Type** dropdown list.
2. Select the desired **Format** from the dropdown list.
3. Choose the desired calendar(s) from the **Calendar** list.
4. Click the **Generate Report** button. The extract displays in a new window in the selected format.

Example

MT Header Records:1

RecordType	Date	Time	Version
HD	08/23/2024	07:58:21	MT9.1

MT Roster Extract Records:22

RecordType	DistrictNumber	SchoolNumber	CalendarNumber	CourseNumber	SectionCode	StateID	StudentFirstName	StudentLastName	RosterStartDate	RosterEndDate	Year
RU	0902	1103	0	106	1		Michael				2025
RU	0902	1103	0	10772	2		Gabrielle				2025
RU	0902	1103	0	108	2		Piper		08/29/2024	06/07/2025	2025
RU	0902	1103	0	113	1		Madisyn				2025
RU	0902	1103	0	10772	1		Maximus				2025
RU	0902	1103	0	113	1		Sienna				2025
RU	0902	1103	0	106	1		Lucas				2025
RU	0902	1103	0	10772	1		Conner				2025
RU	0902	1103	0	113	1		Aurora				2025
RU	0902	1103	0	106	1		Blake				2025
RU	0902	1103	0	10772	1		Isaac				2025
RU	0902	1103	0	10772	1		Bladen				2025
RU	0902	1103	0	108	2		Cynzee		08/29/2024	06/07/2025	2025
RU	0902	1103	0	10772	1		Colin				2025
RU	0902	1103	0	106	1		Benjamin				2025
RU	0902	1103	0	10772	2		Emily				2025
RU	0902	1103	0	113	1		Annora				2025
RU	0902	1103	0	113	1		Tyla				2025
RU	0902	1103	0	10772	2		Mylee				2025
RU	0902	1103	0	106	3		Madison		08/29/2024	06/07/2025	2025
RU	0902	1103	0	106	4		Piper		11/01/2024	06/07/2025	2025
RU	0902	1103	0	106	3		Cynzee		09/03/2024	06/07/2025	2025

Roster Extract HTML Example

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 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, 4 characters*	Calendar > Number Calendar.number
5	**Course Number**	The number assigned to the course. *Alphanumeric, 13 characters*	Course > Course Number Course.number

#	Data Element	Description	Location
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
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