

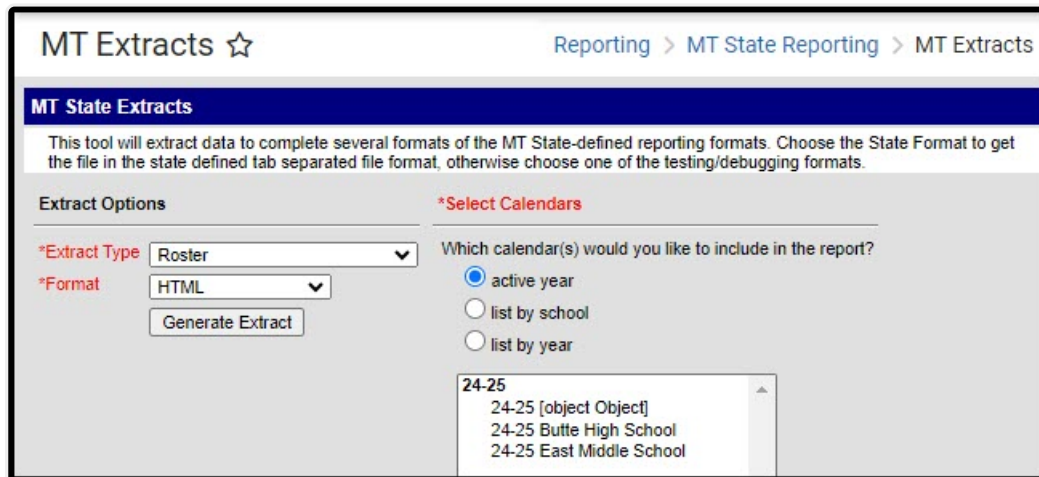
# Roster Extract (Montana)

Last Modified on 12/14/2025 8:45 pm CST

[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.



The screenshot shows the 'MT Extracts' tool interface. At the top, there's a breadcrumb trail: 'Reporting > MT State Reporting > MT Extracts'. Below this is a section titled 'MT State Extracts' with a description: 'This tool will extract data to complete several formats of the MT State-defined reporting formats. Choose the State Format to get the file in the state defined tab separated file format, otherwise choose one of the testing/debugging formats.' The interface is divided into two main sections: 'Extract Options' and '\*Select Calendars'. In 'Extract Options', there are dropdowns for '\*Extract Type' (set to 'Roster') and '\*Format' (set to 'HTML'), along with a 'Generate Extract' button. In '\*Select Calendars', there's a question 'Which calendar(s) would you like to include in the report?' with three radio button options: 'active year' (selected), 'list by school', and 'list by year'. Below these options is a list box showing '24-25' and its sub-items: '24-25 [object Object]', '24-25 Butte High School', and '24-25 East Middle School'.

*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](#) | [Extract Layout](#)

## Header Layout

Data Element	Description
<b>Record Type</b>	The abbreviation for the type of file generated. This reports as HD.  <i>Alphanumeric, 2 characters (HD)</i>

Data Element	Description
<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>

## Extract Layout

#	Data Element	Description	Location
1	<b>Record Type</b>	The abbreviation for the type of file generated. This reports as RU.  <i>Alphanumeric, 2 characters (RU)</i>	N/A
2	<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
3	<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
4	<b>Calendar Number</b>	The unique calendar identifier.  <i>String, less than or equal to 3 characters</i>	Calendar > Number  Calendar.number
5	<b>Course Number</b>	The number assigned to the course.  <i>Alphanumeric, 13 characters</i>	Course > Course Number  Course.number
6	<b>Section Code</b>	The section number assigned to the section.  <i>String, 4 digits</i>	Section > Section Number  Section.number

#	Data Element	Description	Location
7	<b>State ID</b>	The student's state ID number. <i>Numeric, 9 digits</i>	Demographics > State ID Identity.stateID
8	<b>Student First Name</b>	The student's first name. <i>Alphanumeric, 50 characters</i>	Demographics > First Name Identity.firstName
9	<b>Student Last Name</b>	The student's last name. <i>Alphanumeric, 50 characters</i>	Demographics > Last Name Identity.lastName
10	<b>Roster Start Date</b>	The first day of the roster. <i>Alphanumeric, 10 characters (MM/DD/YYYY)</i>	Roster > Start Date Roster.startDate
11	<b>Roster End Date</b>	The last day of the roster. <i>Alphanumeric, 10 characters (MM/DD/YYYY)</i>	Roster > End Date Roster.endDate
12	<b>Year</b>	The end year for assignment. <i>Numeric, 4 digits (YYYY)</i>	Calendar > School Year School.year