

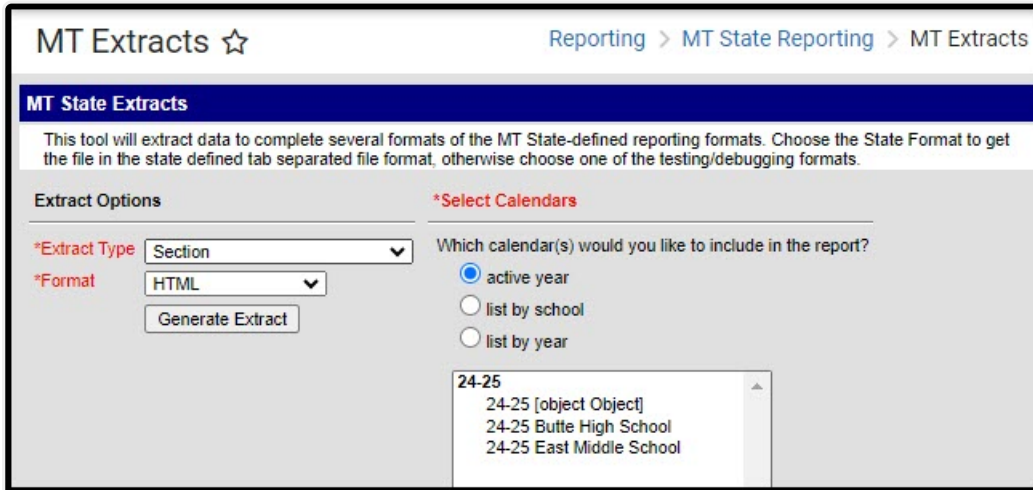
# Section Extract (Montana)

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

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Tool Search: MT Extracts

The Section Extract contains information related to section data. This extract matches the [Section 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 'Section') 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 of selected calendars: '24-25', '24-25 [object Object]', '24-25 Butte High School', and '24-25 East Middle School'.

Section Extract Editor

## Tool Rights

**Read** - Generate extract.

**Write** - N/A

**Add** - N/A

**Delete** - N/A

## Report Logic

Reports one record per section from the selected calendar (s). Course Number and Section Code cannot be blank.

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 **Section** 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 | 08:02:49 | MT9.1   |

### MT Section Extract Records:797

| RecordType | DistrictNumber | SchoolNumber | CalendarNumber | CourseNumber | SectionCode | SessionType | SessionNumber |
|------------|----------------|--------------|----------------|--------------|-------------|-------------|---------------|
| SU         | 0902           | 1103         | 0              | 612          | 1           | SY          | 01            |
| SU         | 0902           | 1103         | 0              | 999          | 1           | SY          | 01            |
| SU         | 0902           | 1103         | 0              | 217          | 1           | SY          | 01            |
| SU         | 0902           | 1103         | 0              | 217          | 2           | SY          | 01            |
| SU         | 0902           | 1103         | 0              | 11201        | 1           | SY          | 01            |
| SU         | 0902           | 1103         | 0              | 11201        | 2           | SY          | 01            |
| SU         | 0902           | 1103         | 0              | 11201        | 3           | SY          | 01            |

*Section 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.<br><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.<br><br><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.<br><br><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.<br><br><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 SU.<br><br><i>Alphanumeric, 2 characters (SU)</i> | N/A   |
| 2 | <b>District Number</b> | The unique identifier assigned to the district by the OPI.<br><br><i>String, 4 characters</i>                      | District Information > State District Number<br><br>District.number |
| 3 | <b>School Number</b>   | The unique identifier assigned to the school by the OPI.<br><br><i>String, 4 characters</i>                        | School Information > State School Number<br><br>School.number       |
| 4 | <b>Calendar Number</b> | The unique calendar identifier.<br><br><i>String, 3 characters</i>   | Calendar > Number<br><br>Calendar.number                            |
| 5 | <b>Course Number</b>   | The number assigned to the course.<br><br><i>String, 13 characters</i>   | Course > Course Number<br><br>Course.number                         |
| 6 | <b>Section Code</b>    | The section number assigned to the section.<br><br><i>String, 4 digits</i>   | Section > Section Number<br><br>Section.number                      |

| # | Data Element          | Description   | Location  |
|---|-----------------------|---|---|
| 7 | <b>Session Type</b>   | The grading period of the section.<br><br><i>Alphanumeric, 2 digits</i>   | Section > Session Type<br><br>Section.sessionType     |
| 8 | <b>Session Number</b> | The session number for grading. Reports the following values: <ul style="list-style-type: none"> <li>• SY = 1</li> <li>• SM, IS, LS = 1-2</li> <li>• TM, ST = 1-3</li> <li>• QT = 1-4</li> <li>• QN = 1-5</li> <li>• MT, TW = 1-12</li> </ul><br><i>Numeric, 2 digits</i> | Section > Session Number<br><br>Section.sessionNumber |