

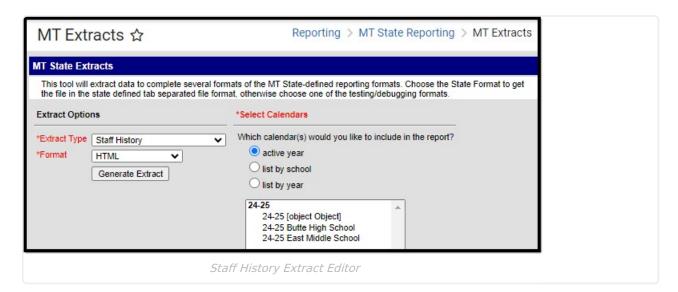
Staff History Extract (Montana)

Last Modified on 10/21/2024 8:22 am CD7

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

Tool Search: MT Extracts

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



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 **Staff History** 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. When HTML is selected, the extract opens in a new window; for other formats, it downloads instead.

Layout

Header Layout | Extract 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) |

Extract Layout



| # | Data Element | Description | Location |
|----|---------------------|--|--|
| 1 | Record Type | The abbreviation for the type of file generated. This reports as SH. | N/A |
| | | Alphanumeric, 2 characters (SH) | |
| 2 | District Number | The unique identifier assigned to the district by the OPI. | District Information > State District Number |
| | | String, 4 characters | District.number |
| 3 | School Number | The unique identifier assigned to the school by the OPI. | School Information > State School Number |
| | | String, 4 characters | School.number |
| 4 | Calendar Number | The unique calendar identifier. | Calendar > Number |
| | | String, 4 characters | Calendar.number |
| 5 | Course Number | The number assigned to the course. | Course > Course Number |
| | | String, 13 characters | Course.number |
| 6 | Section Code | The section number assigned to the section. | Section > Section Number |
| | | String, 4 digits | Section.number |
| 7 | Staff ID | The staff member's identification number. | Demographics > State Staff ID |
| | | Numeric, 9 digits | Identity.stateID |
| 8 | Staff Type | The type of staff, such as Primary | Section > Staff History |
| | | Teacher, Section Staff, etc. Alphanumeric, 15 characters | SectionStaffHistory.staffType |
| 9 | Role | The role of the staff member. | Section > Staff History > Role |
| | | Numeric, 2 characters | SectionStaffHistory.role |
| 10 | Start Date | The staff assigned section start date. | Section > Staff History > Start Date |
| | | Date, 10 characters (MM/DD/YYYY) | SectionStaffHistory.startDate |



| # | Data Element | Description | Location |
|----|--------------|--|--|
| 11 | End Date | The staff assigned section end date. Date, 10 characters (MM/DD/YYYY) | Section > Staff History > End Date SectionStaffHistory.endDate |
| 12 | Year | The end year of the course. String, 4 characters (YYYY) | Calendar > School Year School.year |