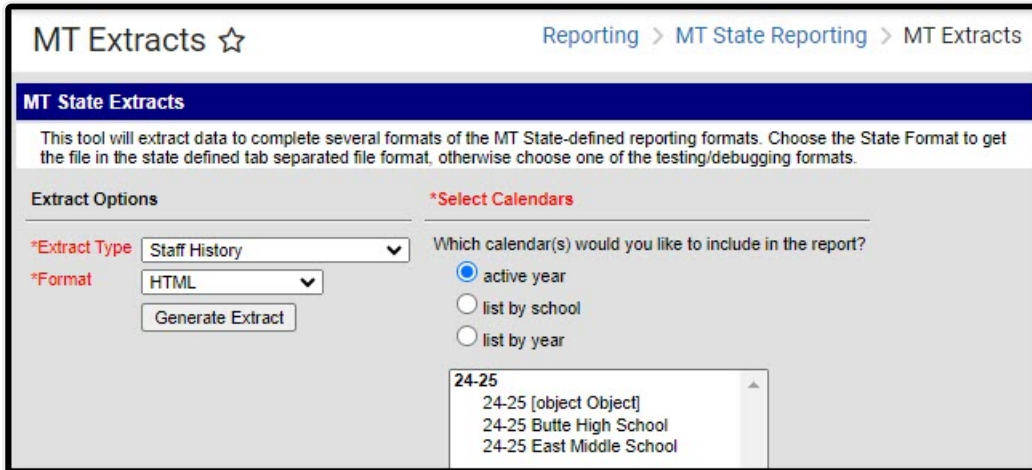# Staff History Extract (Montana)

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

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Tool Search: MT Extracts

The Staff History Extract contains information related to student roster data. This extract matches the [Staff History Upload](#) import file.

Staff History 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 **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
RecordType	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

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

#	Data Element	Description	Location
11	**EndDate**	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