

# Staff History Extract (Montana)

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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
<b>Record Type</b>	The abbreviation for the type of file generated. This reports as HD. <i>Alphanumeric, 2 characters (HD)</i>
<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
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#	Data Element	Description	Location
1	<b>Record Type</b>	The abbreviation for the type of file generated. This reports as SH.  <i>Alphanumeric, 2 characters (SH)</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, 4 characters</i>	Calendar > Number  Calendar.number
5	<b>Course Number</b>	The number assigned to the course.  <i>String, 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
7	<b>Staff ID</b>	The staff member's identification number.  <i>Numeric, 9 digits</i>	Demographics > State Staff ID  Identity.stateID
8	<b>Staff Type</b>	The type of staff, such as Primary Teacher, Section Staff, etc.  <i>Alphanumeric, 15 characters</i>	Section > Staff History  SectionStaffHistory.staffType
9	<b>Role</b>	The role of the staff member.  <i>Numeric, 2 characters</i>	Section > Staff History > Role  SectionStaffHistory.role
10	<b>Start Date</b>	The staff assigned section start date.  <i>Date, 10 characters (MM/DD/YYYY)</i>	Section > Staff History > Start Date  SectionStaffHistory.startDate

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