

# 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.

screenshot

## 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.

Screenshot

## 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. The extract displays in a new window in the selected

format.

# Layout

[Header Layout](#) | [Upload Layout](#)

## Header Layout

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

## Upload Layout

#	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

#	Data Element	Description	Location
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
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