Terms of Employment Extract (Montana)
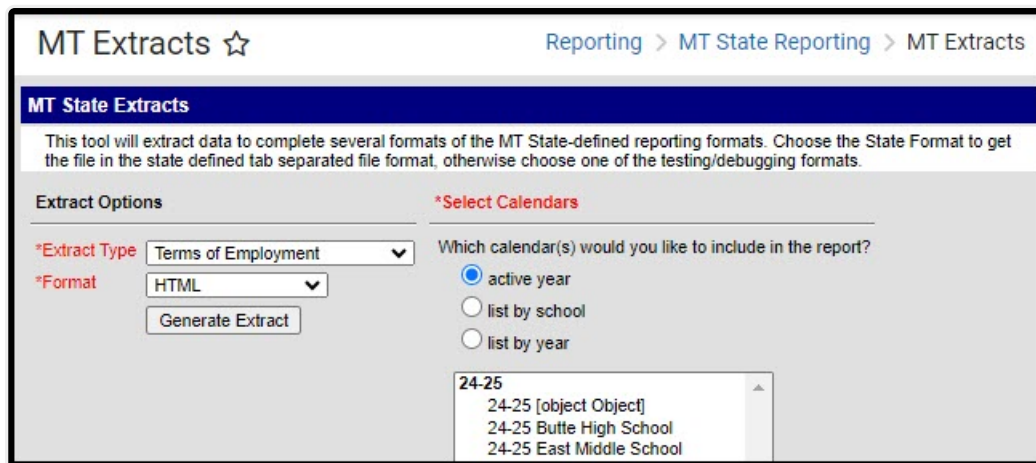
Last Modified on 12/14/2025 8:45 pm CST

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

Tool Search: MT Extracts

The Terms of Employment Extract contains information related to student roster data. This extract matches the Term of Employment Upload import file.

Terms of Employment 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 **Terms of Employment** 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.

Example

MT Header Records:1

RecordType	Date	Time	Version
HD	08/26/2024	08:33:01	MT9.1

MT Term of Employment Records:141

RecordType	DistrictNumber	staffStateID	lastName	firstName	gender	employmentStartDate	employmentEndDate
TE	0902			Jacob	M	07/26/2021	
TE	0902			Mitchell	M	08/28/2013	
TE	0902			Rachel	F	08/01/2017	
TE	0902			Lucio	M	07/01/2020	
TE	0902			Stuart	M	08/03/2016	
TE	0902			Katie	F	08/28/2013	
TE	0902			Megan	F	08/28/2013	
TE	0902			Denise	F	08/29/2013	

Terms of Employment HTML Example

Layout

#	Data Element	Description	Location
1	**Record Type**	The abbreviation for the type of file generated. This reports as TE. *Alphanumeric, 2 characters (TE)*	N/A
2	**District Number**	The unique identifier assigned to the district by the OPI. *String, 4 digits*	District Information > State District Number District.number

#	Data Element	Description	Location
3	**Staff State ID**	The staff members unique statewide staff identification number. *String, 9 digits*	Demographics > Staff State ID Identity.staffStateID
4	**Last Name**	The legal last name of the staff member. *Alphanumeric*	Demographics > Last Name Identity.lastName
5	**First Name**	The legal first name of the staff member. *Alphanumeric*	Demographics > First Name Identity.firstName
6	**Gender**	The gender of the staff member. *Alphanumeric, 1 character (M or F)*	Demographics > Gender Identity.gender
7	**District Employment Start Date**	The start date of the staff member in the district. *Date field, 10 characters (MM/DD/YYYY)*	District Employment > Start Date Employment.startDate
8	**District Employment End Date**	The end date of the staff member in the district. *Date field, 10 characters (MM/DD/YYYY)*	District Employment > End Date Employment.endDate