

# District Assignment Upload (Montana)

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

[Import Records](#) | [Upload Logic](#) | [Upload Layout](#)

Tool Search: MT Data Upload

The District Assignment Upload allows districts to import district assignment data. Acceptable import formats are .TXT and .TSV. This import allows for the creation of new records and updating existing records with a Primary Key match. See the [MT Data Upload](#) article for more information about this tool.

See the [District Assignment Extract](#) article for information on the matching report for this import.

## Import Records

See the [Uploading Files](#) section of the MT Data Upload article for detailed information about importing records via the MT Data Upload tool.

The **Retrieve New Student State ID File** option is only relevant to Student Demographic uploads. Please ignore this option when uploading staff data.

## Upload 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.

Staff demographic and assignment data is compared to existing data to determine when to create a new staff demographic record.

District assignment data can be imported for existing staff members. When a District Assignment record exists for a staff member, data is conditionally imported/overwritten with a Primary Key match. Primary Key fields include fields 1, 2, 3, 7, 8, and 10 (Record Type, District Number, Staff State ID, District Assignment School, District Assignment Start Date, and Assignment Code).

Overlapping records are allowed when one or more District Assignment records exist for the staff member. When fields 1, 2, 3, 7, and 10:

- do not match, but
  - The **Assignment Code** contained in the import file does not match the Assignment Code of an existing record in Campus; the new assignment record imports for the

- staff/district/school/assignment code.
  - The **Assignment Code** contained in the import file matches, but the District/School contained in the import file does NOT match; a new assignment record for this staff/district/school/assignment code imports.
- match, then logic checks to see if fields 1, 2, 3, 7, 8, 9, and 10 are an exact match,
  - When they match, the existing record is updated/overwritten with the data in the import file. Field 9 is unconditionally updated. Fields 12, 13, and 14 only update when the existing record contains N values and the import file contains Y values. The existing record Y is never overwritten with an N.
  - When they do NOT match,
    - when field 8 (District Assignment Start Date) matches the existing Campus record, but field 9 (District Assignment End Date) does NOT match,
      - when the End Date in the import is blank, and the existing record in Campus contains an End Date, an error occurs, and this field is not updated.
      - when the End Date in the import files is NOT blank, and the existing record in Campus is blank, an update occurs. Fields 12, 13, and 14 only update when the existing record contains N values and the import file contains Y values. The existing record Y is never overwritten with an N.
    - when fields 8 and 9 in the import file are less than the District Assignment Start date in the existing Campus record, a new historic record is imported.
    - when fields 8 and 9 in the import file are greater than the District Assignment End Date in the existing Campus record, a new record is imported.

## Upload 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 HD.<br><br><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.<br><br><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.<br><br><i>Time field, 8 characters (HH:MM:SS)</i>    |

| Data Element   | Description                                                                                                                                                                                 |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Version</b> | <p>The most current version of the file interface specification and references to the application system. This field reports as MT9.1.</p> <p><i>Alphanumeric, 5 characters (MT9.1)</i></p> |

## Upload Layout

| # | Data Element                      | Description                                                                                                               | Location                                                                      |
|---|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| 1 | <b>Record Type</b>                | <p>The abbreviation for the type of file generated. This reports as DA.</p> <p><i>Alphanumeric, 2 characters (DA)</i></p> | N/A                                                                           |
| 2 | <b>District Number</b>            | <p>The unique identifier assigned to the district by the OPI.</p> <p><i>String, 4 characters</i></p>                      | <p>District Information &gt; State District Number</p> <p>District.number</p> |
| 3 | <b>Staff State ID</b>             | <p>The staff member's state identification number.</p> <p><i>Numeric, 9 digits</i></p>                                    | <p>Demographics &gt; State Staff ID</p> <p>Identity.staffStateID</p>          |
| 4 | <b>Last Name</b>                  | <p>The staff member's last name.</p> <p><i>Alphanumeric</i></p>                                                           | <p>Census &gt; Last Name</p> <p>Identity.lastName</p>                         |
| 5 | <b>First Name</b>                 | <p>The staff member's first name.</p> <p><i>Alphanumeric</i></p>                                                          | <p>Census &gt; First Name</p> <p>Identity.firstName</p>                       |
| 6 | <b>Gender</b>                     | <p>The staff member's gender.</p> <p><i>Alphanumeric, 1 character (M or F)</i></p>                                        | <p>Census &gt; Gender</p> <p>Identity.gender</p>                              |
| 7 | <b>District Assignment School</b> | <p>The unique school number assigned by OPI.</p> <p><i>Alphanumeric, 4 characters</i></p>                                 | <p>Census &gt; District Assignment &gt; School</p> <p>School.number</p>       |

| #  | Data Element                          | Description                                                                                                                  | Location                                                                                       |
|----|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| 8  | <b>District Assignment Start Date</b> | The start date of the staff member in the district.<br><br><i>Alphanumeric, 10 characters (MM/DD/YYYY)</i>                   | Census > District Assignment > Start Date<br><br>EmploymentAssignment.startDate                |
| 9  | <b>District Assignment End Date</b>   | The end date of the staff member in the district.<br><br><i>Alphanumeric, 10 characters (MM/DD/YYYY)</i>                     | Census > District Assignment> End Date<br><br>EmploymentAssignment.enddate                     |
| 10 | <b>Assignment Code</b>                | The assignment code of the staff member<br><br><i>Alphanumeric, 4 characters</i>                                             | Census > District Assignment> State Assignment Code<br><br>EmploymentAssignment.assignmentCode |
| 11 | <b>FTE</b>                            | The full-time employment of the staff member.<br><br>This cannot be greater than 1.0.<br><br><i>Numeric, 3 digits (X.XX)</i> | Census > District Assignment > FTE<br><br>EmploymentAssignment.FTE                             |
| 12 | <b>Teacher</b>                        | Indicates the staff member is a teacher.<br><br><i>Alphanumeric, 1 character (Y or N)</i>                                    | Census > District Assignment > Teacher<br><br>EmploymentAssignment.teacher                     |
| 13 | <b>Special Ed</b>                     | Indicates the staff member is a special ed teacher.<br><br><i>Alphanumeric, 1 character (Y or N)</i>                         | Census > District Assignment > Special Education<br><br>EmploymentAssignment.specialEd         |
| 14 | <b>Supervisor</b>                     | Indicates the staff member is a supervisor.<br><br><i>Alphanumeric, 1 character (Y or N)</i>                                 | Census > District Assignment > Supervisor<br><br>EmploymentAssignment.supervisor               |