

# District Assignment Upload (Montana)

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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).

When fields 1, 2, 3, 7, 8, and 10 match, the existing record District Assignment End Date is NOT null, and when the import file Start Date is greater than the existing record End Date, a new District Assignment record is created.

When fields 1, 2, 3, 7, 8, and 10 match, the existing record District Assignment End Date is NOT null, and when the import file Start Date is less than the existing record End Date, the import

errors.

When the import file District Assignment Start Date does NOT match, AND the import file End Date is less than the existing record Start Date, a new, historic District Employment record is created.

When the import file District Assignment Start Date does NOT match, AND the import file End Date is null, the import errors.

Overlapping rosters are NOT allowed.

# 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.  <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>

## Upload Layout

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

#	Data Element	Description	Location
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>Staff State ID</b>	The staff member's state identification number.  <i>Numeric, 9 digits</i>	Demographics > State Staff ID  Identity.staffStateID
4	<b>Last Name</b>	The staff member's last name.  <i>Alphanumeric</i>	Census > Last Name  Identity.lastName
5	<b>First Name</b>	The staff member's first name.  <i>Alphanumeric</i>	Census > First Name  Identity.firstName
6	<b>Gender</b>	The staff member's gender.  <i>Alphanumeric, 1 character (M or F)</i>	Census > Gender  Identity.gender
7	<b>District Assignment School</b>	The unique school number assigned by OPI.  <i>Alphanumeric, 4 characters</i>	Census > District Assignment > School  School.number
8	<b>District Assignment Start Date</b>	The start date of the staff member in the district.  <i>Alphanumeric, 10 characters (MM/DD/YYYY)</i>	Census > District Assignment > Start Date  EmploymentAssignment.startDate
9	<b>District Assignment End Date</b>	The end date of the staff member in the district.  <i>Alphanumeric, 10 characters (MM/DD/YYYY)</i>	Census > District Assignment > End Date  EmploymentAssignment.enddate
10	<b>Assignment Code</b>	The assignment code of the staff member  <i>Alphanumeric, 4 characters</i>	Census > District Assignment > State Assignment Code  EmploymentAssignment.assignmentCode

#	Data Element	Description	Location
11	<b>FTE</b>	The full-time employment of the staff member.  <i>Numeric, 5 digits (XXX.XX)</i>	Census > District Assignment > FTE  EmploymentAssignment.FTE
12	<b>Teacher</b>	Indicates the staff member is a teacher.  <i>Alphanumeric, 1 character (Y or N)</i>	Census > District Assignment > Teacher  EmploymentAssignment.teacher
13	<b>Special Ed</b>	Indicates the staff member is a special ed teacher.  <i>Alphanumeric, 1 character (Y or N)</i>	Census > District Assignment > Special Education  EmploymentAssignment.specialEd
14	<b>Supervisor</b>	Indicates the staff member is a supervisor.  <i>Alphanumeric, 1 character (Y or N)</i>	Census > District Assignment > Supervisor  EmploymentAssignment.supervisor