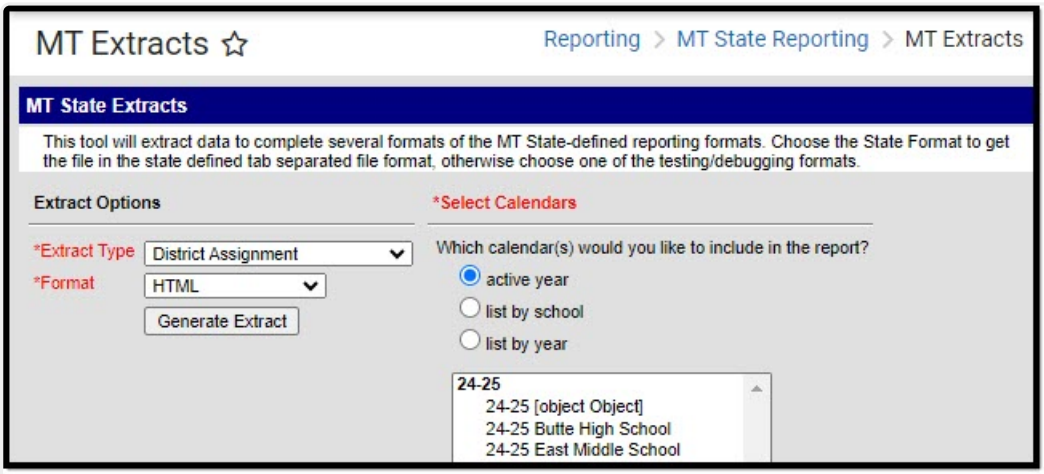
District Assignment Extract (Montana)

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

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

Tool Search: MT Extracts

The District Assignment Extract contains information related to student roster data. This extract matches the District Assignment Upload import file.



District Assignment 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

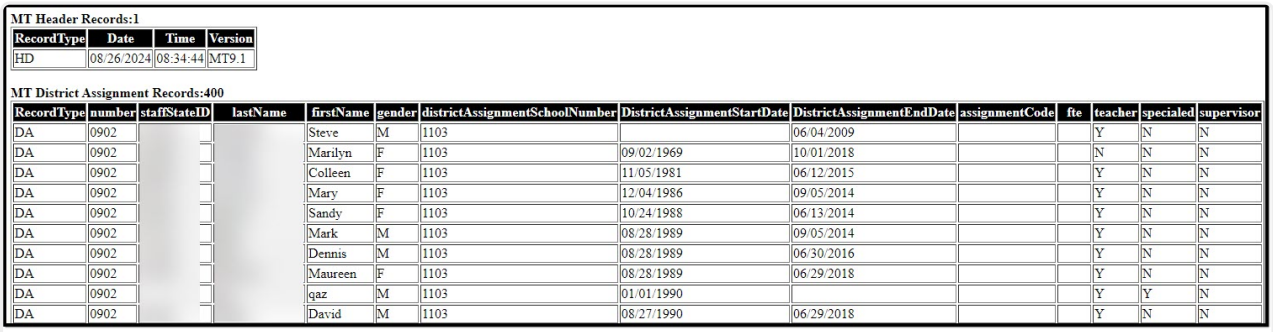
- XML

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 **District Assignment** 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	08:34:44	MT9.1

MT District Assignment Records:400

RecordType	number	staffStateID	lastName	firstName	gender	districtAssignmentSchoolNumber	DistrictAssignmentStartDate	DistrictAssignmentEndDate	assignmentCode	fte	teacher	specialed	supervisor
DA	0902			Steve	M	1103		06/04/2009			Y	N	N
DA	0902			Marilyn	F	1103	09/02/1969	10/01/2018			N	N	N
DA	0902			Colleen	F	1103	11/05/1981	06/12/2015			Y	N	N
DA	0902			Mary	F	1103	12/04/1986	09/05/2014			Y	N	N
DA	0902			Sandy	F	1103	10/24/1988	06/13/2014			Y	N	N
DA	0902			Mark	M	1103	08/28/1989	09/05/2014			Y	N	N
DA	0902			Dennis	M	1103	08/28/1989	06/30/2016			Y	N	N
DA	0902			Maureen	F	1103	08/28/1989	06/29/2018			Y	N	N
DA	0902			qaz	M	1103	01/01/1990				Y	Y	N
DA	0902			David	M	1103	08/27/1990	06/29/2018			Y	N	N

District Assignment HTML Example

Report Layout

Header Layout | Extract Layout

Header Layout

Data Element	Description
Record Type	The abbreviation for the type of file generated. This reports as HD. *Alphanumeric, 2 characters (HD)*
Date	The most recent date a change was made on the file or the date the file was generated. *Date field, 10 characters (MM/DD/YYYY)*
Time	The most recent time a change was made on the file or the date the file was generated. *Time field, 8 characters (HH:MM:SS)*

Data Element	Description
Version	The most current version of the file interface specification and references to the application system. This field reports as MT9.1. *Alphanumeric, 5 characters (MT9.1)*

Extract Layout

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

#	Data Element	Description	Location
8	**District Assignment Start Date**	The start date of the staff member in the district. *Alphanumeric, 10 characters (MM/DD/YYYY)*	Census > District Assignment > Start Date EmploymentAssignment.startDate
9	**District Assignment End Date**	The end date of the staff member in the district. *Alphanumeric, 10 characters (MM/DD/YYYY)*	Census > District Assignment> End Date EmploymentAssignment.enddate
10	**Assignment Code**	The assignment code of the staff member *Alphanumeric, 4 characters*	Census > District Assignment> State Assignment Code EmploymentAssignment.assignmentCode
11	**FTE**	The full-time employment of the staff member. *Numeric, 5 digits (XXX.XX)*	Census > District Assignment > FTE EmploymentAssignment.FTE
12	**Teacher**	Indicates the staff member is a teacher. *Alphanumeric, 1 character (Y or N)*	Census > District Assignment > Teacher EmploymentAssignment.teacher
13	**Special Ed**	Indicates the staff member is a special ed teacher. *Alphanumeric, 1 character (Y or N)*	Census > District Assignment > Special Education EmploymentAssignment.specialEd
14	**Supervisor**	Indicates the staff member is a supervisor. *Alphanumeric, 1 character (Y or N)*	Census > District Assignment > Supervisor EmploymentAssignment.supervisor