

District Assignment Extract (Montana)

Last Modified on 08/21/2024 10:16 am CDT

[Tool Rights](#) | [Report Logic](#) | [File Formats](#) | [Generate Extract](#) | [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.

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

format.

Report Layout

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

Header Layout

Data Element	Description
Record Type	The abbreviation for the type of file generated. This reports as DA. <i>Alphanumeric, 2 characters (DA)</i>
Date	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>
Time	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>
Version	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	Record Type	The abbreviation for the type of file generated. This reports as DA. <i>Alphanumeric, 2 characters (DA)</i>	N/A
2	District Number	The unique identifier assigned to the district by the OPI. <i>String, 4 characters</i>	District Information > State District Number District.number

#	Data Element	Description	Location
3	Staff State ID	The staff member's state identification number. <i>Numeric, 9 digits</i>	Demographics > State Staff ID Identity.staffStateID
4	Last Name	The staff member's last name. <i>Alphanumeric</i>	Census > Last Name Identity.lastName
5	First Name	The staff member's first name. <i>Alphanumeric</i>	Census > First Name Identity.firstName
6	Gender	The staff member's gender. <i>Alphanumeric, 1 character (M or F)</i>	Census > Gender Identity.gender
7	District Assignment School	The unique school number assigned by OPI. <i>Alphanumeric, 4 characters</i>	Census > District Assignment > School School.number
8	District Assignment Start Date	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	District Assignment End Date	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	Assignment Code	The assignment code of the staff member <i>Alphanumeric, 4 characters</i>	Census > District Assignment > State Assignment Code EmploymentAssignment.assignmentCode
11	FTE	The full-time employment of the staff member. <i>Numeric, 5 digits (XXX.XX)</i>	Census > District Assignment > FTE EmploymentAssignment.FTE

#	Data Element	Description	Location
12	Teacher	Indicates the staff member is a teacher. <i>Alphanumeric, 1 character (Y or N)</i>	Census > District Assignment > Teacher EmploymentAssignment.teacher
13	Special Ed	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	Supervisor	Indicates the staff member is a supervisor. <i>Alphanumeric, 1 character (Y or N)</i>	Census > District Assignment > Supervisor EmploymentAssignment.supervisor