

Section Placement Upload (Montana)

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

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

Tool Search: MT Data Upload

The Section Placement Upload allows districts to import section schedule placement information. The import uses student and section validation to import 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 [Section Placement 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.

Section schedule placement data is compared to existing data to determine when to create a new record. **Section placement data CANNOT be imported for existing courses.** Data must match exactly on the following to import successfully:

- District Number
- School Number
- Calendar Number
- Course Number
- Section Code

When a section in the file already has a schedule placement in Campus, it is not imported twice (data is NOT overwritten). Import matches with a term in the primary term schedule structure first. When there is no match, the import attempts to match the name from any other term schedule to import.

Upload Layout

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

Header Layout

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

Data Element	Description	Location
Calendar Number	The unique calendar identifier. <i>String, 4 characters</i>	Calendar > Number Calendar.number
Course Number	The number assigned to the course. <i>String, 13 characters</i>	Course > Course Number Course.number
Section Code	The section number assigned to the section. <i>String, 4 digits</i>	Section > Section Number Section.number
Term	The name of the term. <i>String, 10 characters</i>	Section Schedule Placement > Grading Periods Calendar > Term Detail > Name, sequence Term.name
Period Schedule	The name of the period schedule. <i>Alphanumeric, 20 characters</i>	Calendar > Periods > Period Schedule Info > Name PeriodSchedule.name
Period	The name of the period. <i>Alphanumeric, 10 characters</i>	Section Schedule Placement > Period Calendar > Periods > Period Info > Name Period.name
Year	The end year for assignment. <i>Numeric, 4 digits (YYYY)</i>	Calendar > School Year School.year