Direct Admissions Extract (Minnesota)

Last Modified on 10/22/2022 10:27 am CDT

> **This functionality is only available for Minnesota users.**

The Direct Admissions Extract allows participating schools / districts to provide student information as required by the Post Secondary Direct Admissions project.

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Prerequisites

- **DPSA Calculated Tier** and **DPSA Reported Tier** must be calculated and populated on the student's enrollment record. See the Course Plan Administration article for more information on calculating these values.

- Students must complete the **Direct Admissions Survey.** See the Direct Admissions Survey article for information on creating and sending the survey to students.

Tool Rights

Classic View: *System Administration > User Security > User Groups > Tool Rights*

Tool Rights determine the level of access users have to tools throughout Campus. A user must have at least the **R**(ead) tool right for the Data Extract Utility tool to run the Direct Admissions Extract. The **R** right indicates the information on the corresponding tool may be viewed by the user. When applicable, the user is also allowed to print information. The user will **NOT** have access to Save, Add, or Delete options with **R** level access.
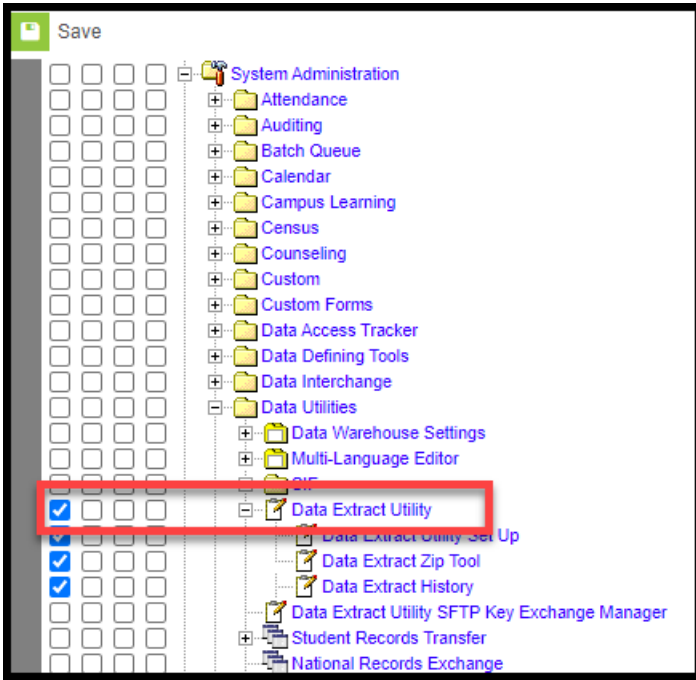
Data Extract Utility

Classic View: *System Administration > Data Utilities > Data Extract Utility*

The Direct Admissions Extract is pulled using the Data Extract Utility tool.

Data Extract Utility

Generate the Extract

1. Navigate to the Data Extract Utilities tool.
2. Select **MN_Direct Admissions** in the Data Extract Options editor to display the Detail Information screen.
3. Select the Delivery Mode **PULL.** The other fields necessary for running the report prepopulate.
4. Click the **Test Extract** button to generate the document.

Example Extract

SchoolName	MDENumber	ACTID	firstname	lastname	MARSS	DOB	gender	GradDate	AcademicTier	email	selectedSchool	selectedSchoolNum
Campus High School	0281-12-345	123456	Alice	Andrews	1234567891011	3/31/2004	F	6/30/2023	1	student1@email.com	Inver Hills Community College	974000
Campus High School	0281-12-345	123456	Alice	Andrews	1234567891011	3/31/2004	F	6/30/2023	1	student1@email.com	Lake Superior College	575700
Campus High School	0281-12-345	123456	Alice	Andrews	1234567891011	3/31/2004	F	6/30/2023	1	student1@email.com	Minneapolis Community & Technical College	236200
Campus High School	0281-12-345	123456	Alice	Andrews	1234567891011	3/31/2004	F	6/30/2023	1	student1@email.com	Normandale Community College	795400
Campus High School	0281-12-345	123456	Alice	Andrews	1234567891011	3/31/2004	F	6/30/2023	1	student1@email.com	North Hennepin Community College	237000
Campus High School	0281-12-345	123456	Alice	Andrews	1234567891011	3/31/2004	F	6/30/2023	1	student1@email.com	Pine Technical & Community College	553500
Campus High School	0281-12-346	123457	Mark	Banner	1234567891012	1/15/2004	M	6/30/2023	5	student2@email.com	Bethany Lutheran College	233700
Campus High School	0281-12-346	123457	Mark	Banner	1234567891012	1/15/2004	M	6/30/2023	5	student2@email.com	Concordia College	234600
Campus High School	0281-12-346	123457	Mark	Banner	1234567891012	1/15/2004	M	6/30/2023	5	student2@email.com	Hamline University	235400
Campus High School	0281-12-346	123457	Mark	Banner	1234567891012	1/15/2004	M	6/30/2023	5	student2@email.com	Minnesota State University Mankato	236000
Campus High School	0281-12-346	123457	Mark	Banner	1234567891012	1/15/2004	M	6/30/2023	5	student2@email.com	University of Minnesota Duluth	238800
Campus High School	0281-12-346	123457	Mark	Banner	1234567891012	1/15/2004	M	6/30/2023	5	student2@email.com	Winona State University	239400

Click image to enlarge the view

Report Layout

Field Name	Description	Location
School Name	The name of the student's school.	System Administration > Resources > School > Name sch.name
MDE Number	The district number, district type, and school number.	System Administration > Resources > District Information >State District Number AND District Type System Administration > Resources > School >State School Number dist.number + dist.type + sch.number
ACT ID	The school's SAT number.	System Administration > Resources > School > CEEB Number sch.satNumber
First Name	The student's first name.	Student Information > General > First Name student.firstName

Last Name	The student's last name.	Student Information > General > Last Name student.lastName
MARSS	The student's State ID number.	Student Information > General > Student State ID student.stateID
DOB	The student's date of birth.	Student Information > General > Birth Date student.birthdate
Gender	The student's gender.	Student Information > General > Gender student.gender
Grad Date	The diploma date recorded on the student's graduation record.	Student Information > General > Graduation > Diploma Date graduation.diplomaDate
Academic Tier	The student's DPSA Reported Tier	Program Admin > Programs > Graduation Program > DPSA Tier spProgramGrad.dpsaTier
Email	The student's email address.	Student Information > General > Contacts > Email contacts.email
Selected School	Name of the school(s) selected by the student on the Direct Admissions Survey.	
Selected School Number	Number of the school(s) selected by the student on the Direct Admissions Survey.	