

# **MT Transcript Extract**

Last Modified on 10/22/2022 10:28 am CDT

Selection Criteria | Tool Rights | Available Transcript Extracts | Understanding the Demographics Transcript Extract | Understanding the Course Transcript Extract | Understanding the Assessment Transcript Extract

#### **PATH:** *MT State Reporting > MT Transcript Extract*

The Transcript Extract allows districts to submit transcript information to the state for completion of a statewide collection of standardized transcript information. The Transcript Extract is made up of three separate extracts: Demographic, Course and Assessment.

Index	Search	Transcript Extract					
Search Campus Too		The Montana Transcr	ipt Extract will provide districts with three extracts: Demographic	s, Course, and Assessment.			
Search Campus 100	15	Demographics: The D	emographic extract will provide a list of students in grades 07-12				
System Adminis	strator	immunization informat	tion. A GPA weight must be selected to generate the Demographi	c Extract.			
<ul> <li>Student Inform</li> </ul>	mation		extract will provide districts with a list of students in grades 09-1 Ilso provide information on In Progress Courses. Users must sele				
General		Year(s). The calenda	r, Transcript Year(s) and grade level selected will determine the s are selected the student must have a transcript entry in the yea	student population that appear on the report.			
► Counse	ling	Transcript Year(s) w	ill determine the transcript entries that pull for each student. In Pr				
Academic	Planning		extract when All Years or the Active Year is selected in the Transcript Year(s).				
► Program	n Participation	information from their	sessment Extract will provide the same group of students that th assessment tab. In order for the assessment information to app	ear the assessment must have a PESC code			
► Health		tied to the parent and	children tests. For further information on this report please see t	the Campus Community			
Medicaid		There are two ways	to generate a report:				
► PLP			single calendar, use the generate report option to view results in ultiple calendars, it is recommended that this report be generated				
▶ Respon	ise to Intervention	review the re	review the results file, use the Batch Queue List located on the editor or navigate to System Administration > Batch Queue > Batch Queue Admin				
▶ Special	Ed	> Batch Que	ue Admin				
Student Lo	ocator						
► Reports	\$	Extract Options		Select Calendars Which calendar(s) would you like to include			
► Census		Select an Extract*	~	in the report?			
Behavior		Format	TSV V	active year			
▶ Health		MT Data Transport		O list by school O list by year			
Attendance		Select Grade Level					
▶ Scheduling		Select Grade Level	07	17-18 A 17-18 South Star 7-8			
Survey De	signer		08	17-18 South Star Elementary Sc 17-18 South Star High School			
Survey Me	ssenger		10 🗸	17-10 South Star High School			
▶ Reports	3	Transcript Year(s)	All Years				
<ul> <li>MT State Rep</li> </ul>	orting		17-18				
MT Data U	Jpload		15-16 14-15				
MT Extract	ts		13-14 ¥				
TEAMS Ex	tract						
MT Transo	cript Extract	Ad Hoc	~ · · · · · · · · · · · · · · · · · · ·				
MT Count	Date Attendance		Generate Report Submit to Batch				
MT End of	Year ADA						
MT EWS							
<ul> <li>Data Integrity</li> </ul>	Tools						
► Data Val	lidation						
MT EWS							
<ul> <li>Data Integrity</li> </ul>	Tools						
► Data Val	lidation			CTRL-click or SHIFT-click to select multiple			

Image 1: Transcript Extract Editor

# **Selection Criteria**

The following describes selection criteria for each extract.

#### **Demographics Extract**

• The student must have a Primary enrollment in the calendar selected.



- The enrollment must be tied to a State Grade Level of 07, 08, 09, 10, 11 or 12.
- Students tied to an excluded enrollment, grade level or calendar are reported.

#### **Course Extract**

• See the Understanding Course Transcript Reporting Logic section for more information.

#### **Assessment Extract**

• See the Understanding Assessment Transcript Reporting Logic section for more information.

# **Tool Rights**

In order for you to run these extracts, you must have at least  $\mathbf{R}(ead)$  tool rights for the MT Transcript Extract (see Image 2).

User Account	User Groups	Tool Rights	Calendar Rights
Save			
🗉 🗖 Campus To	ols		
	- MT State Repo	uting	
	🗄 🖃 🔐 State Repo		
	MT Extrac		
	TEAMS Ex		
	Data Integrity		

Image 2: MT Transcript Extract Tool Rights

## **Available Transcript Extracts**

The MT Transcript Extract is comprised of the following three extracts. Click in the links for more detail about each extract.

- Demographics
- Course
- Assessment

## Understanding the Demographics Transcript Extract

The Demographic Transcript Extract provides a list of students in grades 07-12 and their demographic, diploma and immunization information.

- Generating the Demographics Transcript Extract
- Demographics Transcript Extract Elements
- Class Rank/Class Size Logic



Transcript Extract				
The Montana Transcript Extract will provide districts with three extracts: Demographics	, Course, and Assessment.			
Demographics: The Demographic extract will provide a list of students in grades 07-12 immunization information. A GPA weight must be selected to generate the Demographic				
Course: The course extract will provide districts with a list of students in grades 09-12 and their course information from the Transcript. This will also provide information on In Progress Courses. Users must select calendar(s), grade level(s) and Transcript Year(s). The calendar, Transcript Year(s) and grade level selected will determine the student population that appear on the report. If only previous years are selected the student must have a transcript entry in the year(s) selected in order to report. The Transcript Year(s) will determine the transcript entries that pull for each student. In Progress Courses will ONLY display on the extract when All Years or the Active Year is selected in the Transcript Year(s).				
Assessment: The Assessment Extract will provide the same group of students that the information from their assessment tab. In order for the assessment information to appea tied to the parent and children tests. For further information on this report please see the	ar the assessment must have a PESC code			
There are two ways to generate a report:				
<ol> <li>If reporting a single calendar, use the generate report option to view results imm</li> <li>If reporting multiple calendars, it is recommended that this report be generated t review the results file, use the Batch Queue List located on the editor or naviga</li> <li>Batch Queue Admin</li> </ol>	hrough the Submit to Batch option. To			
Extract Options	Select Calendars Which calendar(s) would you like to include			
Select an Extract* Demographics 🗸	in the report?			
Format TSV 🗸	active year			
GPA* O Weighted O Unweighted	O list by school			
MT Data Transport ID	◯ list by year			
Select Grade Level(s) All Grade Levels	17-18 South Star 7-8 17-18 South Star Elementary Sc 17-18 South Star High School			
Ad Hoc				
	CTRL-click or SHIFT-click to select multiple			

Image 3: Demographics Transcript Extract Editor

#### **Generating the Demographics Transcript Extract**

- 1. Select an Extract of *Demographics*.
- 2. Select the desired Format.
- 3. Select which **GPA** will be used in reported data.
- 4. Enter the MT Data Transport ID.
- 5. Select Grade Level(s) which will report data within the extract.
- 6. Select which **Calendar(s)** will report data for the extract.
- 7. Select an Ad Hoc filter (if desired).
- 8. Determine how the report will be generated:
  - 1. **Generate Report** Selecting this will generate the extract immediately in a separate window in the designated format.
  - Submit to Batch Selecting this will send the extract to the Batch Queue where it will generate in the background when the system is able to process the request. Users can access the extract by clicking the Get the report link in the Batch Queue List. Users can also access the extract via the Batch Queue tool or by selecting the link within the Process Inbox message that appears once the extract is generated (see image below).



Date	R	inge	to Display All Processes  Find Message	98
De	lete	e Selected Messag	es	
B	:0	Process	Name	Posted Date Due D
8	E	Batch Report Comp	ete IIT Transcript Extract	06/10/2014
8	Ē	Batch Report Comp	lete IIT Transcript Extract	08/10/2014
			lete HT Transcript Extract	08/09/2014

For the CSV Format: Data elements are delimited by ","

## **Demographics Transcript Extract Elements**

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Record Type Code	Describes the type of data record being submitted. A value of TR-DEM is always reported.	Alphanumeric, 6 characters	N/A	N/A
Student State ID	The student's state identification number.	Alphanumeric, 10 characters	Person.stateID	Census > P > Demogra > Student S ID
School System Name	The name of the student's school district.	Alphanumeric, 50 characters	District.name	System Administrat Resources = District Information Name
School Name	The name of the school from which the transcript is issued.	Alphanumeric, 30 characters	School.name	System Administrat Resources > School > Na
School Code	The State School Number of the school reporting the student's transcript data.	Alphanumeric, 4 characters	School.number	System Administrat Resources > School > St School Num
School Address Line One	The mailing address of the reporting school.	Alphanumeric, 40 characters	School.address	System Administrat Resources : School > Address
School Address Line Two	The second line of the mailing address of the reporting school.	Alphanumeric, 40 characters	School.address	System Administrat Resources : School > Address
School City	The city in which the reporting school is located.	Alphanumeric, 30 characters	School.city	System Administrat Resources : School > Ci
School State	The state in which the reporting school is located. Always reports a value of MT.	Alphanumeric, 2 characters	N/A	N/A



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
School ZIP Code	The ZIP code of the reporting school. If longer than 5 digits, a hyphen is reported after the 5th digit for proper ZIP+4 digit formatting.	Alphanumeric, 10 characters	School.zip	System Administrat Resources : School > ZI
School Phone	The phone number of the school office.	Alphanumeric, 24 characters	School.phone	System Administrat Resources : School > Pr
Student Legal First Name	The student's first name.	Alphanumeric, 35 characters	Identity.firstName	Census > P > Identities First Name
Student Legal Last Name	The student's last name.	Alphanumeric, 35 characters	Identity.lastName	Census > P > Identities Last Name
Student Legal Middle Name	The student's middle name.	Alphanumeric, 30 characters	Identity.middleName	Census > P > Identities Middle Nam
Student Legal Suffix	The suffix of the student's name.	Alphanumeric, 3 characters	Identity.suffix	Census > P > Identities Suffix
Local Student ID	The student's local identification number.	Alphanumeric, 15 characters	Person.studentNumber	Census > P > Demogra > Local Stu Number
Student Parent/Guardian First Name	The first name of the student's parent or legal guardian. If the student has multiple guardians, the person with the lowest personID is reported.	Alphanumeric, 35 characters	Identity.firstName	Census > P > Relations > Guardian Census > P > Identities First Name
Student Parent/Guardian Last Name	The last name of the student's parent or legal guardian.	Alphanumeric, 35 characters	Identity.lastName	Census > P > Relations > Guardian Census > P > Identities Last Name



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Student Address Line One	<ul> <li>The mailing address of the reporting student.</li> <li>The student's primary household address is reported.</li> <li>If the primary household address is not marked Mailing, any secondary households marked Mailing are reported.</li> <li>If none of the student's households are marked Mailing, the address of the guardian is reported, then any secondary addresses.</li> <li>Report PO Box, Number, Prefix, Street, Tag, Direction, and Apt concatenated together in one line with a space in between each piece of existing data.</li> <li>If all options listed above are null, report the school address)</li> <li>Resources &gt; School &gt; Address)</li> </ul>	Alphanumeric, 40 characters	Address.number Address.street Address.tag Address.prefix Address.dir Address.apt	Census > Households Address > F Box, Numbe Prefix, Stree Tag, Directi Apt System Administrat Resources : School > Address
Student Address Line Two	The second line of the student's mailing address.	Alphanumeric, 40 characters	Address.number Address.street Address.tag Address.prefix Address.dir Address.apt	Census > Households Address > F Box, Numbe Prefix, Stree Tag, Directi Apt
Student Address City	The city in which the reporting student receives mail.	Alphanumeric, 40 characters	Address.city	Census > Households Address > (
Student Address State	The state in which the reporting student receives mail.	Alphanumeric, 2 characters	Address.state	Census > Households Address > S
Student Address ZIP Code	The ZIP code of the student's mailing address.	Alphanumeric, 10 characters	Address.zip	Census > Households Address > 2



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Student Phone	<ul> <li>The student's phone number.</li> <li>The extract first looks for the phone number on the student's Demographic record.</li> <li>If all phone numbers are blank, the phone number from the student's primary household is used.</li> <li>If the household number is blank, the phone number of the student's parent/guardian is used.</li> <li>If the student's parent/guardian phone number from the student's Secondary Household is used (if it exists).</li> <li>If no phone number is determined above, report from school's phone number (System Administration &gt; Resources &gt; School &gt; Phone)</li> </ul>	Alphanumeric, 10 characters	Contact.cellPhone Contact.homePhone Contact.workPhone Household.phone School.phone	Census > P > Demogra > Cell Phor Other Phon Work Phone Census > P > Household Census > Household Census > Household Household > Phone Number System Administrat Resources = School > Ph
Birthdate	The student's date of birth.	Alphanumeric, 10 characters	Identity.birthDate	Census > P > Identities Birth Date
Gender	The student's gender.	Alphanumeric, 1 character	Identity.gender	Census > P > Identities Gender
Graduation Date	The student's graduation date. The student's diploma date is reported. If diploma date is blank, no value reports.	Alphanumeric, 10 characters	Graduation. diplomaDate	Student Information General > Graduation Diploma Da
Graduation Year	The year of the student's graduation. The student's NCLB Cohort End Year value is reported. If no value exists, no value is reported.	Numeric, 4 digits	Graduation. cohortYearNCLB	Student Information General > Graduation NCLB Cohoo End Year
Student Enrollment Date	The date the student enrolled in the high school submitting the transcript.	Alphanumeric, 10 characters	Enrollment.startDate	Student Information General > Enrollments Start Date
Student Exit Date	The date the student exited the high school submitting the transcript.	Alphanumeric, 10 characters	Student Information > General > Enrollments > End Date	Student Information General > Enrollments End Date



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
GPA Туре	If Weighted GPA is selected in the extract editor, a value of W reports. If Unweighted GPA is selected in the extract editor, a value of U reports.	Alphanumeric, 1 characters	N/A	N/A
Total GPA	<ul> <li>The student's grade point average (GPA).</li> <li>If no courses are posted to transcript then this field reports blank.</li> <li>Otherwise, logic calculates the student's cumulative GPA as follows: <ul> <li>If Weighted GPA is selected in the extract editor, use weighted GPA set up for calculation.</li> <li>If Unweighted GPA is selected in the extract editor, use unweighted GPA setup for calculation.</li> </ul> </li> </ul>	Numeric, 5 digits	Calculated	Student Information General > Summary > Cum GPA
Class Rank	The student's rank in their class. See the Class Rank/Class Size logic section for more information.	Alphanumeric, 4 characters Max value is 9999. If value is greater than 9999 report 9999.	Calculated	Student Information General > Summary 2 Rank
Class Size/Number in Class	The number of students in the student's class/year. See the Class Rank/Class Size logic section for more information.	Alphanumeric, 4 characters Max value is 9999. If value is greater than 9999 report 9999.	Calculated	Student Information General > Summary 2 Rank
Diploma Type	The type of diploma the student will receive.	Alphanumeric, 10 characters	Graduation.diplomaType	Student Information General > Graduation Diploma Ty
Academic Honors	Any academic honors the student has achieved. This field currently reports as blank filler field.	Alphanumeric, 50 characters	N/A	N/A
Required Number of Credits for Graduation	The number of credits the school requires for students to graduate. See the Assign Credit Requirements article for more information.	Numeric, 10 digits		Program Ad > Programs Graduation Programs > Selected Program > Credit Requireme



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Polio Immunization Date 1	Date of the student's Oral Poliovirus Vaccine (OPV) or Inactive Poliovirus Vaccine (IPV) vaccination. The extract finds all dates for the student's Polio vaccines and reports them in chronological order (Polio Immunization Date 1-4).	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizati > Polio [IPV OPV] > Shi Student Information Health > Immunizati > Polio [OP Shots Student Information Health > Immunizati > Polio [IPV Shots
Polio Immunization Date 2	Date of the student's Oral Poliovirus Vaccine (OPV) or Inactive Poliovirus Vaccine (IPV) vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunization > Polio [IPV OPV] > Sho Student Information Health > Immunization Polio [OP Shots Student Information Health > Immunization Health > Immunization Health > Immunization Shots
Polio Immunization Date 3	Date of the student's Oral Poliovirus Vaccine (OPV) or Inactive Poliovirus Vaccine (IPV) vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizati > Polio [IPV OPV] > Sho Student Information Health > Immunizati > Polio [OP Shots Student Information Health > Immunizati > Polio [IPV Shots



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Polio Immunization Date 4	Date of the student's Oral Poliovirus Vaccine (OPV) or Inactive Poliovirus Vaccine (IPV) vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizati > Polio [IPV OPV] > Shu Student Information Health > Immunizati > Polio [OP Shots Student Information Health > Immunizati > Polio [IPV Shots
DTP/DtaP/DT/Td Immunization Date 1	Date of the student's Diphtheria, Tetanus and Pertussis vaccination. The extract finds all dates for the student's DTap, DTP, Tdap, DT and Td vaccines and reports them in chronological order (DTP/DtaP/DT/Td Immunization Date 1-4).	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizati > Diphtheri tetanus- pertussis, combined [DTap, DTP Student Information Health > Immunizati > Tetanus, Diphtheria Acellular Pertussis [T Student Information Health > Immunizati > Diphtheria and Tetanuu [DT] Student Information Health > Immunizati > Diphtheria and Tetanuu [DT]



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
DTP/DtaP/DT/Td Immunization Date 2	Date of the student's Diphtheria, Tetanus and Pertussis vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatic > Diphtheri tetanus- pertussis, combined [DTap, DTP] Student Information Health > Immunizatic > Tetanus, Diphtheria a Acellular Pertussis [T Student Information Health > Immunizatic > Diphtheri and Tetanu: [DT] Student Information Health > Immunizatic > Diphtheri and Tetanu: [DT]



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
DTP/DtaP/DT/Td Immunization Date 3	Date of the student's Diphtheria, Tetanus and Pertussis vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatio > Diphtheri tetanus- pertussis, combined [DTap, DTP] Student Information Health > Immunizatio > Tetanus, Diphtheria a Acellular Pertussis [T Student Information Health > Immunizatio > Diphtheri and Tetanus [DT] Student Information Health > Immunizatio > Diphtheri and Tetanus [DT]



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
DTP/DtaP/DT/Td Immunization Date 4	Date of the student's Diphtheria, Tetanus and Pertussis vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatio > Diphtheri tetanus- pertussis, combined [DTap, DTP] Student Information Health > Immunizatio > Tetanus, Diphtheria a Acellular Pertussis [T Student Information Health > Immunizatio > Diphtheri and Tetanus [DT] Student Information Health > Immunizatio > Tetanus- diphtheria [
MMR Immunization Date 1	Date of the student's Measles, Mumps and Rubella vaccination. The extract finds all dates for the student's MMR/MMRV vaccines and reports them in chronological order (MMR Immunization Date 1-4).	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunization > Measles- Mumps Rub [MMR] Student Information Health > Immunization > Measles- Mumps-Rub Varicella [MMRV]



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
MMR Immunization Date 2	Date of the student's Measles, Mumps and Rubella vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatio > Measles- Mumps Rub [MMR] Student Information Health > Immunizatio > Measles- Mumps-Rub Varicella [MMRV]
MMR Immunization Date 3	Date of the student's Measles, Mumps and Rubella vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatio > Measles- Mumps Rub [MMR] Student Information Health > Immunizatio > Measles- Mumps-Rub Varicella [MMRV]
MMR Immunization Date 4	Date of the student's Measles, Mumps and Rubella vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatic > Measles- Mumps Rub [MMR] Student Information Health > Immunizatic > Measles- Mumps-Rub Varicella [MMRV]
HIB Meningitis Immunization Date 1	Date of the student's Haemophilus influenza type b meningitis (HIB) vaccination. The extract finds all dates for the student's Hib vaccines and reports them in chronological order (HIB Meningitis Immunization Date 1-4).	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunization > Haemoph influenza, ty [Hib]



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
HIB Meningitis Immunization Date 2	Date of the student's Haemophilus influenza type b meningitis (HIB) vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatio > Haemoph influenza, ty [Hib]
HIB Meningitis Immunization Date 3	Date of the student's Haemophilus influenza type b meningitis (HIB) vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatio > Haemoph influenza, ty [Hib]
HIB Meningitis Immunization Date 4	Date of the student's Haemophilus influenza type b meningitis (HIB) vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatio > Haemoph influenza, ty [Hib]
Meningococcal Immunization Date 1	Date of the student's Meningococcal vaccination. The extract finds all dates for the student's Meningococcal vaccines and reports them in chronological order (Meningococcal Immunization Date 1-4).	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatio > Meningococ
Meningococcal Immunization Date 2	Date of the student's Meningococcal vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatio > Meningococ
Meningococcal Immunization Date 3	Date of the student's Meningococcal vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatio > Meningococ
Meningococcal Immunization Date 4	Date of the student's Meningococcal vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatio > Meningococ
Hep A Immunization Date 1	Date of the student's Hepatitis A vaccination. The extract finds all dates for the student's Hepatitis A vaccines and reports them in chronological order (Hep A Immunization Date 1-4).	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatio > Hepatitis [Hep A]



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Hep A Immunization Date 2	Date of the student's Hepatitis A vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatio > Hepatitis [Hep A]
Hep A Immunization Date 3	Date of the student's Hepatitis A vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatic > Hepatitis [Hep A]
Hep A Immunization Date 4	Date of the student's Hepatitis A vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatic > Hepatitis [Hep A]
HBV Immunization Date 1	Date of the student's Hepatitis B vaccination. The extract finds all dates for the student's Hepatitis B vaccines and reports them in chronological order (Hep B Immunization Date 1-4).	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatid > Hepatitis [Hep B] Student Information Health > Immunizatid > Hepatitis Dose [Hep f Dose] Student Information Health > Immunizatid > Hepatitis Dose [Hep f Dose] Dose [Hep f Dose]



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
HBV Immunization Date 2	Date of the student's Hepatitis B vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatia > Hepatitis [Hep B] Student Information Health > Immunizatia > Hepatitis Dose [Hep I Dose] Student Information Health > Immunizatia > Hepatitis Dose [Hep I Dose]
HBV Immunization Date 3	Date of the student's Hepatitis B vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatio Hepatitis [Hep B] Student Information Health > Immunizatio > Hepatitis Dose [Hep I Dose] Student Information Health > Immunizatio > Hepatitis Dose [Hep I Dose]



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
HBV Immunization Date 4	Date of the student's Hepatitis B vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatio > Hepatitis [Hep B] Student Information Health > Immunizatio > Hepatitis Dose [Hep I Dose] Student Information Health > Immunizatio > Hepatitis Dose [Hep I Dose]
Varicella (Chicken pox) Immunization Date 1	Date of the student's Varicella/Chicken Pox virus vaccination. The extract finds all dates for the student's Varicella/Chicken Pox vaccines and reports them in chronological order (Varicella (Chicken pox) Immunization Date 1- 4).	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatio > Varicella Student Information Health > Immunizatio > Measles- Mumps-Rub Varicella [MMRV]
Varicella (Chicken pox) Immunization Date 2	Date of the student's Varicella/Chicken Pox virus vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatio > Varicella Student Information Health > Immunizatio > Measles- Mumps-Rub Varicella [MMRV]



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Varicella (Chicken pox) Immunization Date 3	Date of the student's Varicella/Chicken Pox virus vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizati( > Varicella Student Information Health > Immunizati( > Measles- Mumps-Rub Varicella [MMRV]
Varicella (Chicken pox) Immunization Date 4	Date of the student's Varicella/Chicken Pox virus vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatia > Varicella Student Information Health > Immunizatia > Measles- Mumps-Rub Varicella [MMRV]
TB Immunization Date 1	Date of the student's Tuberculosis vaccination. The extract finds all dates for the student's Tuberculosis vaccines and reports them in chronological order (TB Immunization Date 1-4).	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunization > Tuberculo [BCG]
TB Immunization Date 2	Date of the student's Tuberculosis vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatic > Tuberculc [BCG]
TB Immunization Date 3	Date of the student's Tuberculosis vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunization > Tuberculo [BCG]
TB Immunization Date 4	Date of the student's Tuberculosis vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatic > Tuberculc [BCG]
RSV Immunization Date 1	Date of the student's Respiratory Syncytial Virus vaccination. Currently reports as blank filler field.	Alphanumeric, 10 characters	N/A	N/A



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
RSV Immunization Date 2	Date of the student's Respiratory Syncytial Virus vaccination. Currently reports as blank filler field.	Alphanumeric, 10 characters	N/A	N/A
RSV Immunization Date 3	Date of the student's Respiratory Syncytial Virus vaccination. Currently reports as blank filler field.	Alphanumeric, 10 characters	N/A	N/A
RSV Immunization Date 4	Date of the student's Respiratory Syncytial Virus vaccination. Currently reports as blank filler field.	Alphanumeric, 10 characters	N/A	N/A
PCV Immunization Date 1	Date of the student's Pneumococcal Conjugate Vaccine vaccination. The extract finds all dates for the student's Tuberculosis vaccines and reports them in chronological order (PCV Immunization Date 1-4).	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunization > Pneumoc
PCV Immunization Date 2	Date of the student's Pneumococcal Conjugate Vaccine vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatio > Pneumoc
PCV Immunization Date 3	Date of the student's Pneumococcal Conjugate Vaccine vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatio > Pneumoc
PCV Immunization Date 4	Date of the student's Pneumococcal Conjugate Vaccine vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatio > Pneumoc
PPV Immunization Date 1	Date of the student's Pneumococcal Polysaccharide Vaccine vaccination. Currently reports as blank filler field.	Alphanumeric, 10 characters	N/A	N/A
PPV Immunization Date 2	Date of the student's Pneumococcal Polysaccharide Vaccine vaccination. Currently reports as blank filler field.	Alphanumeric, 10 characters	N/A	N/A
PPV Immunization Date 3	Date of the student's Pneumococcal Polysaccharide Vaccine vaccination. Currently reports as blank filler field.	Alphanumeric, 10 characters	N/A	N/A
PPV Immunization Date 4	Date of the student's Pneumococcal Polysaccharide Vaccine vaccination. Currently reports as blank filler field.	Alphanumeric, 10 characters	N/A	N/A
INF Immunization Date 1	Date of the student's Influenza vaccination. The extract finds all dates for the student's Influenza vaccines and reports them in chronological order (INF Immunization Date 1-4).	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatio > Influenza



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
INF Immunization Date 2	Date of the student's Influenza vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatio > Influenza
INF Immunization Date 3	Date of the student's Influenza vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatio > Influenza
INF Immunization Date 4	Date of the student's Influenza vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatio > Influenza
HPV Immunization Date 1	Date of the student's Human Papillomavirus vaccination. The extract finds all dates for the student's Human Papillomavirus vaccines and reports them in chronological order (HPV Immunization Date 1-4).	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatio > Human Papillomavi [HPV]
HPV Immunization Date 2	Date of the student's Human Papillomavirus vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatio > Human Papillomavi [HPV]
HPV Immunization Date 3	Date of the student's Human Papillomavirus vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatio > Human Papillomavi [HPV]
HPV Immunization Date 4	Date of the student's Human Papillomavirus vaccination.	Alphanumeric, 10 characters	VaccineShot.date	Student Information Health > Immunizatio > Human Papillomavi [HPV]
Other Immunization 1 Type	Currently reports as blank filler field.	Alphanumeric, 20 characters	N/A	N/A
Other Immunization 1 Date	Currently reports as blank filler field.	Alphanumeric, 10 characters	N/A	N/A
Other Immunization 2 Type	Currently reports as blank filler field.	Alphanumeric, 20 characters	N/A	N/A



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Other Immunization 2 Date	Currently reports as blank filler field.	Alphanumeric, 10 characters	N/A	N/A
Co-curricular Information 1	Currently reports as blank filler field.	Alphanumeric, 50 characters	N/A	N/A
Co-curricular Information 2	Currently reports as blank filler field.	Alphanumeric, 50 characters	N/A	N/A
Co-curricular Information 3	Currently reports as blank filler field.	Alphanumeric, 50 characters	N/A	N/A
Co-curricular Information 4	Currently reports as blank filler field.	Alphanumeric, 50 characters	N/A	N/A
Co-curricular Information 5	Currently reports as blank filler field.	Alphanumeric, 50 characters	N/A	N/A

#### **Class Rank/Class Size Logic**

- The Class Size and Class Rank logic is as follows:
  - If the student is enrolled in a Non BIE Montana district and meets one of the following criteria, they will be excluded from reporting Class Rank and Class Size data on the extract:
    - The student has no transcript entries OR
    - Class Rank Exclude is marked on their enrollment record or grade level OR
    - The enrollment End Date is not null and End Status does not equal 400: Graduated
  - If the student is enrolled in a BIE Montana district, the following logic will be used when excluding them from reporting Class Rank data on the extract:
    - The student has no transcript entries OR
    - Class Rank Exclude is marked on their enrollment record or grade level OR
    - Their BIE Enrollment type = 3: Public enrolled and the enrollment record Start Date is not null and End Date does not equal 400: Graduated OR
    - BIE Enrollment type = null, 1: ISEP, 2: Non ISEP and the BIE End Status does not equal 15: Graduated.
  - If the student is enrolled in a BIE Montana district, the following logic will be used when excluding them from reporting Class Size data on the extract:
    - The student has no transcript entries OR
    - Class Rank Exclude is marked on their enrollment record or grade level OR
    - BIE Enrollment type = 3: Public enrolled and the enrollment record Start Date is not null and the End Date does not equal 400: Graduated.
    - BIE Enrollment type = null, 1: ISEP, 2: Non ISEP and the BIE End Status does not equal 15: Graduated and enrollment End Status does not equal 400: Graduated
  - If the reported value is greater than 9999, a value of 9999 is reported.

## Understanding the Course Transcript Extract

The Course Transcript Extract provides course information for students in grades 09-12.

- Generating the Course Transcript Extract
- Course Transcript Report Elements
- Understanding Course Transcript Reporting Logic



Select an Extract* Course   Format TSV   In Description: Transcript Year(s)   All Years   18-19   17-18   18-19   17-18   18-19   17-18   18-19   17-18   18-19   17-18   18-19   17-18   18-19   17-18   18-19   17-18   18-17   18-16   14-15   13-14   Ad Hoc   V   Generate Report Submit to Batch				
Benographics: The Demographic extract will provide a list of students in grades 07-12 and their demographics, diploma, and munication information. A GPA weight must be selected to generate the Demographic Extract. Course: The course extract will provide districts with a list of students in grades 09-12 and their course information from the fransor; IT, fransor; IY Year(s) and grade level selected will determine the student population that appear on the report, for how previous generates the three Year is detected the student must have a transcript entry in the year(s) selected on torder to report. Sessment: The Assessment Extract will provide the same group of students that the Course Extract displays and assessment information to not information to appear the assessment must have a TESC code list to be parent and children tests. For further information to not this report be searce than the Year of the Advisor and the Year of the	Transcript Extract			
mmunization information. Å GPA weight must be selected to generate the Demographic Extract.   Currer: The currer extract will provide districts with a list of students in grades 09-12 and their currers information from the Transcript Wear(s). The calendar, Transcript Year(s) and grade level selected will determine the student population that appear on the report?   Year(s), Will determine the transcript entries that pull for each student. In Progress Courses will ONLY display on the extract when Al Years or the Active Year is selected in the Transcript Year(s).   Assessment: The Assessment Extract will provide the same group of students that the Course Extract displays and assessment formation to mis report lease see the Campus Community.   There are two ways to generate a report:   .1 If reporting multiple calendar, use the generate report option to view results immediately.   .1 If reporting a single calendar, use the generate report option to view results immediately.   .1 If reporting multiple calendar, use the generate report option to view results immediately.   .1 If reporting multiple calendars, it is recommended that this report be generated through the Submit to Batch option. To reporting multiple calendars, it is recommended that this report be generated through the Submit to Batch option. To reporting multiple calendars, it is recommended that this report to generate the Campus Community.   Select an Extract Ourse   If reporting multiple calendars, it is recommended that this report be generated through the Submit to Batch option. To reporting multiple calendars, it is recommended that this report be generated through the Submit due to inclusing the report of the	The Montana Transcrip	Extract will provide districts wi	th three extracts: Demographics	, Course, and Assessment.
Transcript View view for information on in Progress Courses. Users must select calendar(s), grade levels) and Transcript Veer(s). Transcript Veer(s) and grade level selected will determine the student population that appear on the report. Transcript Veer(s) will determine the transcript entry in the year(s) selected in order to report. The Transcript Veer(s) will determine the transcript entry in the spares on the excitence by the seasesment information to paper the assessment information to paper the assessment thus have a PESC code tied to the parent and children tests. For further information on paper the assessment must have a PESC code tied to the parent and children tests. For further information on paper the assessment must have a PESC code tied to the parent and children tests. For further information on paper the assessment must have a PESC code tied to the parent and children tests. For further information on paper the assessment must have a PESC code tied to the parent and children tests. For further information on paper the assessment through the submit to Batch option. To review the results file, use the generate report option to view results immediately. 1.1 reporting a single calendar, use the generate report option to view results immediately 1.1 reporting antigic calendars, its accommended that this report to generate through the Submit to Batch Ouceue 2. Batch Ouceue Admin Extract Options Format Select an Extract* Format Select an Extract* Format Select Grade Level(s) A Grade Lev				
Internation from their assessment tak. In order for the assessment information to appear the assessment must have a PESC code tied to the parent and children tests. For further information on this report please see the Campus Community. There are two ways to generate a report. If reporting a single calendar, use the generate report option to view results immediately. If reporting multiple calendars, it is recommended that this report be generated through the Submit to Batch option. To review the results file, use the Batch Queue List located on the editor or navigate to System Administration > Batch Queue Admin Extract Options Select Calendars Format Solution To Course Format TSV → MT Data Transport D Select Grade Level(s) Al Crade Level(s) Al Crade Level(s) Al Years 10.1 Transcript Year(s) Al Years 13.14 Al Hoc Cenerate Report Submit to Batch Submit to Batch If the generate Report Submit to Batch Submit to Batch If the generate Report Su	Transcript. This will als Year(s). The calendar, If only previous years a Transcript Year(s) will	o provide information on In Prog Transcript Year(s) and grade le are selected the student must ha determine the transcript entries	ress Courses. Users must select vel selected will determine the st uve a transcript entry in the year( that pull for each student. In Prog	t calendar(s), grade level(s) and Transcript udent population that appear on the report. (s) selected in order to report. The
<ul> <li>If reporting a single calendar, use the generate report option to view results immediately.</li> <li>If reporting multiple calendars, it is recommended that this report be generated through the Submit to Batch option. To reverse the results file, use the Batch Queue List located on the editor or navigate to System Administration &gt; Batch Queue Administr</li></ul>	information from their a tied to the parent and c	ssessment tab. In order for the hildren tests. For further informa	assessment information to appea	ar the assessment must have a PESC code
2. If reporting multiple calendars, it is recommended that this report be generated through the Submit to Batch Option. To reverse to System Administration > Batch Queue List located on the editor or navigate to System Administration > Batch Queue Administration > Batch Qu	-			
Linker Options       Which calendar(s) would you like to inclue in the report?         Select an Extract*       Course         Format       TSV         MT Data Transport ID       Ist by school         OR       OR         Transcript Year(s)       All Years         Generate Report       Submit to Batch	2. If reporting mul review the res	tiple calendars, it is recommende ults file, use the Batch Queue Li	ed that this report be generated t	hrough the Submit to Batch option. To
Select an Extract* Course   Format TSV   MT Data Transport D   Select Grade Level(s) Al Grade Levels   07 07   08 09   09 0   Transcript Year(s)   All Years   18-19   17-18   18-19   17-18   18-19   17-18   18-19   17-18   18-17   15-16   14-15   13-14   Ad Hoc   Cenerate Report   Submit to Batch	Extract Options			Select Calendars
Format       TSV         MT Data Transport ID       Ist by school         Select Grade Level(s)       All Grade Levels         07       08         09       0         10       V         Transcript Year(s)       All Years         18-19       17-18         17-18       18-19         17-18       18-17         15-16       14-15         13-14       V	· · ·			Which calendar(s) would you like to include
Format       TSV v       Ist by school         MT Data Transport ID       Ist by year         Select Grade Level(s)       Al Grade Levels A       If 7-18 South Star 7-8         17-18 South Star 7-8       17-18 South Star 7-8         17-18 South Star High School       17-18 South Star High School         Transcript Year(s)       Al Years         18-19       17-18         18-17       18-16         18-17       15-16         14-15       13-14         Ad Hoc       v         Generate Report       Submit to Batch		Course 🗸		
Select Grade Level(s) Al Grade Levels 07 08 09 10 Transcript Year(s) Al Years 18-19 17-18 18-19 17-18 South Star 7-8 17-18 South Star High School 17-18 South Star High School	Format	TSV 🗸		
07     17-18 South Star 7-8       17-18 South Star 7-8     17-18 South Star High School       Transcript Year(s)     18-19       18-19     17-18       18-19     17-18       18-19     17-18       18-19     17-18       18-19     17-18       18-19     17-18       18-19     17-18       18-19     17-18       18-19     17-18       18-19     17-18       18-19     17-18       13-14     V   Ad Hoc	MT Data Transport ID			
Ad Hoc	Select Grade Level(s)	07 08 09		17-18 South Star 7-8 17-18 South Star Elementary Sc
14-15       13-14       Ad Hoc       Generate Report       Submit to Batch	Transcript Year(s)	18-19 17-18 16-17		
Generate Report Submit to Batch		14-15		
			~	
			Jacon	
				CTRL-click or SHIFT-click to select multiple

Image 4: Course Transcript Extract Editor

#### **Generating the Course Transcript Extract**

- 1. Select an Extract of Course.
- 2. Select the desired Format.
- 3. Enter the **MT Data Transport ID.**
- 4. Select Grade Level(s) which will report data within the extract.
- 5. Select which **Transcript Year(s)** will be reported in the extract.
- 6. Select which **Calendar(s)** will report data for the extract.
- 7. Select an Ad Hoc filter (if desired).

Determine how the report will be generated:

- **Generate Report** Selecting this will generate the extract immediately in a separate window in the designated format.
- Submit to Batch Selecting this will send the extract to the Batch Queue where it will generate in the background when the system is able to process the request. Users can access the extract via the Batch Queue tool or by selecting the link within the Process Inbox message that appears once the extract is generated (see image below).



Date	Ra	nge	to	Display All Processes	۲	Find Messages		
De	etete	Selected Messa	pes					
	:D	Process	Name				Posted Date	Due De
8	Ľ	) Batch Report Com	plete HT Transp	rist Extract	_		08/10/2014	
8	Ľ	Batch Report Com	plete HT Transc	rist Extract			08/10/2014	
		Batch Report Com					05/09/2014	

For the CSV Format: Data elements are delimited by ","

## **Course Transcript Report Elements**

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface	
Record Type	The record type being submitted. Always reports a value of TR- CRS.	N/A	N/A	N/A	
State Student ID	The student's StateID number.	Alphanumeric, 10 characters	Person.stateID	Census > People > Demographics > Student State ID	
Student Last	The student's last name.	Alphanumeric, 40 characters	Identity.lastName	Census > People >	
Name	Only reports in the HTML version of this report.			Identities > Last Name	
Student First	The student's first name.	Alphanumeric, 35 characters	Identity.firstName	Census > People >	
Name	Only reports in the HTML version of this report.			Identities > First Name	
Student Grade Level	The grade level of the student when they took the course. The grade level on the transcript record is reported. For in- progress grade levels, the grade tied to the most recent active primary enrollment in the calendar the course is tied to is reported. If multiple primary enrollments exist in the same start date, logic uses the enrollment with the highest enrollment ID.	Alphanumeric, 2 characters	Grade.stategrade	Student Information> General > Transcript > Grade Level > State Grade Level tied to the grade In Progress Courses: Student Information > General > Enrollment > Grade Level > State Grade Level tied to the grade.	



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
School Year	The school year of the course posted to the transcript. The end year of the school year selected on the transcript is reported.	Numeric, 10 characters	Transcript.schoolyear	Student Information > General > Transcript > School Year In Progress Courses: System Administration > Calendar > Calendar > Year
Course School	This field reports the school name tied to the transcript entry. For in-progress courses, the name of the school the course is tied to is reported.	Alphanumeric, 30 characters	School.name	In Progress: System Administration> Resources > School > Name Transcript Entry: Student Information > General > Transcript > School Name
Course Code	<ul> <li>Transcript Records: Report from the transcript record the SCED Subject Area Code and the SCED Course Identifier as 1 value.</li> <li>If Transcript record is null AND there is a tie to the course (transcript record was posted by Transcript Post Tool) then use SCED Subject and SCED Course ID from course.</li> <li>If values are null report 5 zeros.</li> <li>In Progress: Report from the Course the NCES Code</li> <li>If values are null report 5 zeros</li> </ul>	Alphanumeric, 10 characters	Transcript.Course. scedSubjectArea Course.scedCourseID	Student Information > General > Transcript > SCED Subject, SCED Course Identifier Course > NCES Code
Local Course Code	The local course code assigned to the reporting course.	Alphanumeric, 10 characters	Transcript.coursenumber	Student Information > General >Transcript > Course Number In Progress Courses: Course > Course Number
State Course Name	The state course name. Currently reports as a blank field.	N/A	N/A	N/A



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Local Course Name	The name of the course as posted on the transcript.	Alphanumeric, 100 characters	Transcript.coursename	Student Information > General > Transcript > Course Name
Credit Amount Earned	The amount of credit the student earned for the course. NOTE: In-progress courses are not reported.	Numeric, 5 characters	Transcript.creditsEarned	Student Information > General > Transcript > Credit Earned
Course Grade Earned	The grade the student earned for the course. NOTE: In-progress courses are not reported.	Alphanumeric, 5 characters	Transcript.score	Student Information > General > Transcript > Current Score
Session Type	The session type of the reporting course. Possible reported values are as follows: • IS: InterSession • LS: Long Session • MT: Mini Term • QN: Quinmester • QT: Quarter • SM: Semester • SY: Full School Year • TM: Trimester • TW: 12 Month • ST: Summer Term	Alphanumeric, 20 characters	Section.sessionType	Student Information > General > Transcript > Session Type In Progress Courses: Course > Section > Session Type
Session Number	The session number of the reporting course.	Numeric, 2 characters	School.sessionNumber	Student Information > General> Transcript > Session Number In Progress Courses: Course > Section > Session Number
Last- current Enrl Schl ID	This field populates based on the state school number tied to the calendar tied to the student's most recent primary enrollment. If no primary enrollment exists, the student's most recent enrollment in the reporting calendar is used to determine state school number value.	Alphanumeric, 4 characters	School.number	System Administration > Resources > School > State School Number

### **Understanding Course Transcript Reporting Logic**

The following explains the logic used for reporting data within the Course Transcript Extract and where this



#### data is set up within Campus:

<b>PATH:</b> System Administration > Calendar > Calendar > Grade Levels > State Grade Level
<section-header></section-header>
ar(s) selected on the extract editor OR
of 09, 10, 11 or 12 AND
PATH: System Administration > Calendar > School Years The active year is set in the School Years tool.
PATH: Scheduling > Courses > Course > Transcript Courses are marked transcript by selecting the transcript checkbox on the Course tab.



Logic	Data Setup	
The Transcript must have the High School Credit checkbox marked in order to report.	PATH: Student Information > General > Transcript > High School Credit With the second of the secon	
	This can be done manually via the Transcript tab OR automatically posted (through the Transcript Post tool) if the High School Credit checkbox is marked on the Course tab (see image below).	
If the active year or All Years is selected on the extract editor, then all courses the student is scheduled into for the active year that are marked Transcript will display in the extract even if they have not yet been posted to the transcript.	<section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header>	
If the student has a roster end date on the course section that is prior to the end date of the max term the course section is scheduled into, the course is NOT reported.	PATH: Scheduling > Courses > Roster Batch Edit > End Date If the date entered in the roster End Date for the student is prior to the end date of the course section, the course is not reported.	
If the course section max end date is not greater than the report is generated is prior to the section end date) and the the report will display an entry for both (1 for the transcrip	ere is at least one transcript entry for the course	
All transcript entries for a student are reported, even if all entries.	transcript data matches between transcript	



# Understanding the Assessment Transcript Extract

The Assessment Transcript Extract provides assessment information for students in grades 09-12.

- Generating the Assessment Transcript Extract
- Assessment Transcript Report Elements
- Understanding Assessment Transcript Reporting Logic

anscript Extract		
The Montana Transcript Extract will p	rovide districts with three extracts: Demograp	hics, Course, and Assessment.
	ract will provide a list of students in grades 07 ght must be selected to generate the Demogra	
Franscript. This will also provide infor Year(s). The calendar, Transcript Yea f only previous years are selected th Franscript Year(s) will determine the		elect calendar(s), grade level(s) and Transcript he student population that appear on the report. year(s) selected in order to report. The
n formation from their assessment tab		t the Course Extract displays and assessment uppear the assessment must have a PESC code ee the Campus Community
There are two ways to generate a re	eport:	
2. If reporting multiple calendars	use the generate report option to view result s, it is recommended that this report be genera ne Batch Queue List located on the editor or na	
Extract Options		Select Calendars
		Which calendar(s) would you like to include
Select an Extract* Assessment	t 🗸	in the report? <ul> <li>active year</li> </ul>
Format TSV 🗸		O list by school
MT Data Transport ID		O list by year
Select Grade Level(s) All Grade Le 07 08 09 10	vvels A	17-18 17-18 South Star 7-8 17-18 South Star Elementary Sc 17-18 South Star High School
Transcript Year(s) All Years 18-19 17-18 16-17	^	
15-16 14-15 13-14	~	
Ad Hoc		✓
Generate Rep	ort Submit to Batch	
Generale Rep	Submit to Batch	

Image 5: Assessment Transcript Extract Editor

#### Generating the Assessment Transcript Extract

- 1. Select an Extract of Assessment.
- 2. Select the desired Format.
- 3. Enter the MT Data Transport ID (optional).
- 4. Select Grade Level(s) which will report data within the extract.



- 5. Select which **Transcript Year(s)** will be reported in the extract.
- 6. Select which **Calendar(s)** will report data for the extract.
- 7. Select an Ad Hoc filter (if desired).
  - Determine how the report will be generated:
    - 1. **Generate Report** Selecting this will generate the extract immediately in a separate window in the designated format.
    - Submit to Batch Selecting this will send the extract to the Batch Queue where it will generate in the background when the system is able to process the request. Users can access the extract via the Batch Queuetool or by selecting the link within the Process Inbox message that appears once the extract is generated (see image below).

Date I	Range to	Display All Processes   Find Message	es
Del	ate Selected Messages		
	D Process	Name	Posted Date Due Date
		Name e ITT Transcript Extract	Posted Date Due Date 05/10/2014
0		e HT Transcript Extract	

For the CSV Format: Data elements are delimited by ","

#### **Assessment Transcript Report Elements**

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Record Type	Describes the type of data record being submitted. A value of TR-AST is always reported.	N/A	N/A	N/A
State Student ID	The student's StateID number.	Alphanumeric, 10 characters	Person.stateID	Census > People > Demographics > Student State ID
Student Last Name	The student's last name.	Alphanumeric, 40 characters	Identity.lastName	Census > People > Identities > Last Name
Student First Name	The student's first name.	Alphanumeric, 35 characters	Identity.firstName	Census > People > Identities > First Name



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Test/Assessment Name	<ul> <li>The extract will report the value in the PESC Test field.</li> <li>If PESC Test is a value of Other State Test and the State Code is not null, the State Code value is reported.</li> <li>If PESC Test is a value of Other State Test and the State Code is null, a value of Other State Test and the State Code is null, a value of Other State Test is reported.</li> <li>If the PESC Test value on the parent and child test do not match, the value on the parent test is reported.</li> </ul>	Alphanumeric, 60 characters	Assessment.name Test.pescTest	Student Information > General > Assessment Assessment > Test Set Up > State Code Release Pack .1505 +: Assessment > Test Set Up > PESC Test
Subtest	<ul> <li>The extract will report the value for all subtests of parent tests with a PESC Test value that is not null.</li> <li>The PESC Subtest field value is reported.</li> <li>If PESC Sub Test is null and the PESC Test field is a value of Other State Test and the State Code field is a value other than null, report the State Code value.</li> <li>If PESC Sub Test is null and the PESC Test field is a value of Other State Test and the State Code value.</li> <li>If PESC Sub Test is null and the PESC Test field is a value of Other State Test is a value of Other State Test and the State Code field is null, a value of Other State Test and the State Code field is null, a value of Other State Test is reported.</li> <li>If PESC Sub Test is null and the PESC Test field is a value other than Other State Test or is null, a null value is reported.</li> </ul>	Alphanumeric, 60 characters	Calculated Test.pescSubtest	Assessment > Test Set Up > Code
Other Test Description	Current reports blank.	N/A	N/A	N/A
Test Date	The date the student took the test/assessment indicated in the Test/Assessment Name field above. The date of the parent test is the date used. Test Date is required in the Data Transport System.	Date field, 10 characters	Assessment.date	Student Information > General > Assessment > Date



Data Element	Description		Type, Format and Length	Campus Database	Campus Interface	
Test Score	The score the st for the test/asse indicated in the Test/Assessmer Score must be t the following fie	essment It Name field. ied to one of	Alphanumeric, 10 characters	Assessment.score	Student Information > General > Assessment > Score	
	Campus Field	Reported Value				
	Scale Score	Scaled				
	Raw Score	Raw				
	Percent	Percent				
	Percentile	Percentile				
	Normal NormalCu Curve Equivalent	NormalCurve				
	Result	Result				
	If a score exists and Subtest, a l score is reporte scores exist, a l score is reporte	ine for each d. lf multiple ine for each				
Test Score Method	Reports the me determine the s reported (e.g, R Percentile, Norr Equivalent, etc)	core being aw Score, nal Curve	Alphanumeric, 10 characters	Calculated	Student Information > General > Assessment > All Scores > Score Type	
School Code	Reports the Sta number, includi zeros.		Alphanumeric, 4 characters	School.number	System Administration > Resources > School > State School Number	

## **Understanding Assessment Transcript Reporting Logic**

The following explains the logic used for reporting data within the Assessment Transcript Extract:



In order for a student to report, they must have an enrollment record in a State Grade Level of 09, 10, 11 or 12 which is tied to the calendar selected on the extract editor AND:	<text><text><text><text></text></text></text></text>
Has at least 1 transcript entry posted with the High School Credit checkbox marked for the transcript year(s).	PATH: Scheduling > Courses > Course > High School Credit The image below desceribes how a Course is marked as High School Credit. This course would then report once grades from the course are posted to transcript. Image below desceribes how a Course is marked as High School Credit. This course would then report once grades from the course are posted to transcript.
The student is scheduled into a course marked Transcript.	<section-header></section-header>



The student must have an assessment where the PESC Test field is not null and the parent test field is null.

- Report one entry per parent assessment, child assessment, date, and score type.
- If score is on child or parent, only report 1 record per child, parent, date, and score combination.
- If score is on child AND parent, report 2 records: 1 for parent score and 1 for child score.

**PATH:** Assessment > Test Setup > PESC Test (eTranscript), PESC Sub-Test (eTranscript) The image below shows how an assessment is given PESC test values via the Test Setup tool.

	M Save O Deate O New Test
System Administrator	
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Messenger	(6) Deer Text
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<ul> <li>MT State Reporting</li> </ul>	National Test     Scale Score      Assult     PESO Test inTransport
<ul> <li>Data Integrity Tools</li> </ul>	Netional Code Other State Test
Account Settings	PSSC Sub-Test of Transcript

If the PESC Test field is set to a value of OtherStateTest, the State Code value is reported. If The PESC Test Field is set to a value of OtherStateTest and the State Code field is null, the PESC Sub-Test value is reported (see image below).



In order for an assessment date to report in the extract properly, the Date field must be selected on the Parent test setup and the Date must be entered on the student's assessment.

A test date is required for each assessment in the Data Transport System. If a date has not been entered for an assessment, that assessment record will be rejected by the Data Transport System, and the test will not be displayed on the student's transcript. PATH: Assessment > Test Setup > Date PATH: Student Information > Assessment > Date The image below shows how a parent test with the Date field marked makes the Date field available on the assessment.



