

# Student Enrollments Upload (Montana)

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

[Student Enrollments Upload Layout](#) | [Import Field Values](#) | [Enrollment Import Logic and Validations](#) | [Student Enrollments Import Warnings and Errors](#)

**Classic Path:** [MT State Reporting](#) > [MT Data Upload](#) > [Student Enrollments](#)

**Search Terms:** [Student Enrollments](#)

The Student Enrollments Upload provides districts with the ability to upload enrollment records to Montana state edition.

**State Data Import**

This tool allows for the following operations:

- Import Data
- Retrieve Files

**To Import:**  
Importing a file is a two step process. Step 1) Validate and Test file: This action ensures all errors are remedied prior to updating any data that will be submitted to the state. Step 2) Upload File: The campus database will be updated. Data uploaded in this step will be available to be submitted to the state.

Select the Import Data Radio Button. Select an option under "Import Type" to specify which record type you are uploading.

Select an option under "Work to Perform" to indicate how the file should be processed. There are 2 options:

1. Validate and Test File - Only error checking will be performed on the file. No data is imported under this option. A summary report will be generated identifying any errors that were found. To review results file, use the Batch Queue List located on the editor or navigate to System Administration > Batch Queue > Batch Queue Admin to retrieve the Import Results Summary
2. Upload File - Data from the file will add to or update the current student records in the AIM system. An Import Results Summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a dataset of students. To review results file, use the Batch Queue List located on the editor or navigate to System Administration > Batch Queue > Batch Queue Admin to retrieve the Import Results Summary

In order for the uploaded data to sync to the state a batch resync must be triggered under System Administration > Data Utilities > Resync State Data

**To Retrieve Files:**  
When Student Demographics files are loaded, a new State ID file is generated. The State ID file is an extract of the Student Demographics file where Student State IDs are provided for those students that were initially imported with no value in the Student State ID column.

After reviewing the Import Results, Districts may retrieve the State ID file by selecting the Retrieve File Radio Button and clicking the Refresh State ID File Button. Choose the date/time when the Student Demographics file completed import processing from the drop list and click Generate.

Campus will retain the last 10 occurrences of the State ID file. Should Districts need to retrieve Student State IDs for students imported prior to the last 10 instances of the Student Demographics import, Districts may use the MT Extract tool.

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**Import Data**

Student Enrollments

\*Work to Perform: Validate and Test File

\*File:  No file chosen

Review the Validate and Test results file located in the Batch Queue List located at the bottom of the page to identify and correct import errors and/or warnings. Select Refresh on the Batch Queue to retrieve the latest status of the Batch. When the Batch has completed processing, select "Get the report" to retrieve the Import Results Summary file.

**Retrieve New Student State ID File**

For Student Demographic Uploads ONLY: Review New Student State ID File to ensure Student State IDs have been provided for students who previously did not have one. After the Import Results have been reviewed, please click the Refresh State ID File button and select the New Student State ID file that corresponds to the date/time the Import completed processing. Click Generate to retrieve the new Student State ID file.

Show top 50 tasks submitted between 02/28/2019 and 03/07/2019

Image 1: MT Uploads - Student Enrollments

# Student Enrollments Upload Layout

The following lists the data elements and formats for the Student Enrollments Upload.

**The Retrieve New Student State ID File option is only relevant to Student Demographic uploads. Please ignore this option when uploading Enrollments data.**

## Header Layout

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Record Type</b>	The abbreviation for the type of file upload entered. This will always report as HD.	Alphanumeric, 2 characters	Not dynamically stored	Not dynamically stored
<b>Date</b>	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	Not dynamically stored	Not dynamically stored
<b>Time</b>	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	Not dynamically stored	Not dynamically stored
<b>Version</b>	The most current version of the file interface specification and references to the application system. This field will always report as MT9.1.	Alphanumeric, 5 characters	Not dynamically stored	Not dynamically stored

## Upload Layout

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Record Type</b>	The abbreviation for the type of file upload entered. This will always report as EN.	Alphanumeric, 2 characters	Not dynamically stored	Not dynamically stored
<b>District Number</b>	This is a unique system number that identifies the district uploading the information, assigned by the Montana Office of Public Instruction.	Numeric, 4 digits	district.number	System Administration > Resources > District Information > District Number

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>School Number</b>	This is a unique number assigned by the Office of Public Instruction that identifies the school into which the students are enrolled.	Numeric, 4 digits	school.number	System Administration > Resources > School > School Number
<b>Calendar Number</b>	This is a unique system number that identifies the calendar(s) chosen on the extract editor. This number needs to correspond with the Calendar Number reported in the School Calendar Extract.	Numeric, 1-3 digits	calendar.number	Student Administration > Calendar > Calendar > Calendar Info
<b>Student State ID</b>	Unique student ID number assigned by OPI.	Numeric, 9 digits	person.stateID	Census > People > Demographics > Person Identifiers > State ID
<b>Student Local ID</b>	Unique student ID number assigned by the school of enrollment.	Numeric, 15 digits	Person.studentNumber	Census > People > Demographics > Person Identifiers > Local Student Number
<b>Last Name</b>	Student's legal last name	Alphanumeric, 50 characters	identity.lastName	Census > People > Demographics > Person Information > Last Name
<b>First Name</b>	Student's legal first name	Alphanumeric, 50 characters	identity.firstName	Census > People > Demographics > Person Information > First Name

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Service Type</b>	<p>Indicates the type of services received by a student at the district. Options are:</p> <ul style="list-style-type: none"> <li>• P: Primary</li> <li>• S: Secondary</li> <li>• N: Special Education</li> </ul>	Alphabetic, 1 character	enrollment.type	Student Information > General > Enrollments > General Enrollment Information > Service Type
<b>Start Date</b>	<p>Student's start date of enrollment for the current school year. This date must be greater than or equal to the Calendar State Date.</p>	Date field, 10 characters MM/DD/YYYY	enrollment.start Date	Student Information > General > Enrollments > General Enrollment Information > Start Date
<b>Start Status</b>	<p>Selection of the reason the student entered the school district on the entry date for the current record.</p> <ul style="list-style-type: none"> <li>• Value on import must match one of the active dictionary values available in Local Start Status on Enrollment.</li> <li>• Must be two digits. Zero padding may be used.</li> </ul> <p>For more information, see the list of available Start Status values in the <a href="#">Import Field Values</a> section below.</p>	Numeric, 2 digits	Enrollment.localStartStatusTypeID	Student Information > General > Enrollments > General Enrollment Information > Local Start Status
<b>End Date</b>	<p>Student's last day of enrollment for the current school year. This date must be less than or equal to the Calendar End Date.</p>	Date field, 10 characters MM/DD/YYYY	enrollment.endDate	Student Information > General > Enrollments > General Enrollment Information > End Date

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>End Status</b>	<p>Selection of the reason the student is no longer enrolled in a school for the current school year.</p> <ul style="list-style-type: none"> <li>• This field is required entry if the End Date is populated.</li> <li>• If the End Date field is not populated, this field must be blank.</li> <li>• Value in the import must match one of the active dictionary values available in Local End Status on Enrollment.</li> <li>• When the student's Grade Level is P1, PK, KH, KF or 01-06, the End Status cannot be 300, 310, 320, 330 or 340.</li> </ul> <p>For more information, see the list of available End Status values in the <a href="#">Import Field Values</a> section below.</p>	Numeric, 3 digits	Enrollment. localEndStatusTypeID	Student Information > General > Enrollments > General Enrollment Information > Local End Status

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Dropout Reason</b>	<p>Selection indicates the student was enrolled in school at some time during the previous school year and is not enrolled on October 1 of the current school year.</p> <ul style="list-style-type: none"> <li>This field is required entry if the End Status is 300, 310, 320 330 or 340 and the Grade Level is 07-12.</li> <li>If the End Date is null, this field must be null</li> <li>When the End Status is not 300, 310, 320, 330 or 340, this field must be null.</li> </ul> <p>For more information, see the list of available Dropout Reason values in the <a href="#">Import Field Values</a> section below.</p>	Numeric, 2 digits	enrollmentMT.dropoutReason	Student Information > General > Enrollments > General Enrollment Information > Dropout Reason
<b>No Show</b>	Filler Field. No longer reported	N/A	N/A	N/A
<b>Sort By Field</b>	This field is used at the discretion of the district to determine how assessments (CRT) will be sorted by testing contractor.	Alphanumeric, 15 characters	EnrollmentMT.sortBy	Student Information > General > Enrollment > State Reporting Fields > Sort By
<b>Grade</b>	Indicates the student's grade level of enrollment	Alphanumeric, 2 characters	Enrollment.grade	Student Information > General > Enrollments > General Enrollment Information > Grade Level

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Diploma Date</b>	The date on which the student was awarded a diploma. This is a required field if the Enrollment End Status is 400. If the Enrollment End Status is NOT 400, this field must be null.	Date field, 10 characters  MM/DD/YYYY	graduation.diplomaDate	Student Information > General > Graduation > Diploma Date
<b>Diploma Type</b>	The type of diploma the student was awarded by the district. This is a required field is the Enrollment End Status is 400. If the Enrollment End Status is NOT 400, this field must be null. For more information, see the list of available Diploma Type values in the <a href="#">Import Field Values</a> section below.	Alphanumeric, 2 characters	graduation.diplomaType	Student Information > General > Graduation > Diploma Type
<b>Diploma Period</b>	Indicate the time that a student took to graduate from the first time they were identified as a 9th grade student to the date of graduation. This is a required field is the Enrollment End Status is 400. If the Enrollment End Status is NOT 400, this field must be null. For more information, see the list of available Diploma Period values in the <a href="#">Import Field Values</a> section below.	Numeric, 2 digits.	graduation.diplomaPeriod	Student Information > General > Graduation > Diploma Period

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Start Comments</b>	<p>Any comments entered in the Start Comments field on the enrollment are imported.</p> <p>All existing information is overwritten by data within this field unless this field is null in the import. If null, existing Start Comment data is preserved.</p> <p>Added as of the E.1509 Release Pack.</p>	Varchar	Enrollment.startComments	Student Information > General > Enrollment > Start Comments
<b>End Comments</b>	<p>Any comments entered in the End Comments field on the enrollment are imported.</p> <p>All existing information is overwritten by data within this field unless this field is null in the import. If null, existing End Comments data is preserved.</p> <p>Added as of the E.1509 Release Pack.</p>	Varchar	Enrollment.endComments	Student Information > General > Enrollment > End Comments
<b>Year</b>	<p>Indicates the year of the enrollment record, based on the last year of the school year. For example, enrollments in the 2010-11 school year will report as 2011.</p>	Numeric, 4 digits	calendar.endYear	System Administration > Calendar > Calendar > Calendar Info

## Import Field Values

▶ [Click here to expand...](#)

### Enrollment Import Logic and Validations

The following import elements are considered key fields:

- District Number
- School Number
- Calendar Number



- State ID (Student)
- Start Date (Enrollment)
- Year

A match on a student's identity record must occur before enrollment or graduation data can be imported for the student. The following match logic is used:

- A student enrollment is identified when a match occurs on the following: DistrictID, personID
  - DistrictID is logically derived by identifying the ID using the district number provided in the import
  - personID is logically derived by using the stateID and districtNumber

Once a match has been made to a student Identity, Campus will attempt a match on enrollment to determine if a new or existing enrollment should be created.

- A student enrollment is identified when a match occurs on the following: DistrictID, endYear, personID, calendarID, structureID, startDate
  - DistrictID as identified via the identify match
  - endYear is the value provided in the import
  - PersonID as identified via the identify search in the identity match
  - calendarID is logically derived by using districtNumber, schoolNumber, calendarNumber and endYear as provided in the import
  - structureID is logically derived by using the calendarID (Campus expects only 1 schedule structure per calendar)
  - startDate is the value provided in the import
    - A new enrollment will be created for students where the start date of the enrollment record in the import does NOT match the current enrollment located within Campus.

The following elements on Enrollment record will be updated when a match to a Student Identity and corresponding Enrollment occurs:

- Service Type
- Local Start Status
- End Date
- Local End Status
- Drop Out Reason
- Sort By Field
- Grade

Blank fields provided in the Import will **OVERWRITE** any existing values.

Logic will match the import record to a student identity and update/create a new Graduation record based on the following logic:

- A student is identified when a match occurs on the following: DistrictID, personID
  - DistrictID is logically derived by identifying the ID using the district number provided in the import
  - personID is logically derived by using the stateID provided in the import and districtNumber
- If there is no match, an error is presented and logic ends.
- If a match is found, the following Graduation logic occurs:
  - If the Grade in the import equals = 09, logic creates a new Graduation record ONLY if no other previously existing record is present in Campus. If a Graduation already exists, logic will update the existing record with the information in the import file.
  - If the Grade in the import equals = 10, 11, 12, or any number less than 9, logic will update any

existing Graduation record or if no Graduation record exists, no records are updated nor created.

- When Campus generates a Graduation record for an imported 9th Grade student, the following Graduation record values are auto-populated:
  - Date First Entered the 9th Grade = The Start Date from the 9th Grade Enrollment record
  - NCLB Cohort End Year = The end year of the 9th Grade enrollment record + three years.
  - NGA Cohort End Year = The end year of the 9th Grade enrollment record + three years.

Addition import logic is as follows

- Enrollment End Statuses cannot be 300, 310, 320, 330 or 340 when Grade Level is P1, PK, KH, KF or 01-06.
- The Dropout Reason must be NULL when the Enrollment End Status is not 300-340.
- The Diploma Date field must be NULL if the Enrollment End Status is not 400.
- The Diploma Type field must be NULL if the Enrollment End Status is not 400.
- The Diploma Period field must be NULL if the Enrollment End Status is not 400.
- The tool will allow multiple calendars to be imported at one however, calendar with multiple schedule structures will not be imported and an error will be returned.

Enrollment Start and End Status Codes:

- District Edition users have the ability to map local codes to state codes.
- Only state codes will sync to the state. Local Enrollment Start and End Status codes will not sync.
- Montana Edition users do not have the ability to map local codes to state codes. The dictionaries for both Local and State Enrollment Status codes are identical. Montana Edition users will import State Codes and the import will match the State Code provided to the Local Enrollment Status Code.
- For District Edition users, the Local Enrollment Status codes MUST match State Status Codes or validation logic within the import will fail causing unexpected import results.

## Student Enrollments Import Warnings and Errors

The following table describes the possible warnings and errors you could receive when importing the Enrollment file:

Errors are considered fatal. Warnings are considered informational.

Condition	Requirement	Message Type	Message
Cannot identify District	Using the District Number provided in the import, check for a District ID If District ID does not exist, stop processing	Error	Cant find district
Cannot identify School	Using the School Number provided in the import, check for valid School If School does not exist, stop processing	Error	School number (S###) does not exist within district number (D###)

Condition	Requirement	Message Type	Message
Cannot identify Calendar	<p>Using the following information provided in the import, check for a valid calendar</p> <ul style="list-style-type: none"> <li>• District Number</li> <li>• School Number</li> <li>• Calendar Number</li> <li>• End year</li> </ul> <p>If a valid calendar does not exist, stop processing</p>	Error	There is no calendar with number <calendar number as provided in import>
Calendar cannot have more than one Schedule Structure	If the calendar has MORE THAN one schedule structure, display Message and stop processing	Error	The calendar provided has more than one schedule structure. In order to import or update an enrollment, the calendar number provided on the import must have only 1 schedule structure.
Cannot find student with State ID	<p>Using the district number provided in the import, identify the District ID</p> <p>Using the Student State ID provided in the import and the District ID search for a match on person</p> <p>If not match is found, error but continue processing to identify more errors</p>	Error	There is no Student ID with State ID <Student State ID as provided in import>
Grade provided on import must be a valid state grade	<p>Once a calendar is found for the import record, find the grades tied to the calendar.</p> <p>Using the grade provided in the import match on state grade.</p> <p>If state grade is not found, error but continue processing to identify more errors</p>	Error	The Grade on the record does not match the instructional grades available in the calendar. Record will not be processed
A field on the import is required, see data element logic	Required Field	Error	Core Error
A field on the import must be of a value specified in the attribute dictionary e.g. Start Status on Import must be P, N or S	Field must of a specified set of values, error but continue processing to identify more errors	Error	Core Error

Condition	Requirement	Message Type	Message
A field on the import must meet datatype, min/max size and/or specified format, see data element logic	Field must of specified datatype, format or size; error but continue processing to identify more errors	Error	Core Error
Student Local ID cannot exceed 15 characters	If Student's Local ID is greater than 15 characters, display Message	Warning	Student Local ID exceeds 15 character limit
Start Date must be within Start and End Date of calendar	Start Date must be greater than or equal to Calendar Start Date of the calendar as identified by Calendar Number on the import	Error	Enrollment start date must be between the enrollment start date and calendar end date
Start Status is required to import record	Start Status is Required	Error	Start Status must be specified for student with stateID (<State ID>) and localID (<Local>) who is reported to have a Start Date.
End Date must be within start date of enrollment on import and End Date of calendar	End Date must be AFTER the Start Date provided on the import and BEFORE OR EQUAL to the Calendar End Date of the calendar as identified by Calendar Number on the import	Error	Enrollment end date must be between the enrollment start date and calendar end date
End Status should be provided if End Date is populated	End Status must be NULL if End Date on Import is NULL	Error	End Status must be left blank when End Date is NOT reported.
End Status should NOT be provided if End Date is NOT populated	End Status is required if End Date on Import is NOT NULL	Error	End Status must be specified when End Date is reported
Enrollment End Status must be of valid value based on grade	Value in End Status CANNOT EQUAL 300, 310, 320, 330, OR 340 If Grade on Import EQUALS P1, PK, KH, KF, 01, 02, 03, 04, 05, OR 06	Error	Enrollment End Status can not be 300, 310, 320, 330, or 340 for grades PK-06
Dropout Reason is required if End Status and Grade is of valid value	Required if End Status on Import EQUALS 300, 310, 320, 330, OR 340 AND Grade on Import EQUALS 07, 08, 09, 10, 11, OR 12	Error	Dropout Reason must be specified if End Status is 300, 310, 320, 330, or 340
Dropout Reason must be NULL if End Date is not provided	Dropout Reason must be NULL if End Date on Import is NULL	Error	Dropout Reason must be left blank when End Date is blank

Condition	Requirement	Message Type	Message
Dropout Reason must be populated when End Status is of valid value	Dropout Reason must be NULL if End Status on Import IS NOT EQUAL to 300, 310, 320, 330, OR 340	Error	Dropout Reason must be blank if End Status is not 300, 310, 320, 330, or 340
Diploma Date must NOT be provided when End Status is not Graduated	If End Status is NOT EQUAL to 400, Diploma Date must be NULL	Error	Diploma Date must be blank if End Status is not 400
Diploma Type must NOT be provided when End Status is not Graduated	If End Status is NOT EQUAL to 400, Diploma Type must be NULL	Error	Diploma Type must be blank if End Status is not 400
Diploma Period must NOT be provided when End Status is not Graduated	If End Status is NOT EQUAL to 400, Diploma Period must be NULL	Error	Diploma Period must be blank if End Status is not 400
For End Status of Graduated, Diploma Date cannot be blank	If End Status EQUALS 400, Diploma Date must be NOT NULL	Error	Diploma Date must be specified if End Status is Graduated
For End Status of Graduated, Diploma Type cannot be blank	If End Status EQUALS 400, Diploma Type must be NOT NULL	Error	Diploma Type must be specified if End Status is Graduated
For End Status of Graduated, Diploma Period cannot be blank	If End Status EQUALS 400, Diploma Period must be NOT NULL	Error	Diploma Period must be specified if End Status is Graduated
A graduation record will NOT be created for students of 10th grade or higher if NO 9th grade enrollment record exists.	If the Grade in the import equals = 10, 11, 12, or any number less than 9, logic will update any existing Graduation record or if no Graduation record exists, no records are updated nor created.	Warning	Graduation details for the student will not be updated until a 9th grade enrollment or a graduation record for the student is created.
Graduation detail will not be updated for students less than 9th grade	If Grade on Import EQUALS < 9 AND Diploma Date AND/OR Diploma Type AND/OR Diploma Period on the Import are NOT EQUAL to NULL	Warning	The graduation detail provided on the import will not be updated for students of grades less than 9th
The Start Status must be an active type	If Start Status in Import is NOT active	Error	The start status provided in the import it NOT an active start status type
The End Status must be an active type	If End Status in Import is NOT active	Error	The end status provided in the import it NOT an active start status type

Condition	Requirement	Message Type	Message
<p>Military Connected Status is NULL</p>	<p>This warning appears if State Start Status in Import equals:</p> <ul style="list-style-type: none"> <li>• 40 - Military Connected: Transfer from public school in district or state</li> <li>• 60 - Military Connected: Transfer from an out of state school</li> <li>• 80 - Military Connected: Transfer from a school out of the country</li> </ul> <p>AND/OR</p> <p>If State End Status in Import equals</p> <ul style="list-style-type: none"> <li>• 145 - Military Connected: Transfer to public school in another District in MT</li> <li>• 155 - Military Connected: Transfer to a school out of the country</li> <li>• 185 - Military Connected: Transfer to a school out of state</li> </ul> <p>AND</p> <p>Military Connected Status is NULL</p> <p><b>The record still imports.</b></p>	<p>Warning</p>	<p>This student's enrollment Start and/or End Status indicates they have a military connection, Military Connected Status under the State Reporting fields on enrollment needs to be populated.</p>