

# Program Participation Upload (Montana)

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

[Importing Program Participation Records](#) | [Upload Logic](#) | [Program Participation Upload - Header Layout](#) | [Program Participation Upload Layout](#)

**Classic View:** MT State Reporting > MT Data Upload > Import Type > Program Participation

**Search Terms:** MT Data Upload

The Program Participation Upload contains data about student participation in Title I and LEP programs. The upload must be in .tsv format. See the [MT Data Upload](#) article for more information about this tool.

## MT Data Upload ☆

Reporting > MT State Reporting > MT Data Upload

### 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.

#### Import Data

\*Import Type

Program Participation

\*Work to Perform

Validate and Test File

\*File

Choose File No file chosen

Submit to Batch

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

Refresh State ID File Generate

**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.

Refresh Show top 50 tasks submitted between 01/19/2021 and 01/26/2021

Queued Time	Report Title	Status	Download
01/19/2021 02:19:37 PM	MT Data Upload	Completed	<a href="#">Get the report</a>
01/19/2021 02:19:28 PM	MT Data Upload	Completed	<a href="#">Get the report</a>
01/19/2021 02:18:37 PM	MT Data Upload	Completed	<a href="#">Get the report</a>
01/19/2021 02:18:30 PM	MT Data Upload	Completed	<a href="#">Get the report</a>
01/19/2021 02:17:09 PM	MT Data Upload	Completed	<a href="#">Get the report</a>

Image 1: Montana Program Participation Upload

# Importing Program Participation Records

See the [Uploading Files](#) section of the MT Data Upload article for detailed information about importing records via the MT Data Upload tool.

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

## Upload Logic

- Students must have an enrollment record in the district that matches the school, district, and state IDs in the import.
- The enrollment record must be within the calendar that has the same end year as the end year on the enrollment.
- Students must have an active enrollment record.
- If multiple enrollment records exist for a student, the most recent enrollment record is used.
- Any existing information is overwritten with data included in the import file.

## Program Participation Upload - Header Layout

Data Element	Description	Campus Location
<b>Record Type</b>	The abbreviation for the type of file extract generated. This will always report as PP.  <i>Alphanumeric, 2 characters</i>	Not dynamically stored
<b>Date</b>	The most recent date the file was generated.  <i>Date field, 10 characters MM/DD/YYYY</i>	Not dynamically stored
<b>Time</b>	The most recent time the file was generated.  <i>Time field, 8 characters HH:MM:SS</i>	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.  <i>Alphanumeric, 5 characters</i>	Not dynamically stored

## Program Participation Upload Layout

Data Element	Description	Campus Location
--------------	-------------	-----------------

Data Element	Description	Campus Location
<b>Record Type</b>	<p>Always reports a value of "PP" which stands for Program Proficiency.</p> <p>Alphanumeric, 2 characters</p>	N/A
<b>District Number</b>	<p>Unique identifier assigned to the district by the OPI.</p> <p><i>String, 4 digits</i> <i>Number is zero padded when necessary.</i></p>	<p>System Administration &gt; Resources &gt; District Information &gt; State District Number</p> <p>District.number</p>
<b>School Number</b>	<p>A unique number assigned by the Office of Public Instruction that identifies the school into which the students are enrolled.</p> <p><i>Numeric, 4 digits</i></p>	<p>System Administration &gt; Resources &gt; School &gt; School Number</p> <p>School.number</p>
<b>Calendar Number</b>	<p>A unique system number that identifies the calendar(s) chosen on the extract editor.</p> <p><i>Numeric, 1-3 digits</i></p>	<p>Student Administration &gt; Calendar &gt; Calendar &gt; Calendar Info</p> <p>Calendar.number</p>
<b>Student's State ID</b>	<p>The reporting student's unique 9-digit statewide student ID number.</p> <p><i>String, 9 characters</i> <i>Number is zero padded when necessary.</i></p>	<p>Census &gt; People &gt; Demographics &gt; Student State ID</p> <p>Person.stateID</p>
<b>Student's Local ID</b>	<p>Unique student ID number assigned by the school of enrollment.</p> <p><i>Numeric, 15 digits</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Identifiers &gt; Local Student Number</p> <p>Person.studentNumber</p>
<b>Last Name</b>	<p>The reporting student's legal last name.</p> <p><i>Alphanumeric, 40 characters</i></p>	<p>Census &gt; People &gt; Demographics &gt; Last Name</p> <p>Person.lastName</p>

Data Element	Description	Campus Location
<b>First Name</b>	<p>The reporting student's legal first name.</p> <p><i>Alphanumeric, 35 characters</i></p>	<p>Census &gt; People &gt; Demographics &gt; First Name</p> <p>Person.firstName</p>
<b>Filler</b>	<p>N/A</p>	<p>N/A</p>
<b>Title I Participation</b>	<p>Indicates the student participates in a Title I program. If the student reports a value of Y, the student must have at least one instructional service marked.</p> <p><i>1 character, Y or N</i></p>	<p>Student Information &gt; General &gt; Enrollments Tab &gt; State Reporting Fields &gt; Title 1</p> <p>Enrollment.title1</p>
<b>Title I Reading</b>	<p>Indicates the student is receiving services in a Title I Target Assistance Program in the Title I Reading program. The Title I field must report Y.</p> <p><i>1 character, Y or N</i></p>	<p>Student Information &gt; General &gt; Enrollments Tab &gt; State Reporting Fields &gt; Title 1 Instructional Services &gt; Reading Lang Arts</p> <p>Enrollment.title1Reading</p>
<b>Title I Math</b>	<p>Indicates the student is receiving services in a Title I Target Assistance Program in the Title I Math program. The Title I field must report Y.</p> <p><i>1 character, Y or N</i></p>	<p>Student Information &gt; General &gt; Enrollments Tab &gt; State Reporting Fields &gt; Title 1 Instructional Services &gt; Math</p> <p>Enrollment.title1Math</p>
<b>Title I Science</b>	<p>Indicates the student is receiving services in a Title I Target Assistance Program in the Title I Science program. The Title I field must report Y.</p> <p><i>1 character, Y or N</i></p>	<p>Student Information &gt; General &gt; Enrollments Tab &gt; State Reporting Fields &gt; Title 1 Instructional Services &gt; Science</p> <p>Enrollment.title1Science</p>

Data Element	Description	Campus Location
<b>Title I Social Sciences</b>	<p>Indicates the student is receiving services in a Title I Target Assistance Program in the Title I Social Sciences program.</p> <p>The Title I field must report Y.</p> <p><i>1 character, Y or N</i></p>	<p>Student Information &gt; General &gt; Enrollments Tab &gt; State Reporting Fields &gt; Title 1 Instructional Services &gt; Social Sciences</p> <p>Enrollment.title1Civics</p>
<b>Title I Vocational/Career</b>	<p>Indicates the student is receiving services in a Title I Target Assistance Program in the Title I Vocational/Career program.</p> <p>The Title I field must report Y.</p> <p><i>1 character, Y or N</i></p>	<p>Student Information &gt; General &gt; Enrollments Tab &gt; State Reporting Fields &gt; Title 1 Instructional Services &gt; Vocational/Career</p> <p>Enrollment.title1Career</p>
<b>Title I Instructional Other</b>	<p>Indicates the student is receiving services in a Title I Target Assistance Program in an Instructional program that is a component of a Title I program and is not defined as any other instructional program listed.</p> <p>The Title I field must report Y.</p> <p><i>1 character, Y or N</i></p>	
<b>Title I Health</b>	<p>Indicates the student is receiving services in a Title 1 Target Assistance Program in the Title I Health program.</p> <p>The Title I field must report Y.</p> <p><i>1 character, Y or N</i></p>	<p>Student Information &gt; General &gt; Enrollments Tab &gt; State Reporting Fields &gt; Title 1 Support Services &gt; Health, Dental and Eye Care</p> <p>Enrollment.title1Health</p>

Data Element	Description	Campus Location
<b>Title I Guidance/Advocacy</b>	<p>Indicates the student is receiving services in a Title 1 Target Assistance Program in the Title 1 Guidance/Advocacy program.</p> <p>The Title I field must report Y.</p> <p><i>1 character, Y or N</i></p>	<p>Student Information &gt; General &gt; Enrollments Tab &gt; State Reporting Fields &gt; Title 1 Support Services &gt; Guidance/Advocacy</p> <p>Enrollment.title1Counseling</p>
<b>Title I Support Other</b>	<p>Indicates the student is receiving services in a Title I Target Assistance Program in a Support program that is a component of a Title I program that is not defined as any other support program listed.</p> <p>The Title 1 field must report Y.</p> <p><i>1 character, Y or N</i></p>	<p>Student Information &gt; General &gt; Enrollments Tab &gt; State Reporting Fields &gt; Title 1 Support Services &gt; Other</p> <p>Enrollment.title1ServicesOther</p>
<b>Title I Part A Neglected</b>	<p>Indicates the student is considered Title I Part A Neglected.</p> <p><i>1 character, Y or N</i></p>	<p>Student Information &gt; General &gt; Enrollments Tab &gt; State Reporting Fields &gt; Title 1 Part A Neglected</p> <p>Enrollment.neglected</p>
<b>Title I Part D Delinquent</b>	<p>Indicates the student is considered Title I Part D Delinquent.</p> <p><i>2 string characters</i></p>	<p>Student Information &gt; General &gt; Enrollments Tab &gt; State Reporting Fields &gt; Title I Part D Delinquent</p> <p>EnrollmentMT.delinquent</p>
<b>Foreign Exchange</b>	<p>Indicates the student is a foreign exchange student.</p> <p>A student marked Foreign Exchange cannot be marked as an Immigrant.</p> <p><i>1 character, Y or N</i></p>	<p>Student Information &gt; General &gt; Enrollments Tab &gt; State Reporting Fields &gt; Foreign Exchange</p> <p>Enrollment.foreignStudent</p>

Data Element	Description	Campus Location
<b>Gifted and Talented Evaluated</b>	Import the gifted and talented evaluated data for the student.	Student Information > General > Enrollments Tab > State Reporting Fields > Gifted and Talented Evaluated  Enrollment.giftedTalentedEval
<b>Gifted and Talented Identified</b>	Indicates the student was identified as gifted/talented.  <i>1 character, Y or N</i>	Student Information > General > Enrollments Tab > State Reporting Fields > Gifted/Talented Identified  Enrollment.giftedTalented
<b>Homeless</b>	Indicates the student is considered homeless. A student is homeless if they lack a fixed, regular and adequate nighttime residence.  <i>1 character, Y or N</i>	Student Information > General > Enrollments Tab > State Reporting Fields > Homeless  Enrollment.homeless
<b>Homeless Night Time Residence</b>	Indicates the type of nighttime residence for the homeless student. If Homeless reports as null, this field will also report as null.  <i>String, 2 characters</i>	Student Information > General > Enrollments Tab > State Reporting Fields > Homeless Night Time Residence  Enrollment.homelessResidence
<b>Unaccompanied Youth</b>	Indicates if the student is not in the physical custody of a parent or guardian. <ul style="list-style-type: none"> <li>• If Homeless reports as null, this field must report as null.</li> <li>• If Homeless reports a value of Y, this field must report a value of Y.</li> <li>• If Homeless reports a value of N, this field must report a value of N.</li> </ul> <i>1 character, Y or N</i>	Student Information > General > Enrollments Tab > State Reporting Fields > Unaccompanied Youth  Enrollment.unaccompaniedYouth



Data Element	Description	Campus Location
<b>Immigrant</b>	<p>Indicates the student is considered an immigrant.</p> <ul style="list-style-type: none"> <li>Students marked as a Foreign Exchange student cannot be marked as an Immigrant.</li> </ul> <p><i>1 character, Y or N</i></p>	<p>Student Information &gt; General &gt; Enrollments Tab &gt; State Reporting Fields &gt; Immigrant</p> <p>Enrollment.immigrant</p>
<b>Immigrant Date Entered US School</b>	<p>The date the student first enrolled in a US school.</p> <ul style="list-style-type: none"> <li>This date is required if the student is marked Immigrant.</li> <li>This date cannot take place in the future.</li> <li>The date must be less than 4 years from today's date.</li> </ul>	<p>Student Information &gt; General &gt; Enrollments Tab &gt; State Reporting Fields &gt; Date Immigrant Entered US School</p> <p>Enrollment.immigrantDate</p>

Data Element	Description	Campus Location
<p><b>Military Connected Status</b></p>	<p>Indicates if the student is a dependent of a member of the U.S. Armed Services. The student must report one of the follow values:</p> <ul style="list-style-type: none"> <li>• <b>1:</b> The United State Military (Army, Navy, Air Force, Marines, or Coast Guard)</li> <li>• <b>2:</b> Active Duty National Guard</li> <li>• <b>3:</b> Active Duty Reserve Force of the US Military</li> <li>• <b>4:</b> Transitioning out of Active Duty to National Guard or Reserve</li> </ul> <p>If there is existing data in the Military Connected Status field for the student and the value in the import is null, existing data will not be overwritten.</p> <p>If the value in the import is 1, 2, 3 or 4, the existing data will be overwritten with the value in the import.</p> <p><i>Date field, 10 characters MM/DD/YYYY</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Military Connected Status</p> <p>Enrollment.militaryConnectedStatus</p>
<p><b>Twenty First Century</b></p>	<p>Imports the 21st Century Participant value.</p> <ul style="list-style-type: none"> <li>• If Y is imported the field is checked.</li> <li>• If N or null value is imported then do NOT overwrite existing value.</li> </ul> <p><i>1 character, Y or N</i></p>	<p>Student Information &gt; General &gt; Enrollment</p> <p>Enrollment.TwentyFirstCentury</p>
<p><b>Year</b></p>	<p>The end year of the reporting school year (i.e., 2013 is reported for the 2012-2013 school year.</p> <p><i>String, 4 characters</i></p>	<p>System Administration &gt; Calendar &gt; School Years &gt; End Year</p> <p>Calendar.endYear</p>

