Montana State-level Student Information System

File Interface Specification
Student Data Subset

Student Unique ID – Initialization

Montana 1.0

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1 Introduction

The Montana Office of Public Instruction (OPI) is implementing a state-wide student information system which includes a special education records and information management system, and data warehouse to collect, report and manage information about K-12 education in Montana. We have named this system AIM, which stands for Achievement in Montana. This system will streamline the reporting of student-related data from school districts to OPI, including enrollment, demographic data, eligibility for state and federal education programs, and registration for the statewide assessments. This system will assign a unique student identifier to all students from the first point of contact with the public education system.

The initial file format defined in this document will be used for the initial load of student data to the state system for unique student identifier assignment. Subsequent formats will be used in the near future to collect additional detailed student information for school calendars, enrollments, and student contact information for continued reporting from non-Infinite Campus District Edition SIS systems.

2 File Specifications

Files should follow the proper naming conventions and record definitions defined below.

- All files will be tab delimited. Record and number padding is not required, and field lengths display the maximum number of characters allowed.
- **If a field is not required it can be left blank, but the proper number of tabs must be in each record.**
- All dates within the file will be in the format MM/DD/YYYY.
- Times within the file will be displayed in military 24 hour time HH:MM:SS such as 23:00:00 for 11pm

2.1 File Name

Files will be named with the legal entity number (maximum of 4 digits), underscore, then the date with the extension *.tsv. Forward slashes are not allowed in file names, and should be left out. Please omit any leading zeroes in the legal entity number.

Example:

Legal Entity 0003 submitting a file on 01/01/2006 would name the file 3_01012006.tsv

2.2 Header Record

The first line of all files will be the header record.

Field	Length	Name	Required	Code/Format	Description
1	2	Record Type	Yes	“HD”	Always the value “HD”
2	10	Date	Yes	MM/DD/YYYY	
3	8	Time	Yes	HH:MM:SS	
4	15	Version	Yes	“MT1.0”	Always the value “MT1.0”

Example Record:
HD 01/01/2006 23:00:00 MT1.0

This information is required and must be on the first line of each file. Please do not add any extra tabs to the end of the header row.

2.3 Student Demographics

This record format contains basic student demographics fields. Typically there should be one record per student. The exception for this is when a student's name or identifying information changes while at a district. The system will maintain a history of all name changes for students, and the effective date controls when this name was used.

Field	Length	Name	Required	Code/Format	Description
1	2	Record Type	Yes	"SD"	Always the value "SD" which stands for student demographics
2	4	Legal Entity Number	Yes	Number	Omit any leading zeroes
3	15	State ID	No*	String(15)	*Assigned at the SE level - Leave Blank
4	15	Local ID	Yes*	String(15)	*Local ID mandatory if importing from another student information system
5	40	Last Name	Yes	String(40)	
6	35	First Name	Yes	String(35)	
7	20	Middle Name	No	String(20)	
8	3	Suffix	No	Jr	Jr
				Sr	Sr
				I	I
				II	II
				III	III
				IV	IV
				V	V
9	1	Gender	Yes	M	Male
				F	Female
10	10	Birth Date	Yes	MM/DD/YYYY	
11	9	FILLER1	No	Empty	Must have the tab - no data required
12	2	Race/Ethnicity	Yes	01	American Indian or Alaskan Native
				02	Asian
				03	Hispanic or Latino
				04	Black or African American
				05	White, Non-Hispanic
				06	Native Hawaiian or Pacific Islander
13	2	FILLER2	No	Empty	Must have the tab - no data required
14	10	FILLER3	No	Empty	Must have the tab - no data required
15	10	FILLER4	No	Empty	Must have the tab - no data required

NO Punctuation for this field

Example:

A student record for Joe Smith

SD	1		54321	Smith	Joe	Alan	II	M	03/01/1997	05

(NOTE: There are three blank “tabs” at the end of the example row)

Common errors we have seen so far include:

- Gender or Race/Ethnicity left blank (data is required for these fields)
- Period after Jr. or Sr. (no punctuation allowed)
- Field names included in file (please remove all field names, such as legal entity number, gender, race/ethnicity, etc.)
- Date Fields must be in a MM/DD/YYYY format (for example 03/07/1999)
- Required tabs at end of file were not included (must have 3 blank tabs at end of file)