

TEAMS Collection File Formats

This list contains file formats for the OPI TEAMS data collections. It includes the SEID Generation Table Definition, the Terms of Employment (TOE) Table Definition, and the Teacher-Class Table Definition. Please contact OPITEAMS@mt.gov if you have questions.

All Files must be Comma or Tab Delimited - Save in Excel as
Text (Tab Delimited) - .tsv* OR CSV (Comma Delimited) - .csv

SEID Generation Table Definition

| FieldName | Definition | Example | Description | Notes |
|-----------------|-------------|-----------|--|--|
| #SSN | Char(9) | 331628736 | Social Security Number | |
| #FirstName | Varchar(20) | Dean | First Name of Employee | |
| #MiddleName | VarChar(20) | Allen | Middle Name of Employee | |
| #LastName | VarChar(50) | Johnson | Last Name of Employee | |
| #BirthDate | Char(10) | 11011969 | Birth Date of Employee | Zero Filled Month/Day with Slashes |
| GenderCode | Char(1) | M | Gender of Employee | M-Male, F-Female |
| *LocalTeacherID | VarChar(20) | 23457 | ID to identify teacher in local system | Optional on submission |
| *SEID | Numeric(10) | 15688 | SEID assigned to employee | Blank on submission – populated on the export back to the district |

SEID Generation data is reported by the district paying the employee

Must be filled in to generate an SEID

* Optional Field

Code Values

| GenderCode | Description |
|------------|-------------|
| F | Female |
| M | Male |

Terms of Employment Table Definition – Terms of Employment is reported by the district paying the employee.

| FieldName | Definition | Example | Description | Notes |
|-----------------------|---------------|------------|-------------------------------------|--|
| FY | Char(4) | 2011 | Fiscal Year | |
| LegalEntityCode | Char(4) | 0197 | Legal Entity Code (LE) | Zero Filled |
| SchoolCode | Char(4) | 0004 | School Code (SC) | Zero Filled, 0000 For District Wide |
| SEID | Numeric(10) | 10293 | State Educator Identifier (FOLIOID) | Right Aligned |
| EmploymentStartDate | Char(10) | 07/01/2011 | Employment Start Date | Zero Filled Month/Day with Slashes |
| EmploymentEndDate | Char(10) | 06/30/2012 | Employment End Date | Zero Filled Month/Day with Slashes |
| BaseSalary | Decimal(10,2) | 46522.25 | Base Salary Amount (Annual) | No Comma Right Aligned With Decimal |
| EmploymentDays | Decimal (6,2) | 187.00 | Number of Days | Right Aligned |
| EmploymentHours | Numeric (7,2) | 1440.25 | Number of Hours | No Comma Right Aligned |
| EmploymentFTE | Decimal(5,3) | 1.000 | Full Time Equivalent | No Comma Right Aligned With Decimal |
| EmploymentHoursCode | VarChar(10) | FULL | Full or Part Time | FULL or PART |
| EmploymentStatusCode | VarChar(10) | TEMP | Temporary or Permanent | TEMP or PERM |
| ItinerantEmployeeFlag | Char(1) | N | Is Employee Itinerant? N or Y | USED IN SPECIAL EDUCATION COOPS ONLY |
| PositionCode | Char (4) | TC01 | The Position Code of the Employee | See Position Code list |

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Code Values

| EmploymentHoursCode | Description |
|---------------------|-------------|
| FULL | Full Time |
| PART | Part Time |

| EmploymentStatusCode | Description |
|----------------------|-------------|
| TEMP | Temporary |
| PERM | Permanent |

| ItinerantEmployeeFlag | Description |
|-----------------------|-------------|
| Y | Yes |
| N | No |

for Spec Ed Cooperative positions only

Teacher Class Table Definition – Teacher Class data is reported by the school that is providing the class.

| FieldName | Definition | Example | Description | Notes |
|---------------------------|--------------|------------|---|---|
| FY | Char(4) | 2011 | Fiscal Year | |
| OwnerLegalEntityCode | Char(4) | 0197 | Legal Entity Code (LE) Owner of Teacher | |
| OwnerSchoolCode | Char(4) | 0004 | School Code (SC) Owner of Teacher | |
| LocationLegalEntityCode | Char(4) | 0197 | Legal Entity Code (LE) Location of Class | |
| LocationSchoolCode | Char(4) | 0004 | School Code (SC) Location of Class | |
| SEID | Numeric(10) | 10293 | State Employee Identifier (FOLIOID) | For licensed MT teachers, will normally match folio number. |
| *CourseCode | Char(5) | 97121 | Montana's K-12 Course Code (NCES Aligned) | (See K-12 Course Code List) |
| *SessionTypeCode | Char(2) | SM | Defines Term for Course Credit | (See SessionTypeCode Description) |
| *SessionNumber | Numeric(2) | 1 | Session Number of the SessionTypeCode | Numeric Value (1-12) |
| *SectionCode | VarChar(20) | 1L | Identifies Unique Class | District-assigned |
| TeacherOfRecordFlag | Char(1) | Y | Is the Teacher the Teacher of Record? (Y/N) | (See TeacherOfRecordFlag) |
| SupportStaffTypeCode | Char(2) | TE | If Not the Teacher of Record, Is it Co Tch or Para? | (See SupportStaffTypeCode Descriptions) |
| CoTeacherTypeCode | Char(2) | GE | If SupportStaffTypeCode is Teacher, What Kind? | (See CoTeacherTypeCode Descriptions) |
| InstructionalParaTypeCode | Char(2) | SE | If SupportStaffTypeCode is Para, What Kind? | (See InstructionalParaTypeCode Descriptions) |
| AcademicLevelCode | Char(2) | GE | Defines the Academic Level of the Course | (See AcademicLevelCode Descriptions) |
| CreditAmount | Decimal(4,2) | 1.00 | Credits Earned by Student for the Course | |
| CourseSequence | Numeric(1) | 1 | Number of this Course in a Sequence of Courses | |
| CourseSequenceTotal | Numeric(1) | 3 | Total Courses in the Course Sequence | |
| DistrictCourseName | VarChar(50) | Algebra 1 | District English Description of Course | |
| DistrictCourseNumber | VarChar(10) | ALG1 | District Code for the Course | |
| GradeLowCode | Char(2) | 10 | Defines Low Grade of Class | (See GradeCode Descriptions) |
| GradeHighCode | Char(2) | 12 | Defines High Grade of Class | (See GradeCode Descriptions) |
| ClassStartDate | Char(10) | 09/01/2011 | Date when the Class Starts | Zero Filled Month/Day with Slashes |
| ClassEndDate | Char(10) | 05/25/2012 | Date when the Class Ends | Zero Filled Month/Day with Slashes |
| ClassEnroll | Numeric(3) | 23 | Number of Students Enrolled in this Class | |
| ClassMinutes | Numeric(5) | 8100 | Pupil Instruction Time in Minutes for this Course | |
| DistanceLearning | Char(1) | Y | Is Class Delivered via Distance Learning? (Y/N) | |
| DualEnrollmentCredit | Char(1) | Y | Is Dual Enrollment or Dual Credit Offered? (Y/N) | |
| AlternativeEdPgm | Char(1) | Y | Is Class Part of Alternative Education Program? (Y/N) | |

* Defines a unique class section of a course

Code Values

CourseCode definitions are beyond the scope of this document and will be distributed separately
SectionCode is a locally defined code that identifies the class uniquely to that school

| TeacherOfRecordFlag | Description |
|---------------------|-------------|
| Y | Yes |
| N | No |

| SessionTypeCode | Description |
|-----------------|------------------|
| SY | Full School Year |
| SM | Semester |
| TM | Trimester |
| QT | Quarter |
| QN | Quinmester |
| MT | Mini Term |
| TW | Twelve Month |
| ST | Summer Term |
| IS | Inter Session |
| LS | Long Session |

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| <i>InstructionalParaTypeCode</i> | <i>Description</i> |
|----------------------------------|-------------------------------|
| GE | General Education |
| SE | Special Education |
| TI | Title 1 |
| AE | Alternative Education Program |
| NA | Not Applicable |

| <i>SupportStaffTypeCode</i> | <i>Description</i> |
|-----------------------------|-----------------------|
| TE | Teacher |
| IP | Instructional Parapro |
| FA | Facilitator |
| NA | Not Applicable |

| <i>CoTeacherTypeCode</i> | <i>Description</i> |
|--------------------------|-----------------------|
| GE | General Education |
| SE | Special Education |
| TI | Title 1 |
| AE | Alternative Education |
| NA | Not Applicable |

| <i>AcademicLevelCode</i> | <i>Description</i> |
|--------------------------|---|
| SE | Special Education |
| RE | Remedial Education |
| GE | General Education |
| HO | Honors |
| EE | Enriched Education but not bearing another higher level designation |
| BE | Basic Education |

| <i>GradeCode</i> | <i>Description</i> |
|------------------|------------------------|
| PK | Pre Kindergarten |
| KH | Half Day Kindergarten |
| KF | Full Day Kindergarten |
| 01 | 1 st Grade |
| 02 | 2 nd Grade |
| 03 | 3 rd Grade |
| 04 | 4 th Grade |
| 05 | 5 th Grade |
| 06 | 6 th Grade |
| 07 | 7 th Grade |
| 08 | 8 th Grade |
| 09 | 9 th Grade |
| 10 | 10 th Grade |
| 11 | 11 th Grade |
| 12 | 12 th Grade |

The changes listed below were made in the OPI TEAMS Collection File Formats on August 12, 2013:

Clarified the format of import files into TEAMS must either be .CSV or .TSV files.

The changes listed below were made in the OPI TEAMS Collection File Formats on January 11, 2013:

Changed the ClassMinutes field under the Teacher-Class File Formats from Numeric(4) to Numeric(5).

Changed the CourseSequence and CourseSequenceTotal fields under the Teacher-Class list from Char(1) to Numeric(1).

TEAMS Collection File Formats

The changes listed below were made in the OPI TEAMS Collection File Formats on November 27, 2012:

Changes in the Teacher-Class File Format

Fields removed:

- PeriodCode

- BlockCode

- DeliveryMode

Under AcademicLevelCodes table - Removed GT Gifted and Talented, AP Advanced Placement, IB International Baccalaureate, and DE DualEnrollment/DualCredit.

Field names changed:

- AcademicRigorCode changed to AcademicLevelCode

- ClassSequence changed to CourseSequence

- ClassSequenceTotal changed to CourseSequenceTotal

- DistrictClassName changed to DistrictCourseName

- DistrictClassNumber changed to DistrictCourseNumber

Fields added:

- ClassEnroll

- ClassMinutes

- DistanceLearning (moved from Delivery Mode table, now a flag in main record)

- DualEnrollmentCredit (moved from Delivery Mode table, now a flag in main record)

- AlternativeEdPgm (moved from Delivery Mode table, now a flag in main record)

Tables removed:

- DeliveryModeCode table

- PeriodCode table

- BlockCode table

Changes in the Student-Class File Format

Removed entire Student-Class Table and all related code value tables. This data will not be collected in TEAMS.