

Data Transport System FAQ

This section answers frequently asked questions about entering data into the Data Transport System. If you do not see an answer to your question here, let us know and we will try to address it.

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Where can I find the user manual for this system?

The [K20 web page](#) has a link to the [user manual](#). A link to the user manual is also available from the Help Menu in the Data Transport System.

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Which SIS systems have transcript extracts available?

Infinite Campus, PowerSchool and Schoolmaster.

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Where are the instructions for my SIS transcript extracts located?

Each SIS provides instructions for the Montana Transcript Extract within the SIS. For more information, please contact your SIS vendor.

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Why does my screen look somewhat different than the screenshots in the user manual?

Your view is dependent on what browser you use (Internet Explorer, Mozilla Firefox, or Safari) and the compatibility settings you have set for your work station.

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Who can I contact if I have more questions?

Call the Data Transport System Help Desk at 1-877-424-6681 (toll free) or in Helena at 444-3800 and choose option 4.

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What student information is in the Data Transport System?

The Data Transport System collects demographic, course, and assessment data. For a list of each data element, please see the templates on our website's [District Readiness Guide tab](#).

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I got an 'upload failed' message when I tried loading a file. What do I do?

Click on the job name and review the error text to determine what caused the file upload to fail. Call the Data Transport System Help Desk at 1-877-424-6681 (toll free) or 406-444-3800, extension 4, for further assistance if needed.

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What file formats are accepted?

The Data Transport System can accept Excel (.xls and .xlsx), Tab delimited (.tsv), Text (.txt) and Comma delimited (.csv) files.

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What fields pre-populate from AIM?

The following fields are populated from AIM when entering data online or if not provided when submitting a batch file:

- School System Name
- School Name
- School Address Line One
- School Address Line Two
- School City
- School State
- School ZIP Code
- School Phone
- Student First Name
- Student Last Name
- Student Middle Name
- Suffix
- Student Birthdate
- Student Gender
- Enrollment Start Date
- Exit Date
- Graduation Year



- Local Student ID

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Why did my batch file upload result in all my records being rejected?

For Course and Assessment files, the most likely cause is that the system could not find the students in the ODS. A Demographic file must be uploaded, reviewed and posted to the ODS prior to uploading any course or assessment files for a student. There needs to be a student in the ODS with whom to associate the courses and assessments records.

For any file, you can click on the job name, and then click on the number of Rejected records. Then, click on State ID Record Results, Fatal Error. That will give you the error name and a detailed description of the error. You can click on Show, which will give you more information, including the affected Field Names, Field Values, and Error Severity.

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Do I need to reformat my columns in Excel to replace the leading zeroes?

OPI staff completed this fix to the Data Transport System in May, 2016, and this is no longer necessary.

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How do I fix a few rejected records in a file?

The easiest way is to fix the issues in your SIS and re-extract the entire file. When you upload the new file, do not worry about “doubling up your kids” – the student’s new information will overwrite the old. From the Submission Status screen, you can also elect to exclude the original file uploaded from the ODS and then archive it. As an alternative to uploading a whole new file, you may also enter the records that were rejected manually into the system using the online module. However, you will also need to fix those issues in your SIS before your next upload.

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How do you fix a few records with warnings in a file?

The preferred way is to fix the issues in your SIS and re-extract the entire file. When you upload this new file there should be no warnings and you can post the entire file. Do not worry about “doubling up your kids” – the student’s new information will overwrite the old. From the Submission Status screen, you can also elect to exclude the original file uploaded from the ODS and then archive it. Another option is that you can post the file with the warnings and go into the online module and call up the



individual student's record and fix the warnings manually online. Again, those issue will need to be fixed at some point in your SIS or this issue will recur.

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Why do we have to map the state course codes when we have local codes?

Standardized course coding became mandatory in Montana in the fall of 2013. However, the system will accept local course names and local course codes through the 2014-2015 year. Validation errors will occur if state course codes are missing, beginning in the Fall of 2015. Click here to access the [OPI Course Mapping Tool](#).

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Why must we have the state student ID in the Data Transport System?

To provide consistency and minimize errors in reporting. It is a unique identifier that stays with each student throughout their MT K12 education.

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[What do I need to do when a student has a name change?](#)

After you change a name in your SIS, go into your Parchment account and follow these steps before you certify thru the DTS again.

Once you have logged into your Parchment account:

1. Go to the Learners Tab
2. Under Manage Learners, search for the student
3. Click on the student name, and make the changes, and Save the Learner record
4. Follow the normal Certification process in the Data Transport System.

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I deleted the demographic record for a student and now I can't find that student's course and assessment records in the system.

If a user deletes the demographic record for a student, the student's course and assessment records are also automatically deleted because there is no longer a student record with which to associate them. All records will have to be re-entered into the system or reuploaded.

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Why is my local student id number not sorting as expected?

It is an alphanumeric sort from left to right as local id numbers can contain letters.

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Why would we want to extract more than just seniors' data?

This is a choice for every school to make. Our recommendation is that you start with the seniors. But you may choose to do one extract that sends all student's demographic data at once if it is easier. Transcripts are also available for free to non-senior students, who may use transcripts for things such as good student driving discounts, scholarships, or summer programs. The decision is yours.

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I received a Warning that says one or more of my students has an incorrect Graduation Year.

Graduation Year means the cohort graduation year, not actual. The Data Transport System checks AIM, and AIM returns the cohort year. If the school puts in the actual graduation year, and the student graduates before or after the cohort year, the system returns a warning.

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Is there anything additional I need to do to ensure Special Education students can order transcripts?

Because Special Education students may wish to order a transcript for a number of reasons, the Data Transport System accommodates a number of circumstances so that no additional effort is needed. For example, the Data Transport System will accept blank cells for the Class Rank, and in the GPA field, 0 is a valid value.

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What happens to students who attend my school part-time (S students)? Will I be expected to produce a transcript for those students?

It depends. If a student is part-time (S enrollment) with you, and full-time at another school, the school that holds the full-time (P enrollment) is solely responsible for that student's data. You will need to coordinate with the P school to ensure the courses and grades taken by that student at your school are



included in the student's transcript. If the student is part-time with you, and does not hold a full-time enrollment elsewhere, your school is responsible for that student's data. For more information about specific questions, please contact the Data Transport System Help Desk at 1-877-424-6681 (toll free) or 406-444-3800, extension 4.

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What happens when a student transfers after I Post a file with that student's data in it, but before I Certify it?

First, ideally, schools will complete the Certification process in a single sitting to avoid any certification issues. However, a number of reasons could prevent this ideal from happening. If you upload and Post a file that you do not Certify before DTS's nightly process runs, the ODS will show the information you posted (the Student Address, Local ID, Class Rank, Class Size, etc.). This will be the case until one of two things occurs:

1. The receiving school uploads the student demographics in a batch file and posts it so your old data is overwritten; or
2. The receiving school manually updates the student's data using the online module.

That's the case for the Demographic file. The Course and Assessment files are tied to the student only, not the school. Previously uploaded Course and Assessment data will remain in the system as long as the student's Demographic file is not deleted.

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What do I do if a student transfers to my school, and that student's former school uploaded his/her data and Posted it to the ODS?

You can overwrite the old information by either uploading this student's Demographic file in a batch file, or by manually updating the student's Demographic information via the online module.

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Why is there a difference in numbers of records between what is reported in the Transcript Certification Summary Report and the Parchment Summary Report?

The Transcript Certification Summary Report shows the number of changes in each file. Therefore, the Demographic file may show a different number of records than the Course and/or the Assessment. When the user initiates the Certification process, the system looks at each student record as a whole.

Parchment receives one student record for every student whose information was changed or added, whether their Demographic, Course, or Assessment records, or all three, were changed.

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[What changes to the extract files occurred in 2016 as a result of post-secondary electronic standard council requirements \(PESC\)?](#)

The Data Transport System recently changed our Demographic file specifications to align with PESC standards. Here is an overview of the changes:

1. Class Rank Field has a max length of 4 characters, and a mininclusive of 1 and a maxinclusive of 9999. The value can also be null.
2. Class Size Field has a max length of 4 characters, and a mininclusive of 1 and a maxinclusive of 9999. The value can also be null.
3. Student Phone is now required.
4. Student Address Line One, Student Address City, Student Address State, and Student Address Zip are now required.
5. Student Address Line One and Student Address Line Two have a max length of 40 characters.
6. Student Address City has a max length of 30 characters.
7. Student Last Name has a max length of 35 characters.
8. ParentGuardian First Name and ParentGuardian Last Name fields have a max length of 35 characters.
9. Each of the five Academic Honors fields has a max length of 30 characters.
10. GPA Type is now required.

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[What happens to the files in the DTS when a student transfers out from one school to another?](#)

If a student leaves one school in state and goes to another school in state, the student record transfers through the Infinite Campus process. The sending school initiates, and the receiving school accepts. Depending on what the sending school has for an SIS, and how they use their SIS, there may be some configuration work to do on the part of the receiving school to get all the data in. However, if the student is in state most of the student records will be available and not have to be manually input. If the student transfers from out of state, the student records may need to be manually input. For Infinite Campus users, schools often input these single courses for out-of-state transfer students in the Transcript record. Further, in terms of the Infinite Campus extract, the data for the transferred student will still show up in the extracts until the end of the year. The extract will show up in the extract, and then DTS checks AIM to see if that school has rights to that student. Since the student transferred in state, the DTS learns from AIM that the sending school no longer has rights, and that DTS record rejects. At the end of the year, that student info will no longer come out in the Infinite Campus extract.



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If a student leaves one school and goes to another school out-of-state, or drops out, the student record stays active in the initial school. The student's records will appear in the extract, the DTS will check AIM, and AIM will show that the student record still belongs with that school. Accordingly, that student record will not reject in the DTS.

When a student transfers in to a school from in-state or from out-of-state, the student record belongs to the receiving school in AIM. The student records appear in the Infinite campus extracts, DTS checks AIM, and the student record does not reject in the DTS.

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