ProgressBook StudentInformation Import/Export Guide

StudentInformation

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(This document is current for v21.0.0 or later.)

Change Log

The following Change Log explains by Product Version, Heading, Page, and Reason where changes in the *ProgressBook StudentInformation Import/Export Guide* have been made.

Product Version	Heading	Page	Reason
N/A	*"Student Email Import"*	38	Updated note.
21.0.0	*"Import Formats"*	3	Added cross-references for all import formats.
21.0.0	*"Student Course Request Import"*	37	Added new import.
21.0.0	*"Export Formats"*	43	Added cross-references for all export formats.
N/A	*"Home School Import – Course History"*	6	Updated file layout.
N/A	*"LOAGRADE Import"*	20	Added note regarding course section numbers.
19.6.0	*"Home School Import"*	6	Updated text and student import template to include more information.
19.6.0	*"Lockers & Combinations Import"*	25	Added import template format.
19.6.0	*"Transportation Import"*	39	Added **Description** column to import template format.
19.6.0	*"Export File Format"*	146	Updated field list to include **Expected Graduation Year**.
N/A	*"Home School Import – Course History"*	6	Updated text to remove JVSGRADASL.
N/A	*"Lockers & Combinations Import"*	25	Updated text to reflect Excel file creation.
N/A	*"WebXam Export"*	143	Updated Period N record to FN record for **CTE Program of Concentration** field descriptions.
19.5.0	*"Home School Import – Course History"*	6	Updated image and text to reflect that **Sending School IRN** has been renamed **Override Location IRN** and that the functionality has changed.
19.4.0	*"eTranscripts"*	N/A	Removed section due to new ODE requirements.
N/A	*"Transportation Import"*	39	Updated the layout table to include the valid values for **DistanceTransported**.
19.3.0	*"Pre-Ident for Next Generation Assessment Export"*	116	Updated images and text to reflect the new **AASCD Test Mode Selection** section and that **Social Studies** can no longer be selected for **4th Grade** and **6th Grade**.
19.3.0	*"Pre-Ident for End of Course Exam Export"*	120	Updated images and text to reflect new **AASCD Test Mode Selection** section.
19.2.0	*"Home School Import – Course History"*	6	Updated text to reflect new fields.
19.2.0	*"Home School Import – Imported Marks History"*	19	Updated images and text to reflect new delete option.
19.2.0	*"Home School Export – Course History"*	79	Updated text to reflect new fields.
N/A	*"INFOhio Export"*	86	Updated note.

Table of Contents

Import/Export Overview

StudentInformation needs to be able to exchange data in order to provide both import and export capabilities. The method of data exchange you select for each import/export is based on the best method for the task you wish to accomplish. The following methods are ways that data can be exchanged using StudentInformation.

File Upload – Import

End users can use their web browser to upload a file from their computer into StudentInformation. The file can then either be processed immediately or made available to an ITC staff member for processing.

For example, a school uses an electronic grade book package; the school uses the mechanism provided by the grade book package to generate a text file containing student marks in the LOAGRADE format. Once this file is created, the user goes into StudentInformation and navigates to the **LOAGRADE Import** screen. They are then prompted to upload their file. StudentInformation processes the uploaded file and loads the marks. They receive a report of the completed process.

File Download – Export

The end user can download a file directly to their computer from StudentInformation. This action requires no interaction from an ITC staff member.

For example, a user needs to have student fees data to use in a customized report they are creating. They navigate to the **STUFEES Export** screen, use the filters to select the type of information they wish to include in the download file.

Understanding the Import/Export Module

StudentInformation supports the following export formats:

- **Comma Separated** – Usually used as a delimited character to separate each field in a file. With this format, the default option is to place quotes around fields that contain text values. These files end with the extension of **.csv** as the default but you can change the extension to your specification.
- **Tab Delimited** – Formatted files use a TAB character to separate each field within the file. These files end in the extension **.txt** as the default but the you can change the extension to one of your own choosing.
- Excel (HTML)
- Fixed Length
- XML

NEW VERSIONS of Microsoft Excel can successfully import data stored in an HTML table format. For this reason and greater flexibility, the Excel export format will be done using HTML table tags. These files will end with the extension XLS. If deemed necessary at a later time, this option can be revisited and additional formats such as XML or native Excel formats can be added to the list of available download options.

FIXED LENGTH export format is used for a number of legacy applications expecting to import and export data in a fixed length format. In this format each line of the file is the same length (padded with spaces if necessary) and each field in the file has a designated starting position and length. The padding will default to spaces being used but the user may select a different character/number to be used as padding. The padding will be on the right by default but the user may change it to default to the left if needed. If the data in StudentInformation exceeds the available length for the field, then the data is truncated. These files will end with the extension SEQ as the default but the extension may be changed by the user to the user's specification. Many of the EMIS data files are formatted in this way.

XML format produces a file with the necessary XML tags.

Miscellaneous Items

Data in many of the exported data fields may contain carriage return and/or line feed characters. In addition apostrophes and commas may be present in data fields as well. The presence of any of these characters may cause problems in the importation of data by a third-party and/or external application. Therefore, any such characters must be removed in these instances, as they conflict with the file format and will result in errors for the application processing the file or the vendor receiving the file.

Specific Export File Formats

Several file formats that have been used in SIS and DSL in the past will continue to be supported. Those file formats have specific fields, and formatting for their particular needs. Those formats that have been included at the time of the release will be listed here, but the list will continue to grow as StudentInformation continues development.

Import Formats

Refer to any of the available import details:

- *"ATT2SIS Import"*
- *"Home School Import"*
- *"LOAGRADE Import"*
- *"Lockers & Combinations Import"*
- *"Special Education Import (SpS)"*
- *"State Student ID Import"*
- *"Student Course Request Import"*
- *"Student Email Import"*
- *"Transportation Import"*

ATT2SIS Import

Navigation: StudentInformation > Management > Import/Export > ATT2SIS Import

The ATT2SIS Import format is used to load data from a sequential file to attendance records. Schools can take attendance in a variety of ways outside of the existing StudentInformation application. Therefore, this provides a way to import the attendance information from those outside applications. If the applications can produce a file in the following format, then the file can be imported into StudentInformation.

The file needs to be of fixed-width, left-justified, with spaces for padding. You must be able to assign the filename of **ATT2SIS.txt** to the file. The import includes all records found in the external application. The ATT2SIS Import accepts the following format with the starting points and lengths of fields in parentheses.

> ***Note:*** *This file does not need headers.*

- Student ID (1, 9)
- Absence Date (10, 8) (format is yyyymmdd)
- Absence Type (18, 4) (up-to-4-letters Absence Type Code; defined in StudentInformation)
- Absence Time (22, 8) (format is HH:MM followed by a space and AM or PM)
- Absence A.M./P.M. (30, 1) [valid values are A (a.m.), P (p.m.) and space (full day)]
- Absence Reason (31, 1) (only imports if the Absence Reason Code is 1 letter)
- Absence Note (32, 1) (1-letter Absence Note Code; defined in StudentInformation)

The ATT2SIS Import also accepts the following format:

- Student ID (1, 9)
- Absence Date (10, 8) (format is yyyymmdd)
- Absence Type (18, 1) (1-letter Absence Type Code; defined in StudentInformation)
- Absence Time (19, 8) (format is HH:MM followed by a space and AM or PM)
- Absence A.M./P.M. (27, 1) [valid values are A (a.m.), P (p.m.) and space (full day)]
- Absence Reason (28, 1) (only imports if the Absence Reason Code is 1 letter)
- Absence Note (29, 1) (1-letter Absence Note Code; defined in StudentInformation)

ATT2SIS Import – Step One

> **Note:** *This import can only be run for a daily absence file. Attempting to process this import for period absence records will result in invalid records.*

Action – Select **Add Mode** to add new information or **Update Mode** to update existing information.

File Name – Click **Browse** to locate the file you wish to import.

Next> – Click to process the selected file and go to **Step Two**.

ATT2SIS Import – Step Two

In **Step Two**, the **List of Errors On Import** display. If no errors are found, **Step Two** is skipped and you proceed directly to **Step Three**.

StudentInformation > Management > Import/Export > ATT2SIS Import

ATT2SIS Import

Daily Absences Only
Please note that this import can only be run for a daily absence file. Attempting to process this import for period absence records will result in invalid records.

Step One	Step Two	Step Three

List Of Errors On Import

Type	Value
No Absence Reason Found	T

Start Over

Type – Indicates the Type of error. **Step Two** checks for valid data for Student ID, Absence Date, Absence Type, Absence Time, and Absence Reason. Error Types include the following:

- No Student Number Found
- No Absence Type Found
- No Absence Reason Found

Value – Indicates the value of Student ID, Absence Date, Absence Type, Absence Time, or Absence Reason that is causing the error.

Start Over – Click to return to **Step One**. You must correct the errors in the **ATT2SIS.txt** file before you can proceed to **Step Three** of the ATT2SIS Import process.

ATT2SIS Import – Step Three

Step Three displays the attendance record(s) that have been processed.

StudentInformation > Management > Import/Export > ATT2SIS Import

ATT2SIS Import

Daily Absences Only
Please note that this import can only be run for a daily absence file. Attempting to process this import for period absence records will result in invalid records.

Step One	Step Two	Step Three

Process Code	Student ID	Student Name	Student Telephone	Date	Type	Time	AMPM	Reason	Note
A	111111	STUDENT, HENRY	123-456-7890	1/20/2018	K	08:00			
A	111111	STUDENT, HENRY	123-456-7890	1/21/2018	K	08:00 AM			
A	111111	STUDENT, HENRY	123-456-7890	1/22/2018	K	01:00 PM			

Start Over

Start Over – Click to return to **Step One** to process another **ATT2SIS.txt** file.

Attendance records created through the ATT2SIS Import process are notated as **Record created by data import process** on the **Student's School Absences** screen.

Home School Import

Navigation: StudentInformation > Management > Import/Export > Home School Import

The **Home School Import** is used to transfer course history, attendance, and student data from another school. The import can be used by any type of school, including community school, JVS, non-public, etc.

StudentInformation creates an export file that can be imported into StudentInformation (see *"Home School Export"*), or you can create a SIS extract and import it into StudentInformation. The file layouts are fixed-width files with a header row (if exporting from StudentInformation). Some programs that generate files in these formats may use **@** as a filler instead of a space. Fillers can consist of any character, so this will still work correctly.

Before beginning the import, make sure you have a clear understanding of the marks in the file. Open the file from the JVS and compare the files content to the file layout to verify that the correct marks are contained in the file before you import.

> **Note:** *For home school districts with multiple high schools, if a district has several high school buildings, the export file sent by the JVS must be separated into separate files for each building before importing. The file sent by the JVS is already sub-divided by building, so all you need to do is cut and paste into separate files.*

Home School Import – Course History

Navigation: StudentInformation > Management > Import/Export > Home School Import > Course History tab

The import matches on course code and abbreviation when determining whether an incoming record matches an existing record.

Import Formats

The course history file layout must be as follows with the starting point of the field and length in parentheses. Default names are likely to be **StudentMarks000000.SEQ**, where **000000** is the home school district IRN.

Field Name	Position	Description
StudentNumber	1 - 9	
GradeLevelCode	10 - 11	
LastName	12 - 29	
FirstName	30 - 43	
CalledName	44 - 51	
SSIDOrEMISID	52 - 60	
HomeSchoolCode	61 - 64	
SchoolYear	65 - 68	
Abbreviation	69 - 76	
SectionNumber	77 - 78	
CourseShortName	79 - 93	
CompletionDate	94 - 99	[Date, formatted yyyymm]
SchoolCode	100 - 103	
-- BLANK --	104 - 109	[Filler Field for School Abbreviation]
CourseGradeLevelCode	110 - 111	
-- BLANK --	112	[Filler Field for Course Grade Level Count]
InCumGPA	113	[Boolean, Y or N]
InCumCredit	114	[Boolean, Y or N]
-- BLANK --	115	[Filler Field for Language Code]
-- BLANK --	116 - 118	[Filler Field for Hours of Instructions]
-- BLANK --	119	[Filler Field for Level of Difficulty]
AreaOfStudy	120 - 122	
SubjectArea	123 - 125	
TransferCode	126	
MarkAlpha1	127 - 129	
MarkNumeric1	130 - 135	
AttemptedCredit1	136 - 146	[Decimal, formatted ###0.000000, right justified]
EarnedCredit1	147 - 157	[Decimal, formatted ###0.000000, right justified]
MarkAlpha2	158 - 160	
MarkNumeric2	161 - 166	
AttemptedCredit2	167 - 177	[Decimal, formatted ###0.000000, right justified]
EarnedCredit2	178 - 188	[Decimal, formatted ###0.000000, right justified]
MarkAlpha3	189 - 191	
MarkNumeric3	192 - 197	
AttemptedCredit3	198 - 208	[Decimal, formatted ###0.000000, right justified]
EarnedCredit3	209 - 219	[Decimal, formatted ###0.000000, right justified]

Field Name	Position	Description
MarkAlpha4	220 - 222	
MarkNumeric4	223 - 228	
AttemptedCredit4	229 - 239	[Decimal, formatted ###0.000000, right justified]
EarnedCredit4	240 - 250	[Decimal, formatted ###0.000000, right justified]
-- BLANK --	251 - 253	[Filler Field for Cumulative Mark]
-- BLANK --	254 - 256	[Filler Field for Exam Mark]
-- BLANK --	257 - 259	[Filler Field for Average Mark]
MarkAlpha5	260 - 262	
MarkNumeric5	263 - 268	
AttemptedCredit5	269 - 279	[Decimal, formatted ###0.000000, right justified]
EarnedCredit5	280 - 290	[Decimal, formatted ###0.000000, right justified]
LevelOfDifficulty	291 - 298	
CourseCode	299 - 314	
EMISSubject	315 - 320	
-- BLANK --	321 - 322	Filler
EMISSubjectAreaCredit	323 - 325	
-- BLANK --	326 - 330	Filler
CORESubjectArea	331 - 333	
-- BLANK --	334 - 341	Filler
CourseCredit	342 - 349	[Decimal, formatted 0.000000, right justified]
-- BLANK --	350 - 357	Filler
CreditRatioDenominator	358 - 360	[Integer, formatted ###0, right justified]
CreditFlex	361	
IsDualCredit	362	"Y" = 1 "N" = 0 "*" = null (blank)
IsCollegePrep	363	"Y" = 1 "N" = 0 "*" = null (blank)
IsHonorRoll	364	"Y" = 1 "N" = 0 "*" = null (blank)
LocationIRN	365-370	[String, formatted 000000]
LocationName	371-420	
IsNCAACoreCourse	421	[Boolean, Y or N]
CollegeLocationIRN	422-427	[Decimal, formatted ###0.000000]
CollegeLocationName	428-477	
EndOfCourseAssessment Area	478-485	
CollegeCreditsEarned	486-493	[Decimal, formatted 0.000000]

Select the reporting **Term**, **Mark Type** and **Credit Type** to use for each marks record you are importing.

Import Mode (required) – You must select one of the following options:

- **Perform Import and Create Verification File** – Import all valid records and also create the import verification file. The verification file is named **StudentMarksVerificationFile_xxxx.txt** where **xxxx** is your building code.

- **Create Verification File Only, Do Not Perform Import** – Create only the import verification file and do not actually perform the import. The verification file is be named **StudentMarksVerificationFile_xxxx.txt** where **xxxx** is your building code. This option lets you view and correct the errors in the file before performing the actual import.

> ⚠️ **Caution:** *It is strongly suggested that you run this option first to check for errors. This option also performs the student identifier check.*

- **Perform Student Identifier Check Only, Do Not Perform Import or Create Verification File** – Only check the import records for a student match and display any students that did not match at the top of the screen. This option does not produce a verification file or import any records.

Student	Student Name	Error Message
111111	SYLVESTER, GABBY	Student not found
222222	MILLER, ERIC	Student found in district, but not in this building
		Nothing will be imported

Primary Student Identifier for Import (required) – Select **State Student ID (SSID)** or **EMIS ID**. Defaults to SSID. Select **State Student ID (SSID)** to have the import process first try to match the students based on their SSID, and if no match is found, the process then tries to find a match based on their EMIS ID. Likewise, select **EMIS ID** to have the process first try to match the students based on their EMIS ID, and if no match is found, the process then tries to find a match based on their SSID. If no SSID or EMIS ID match is found, the record is not imported and an error record displays in the results grid or the verification file, depending on the **Import Mode** selected.

> *Note: Your selection should be based on whether the JVS selected SSID or EMIS ID when they created the export file. You should import using the same ID selection as the JVS.*

Marks Import Options (optional) – You can select none or any number of the following options:

- **Ignore Area of Study If No Match To Existing Values** – Select this checkbox to import records with no match on **Area of Study** (**Area of Study** is left blank) and include an import verification message. Deselect this checkbox to exclude records with no match on **Area of Study** in the import and include an import verification message.

- **Ignore Subject Area If No Match To Existing Values** – Select this checkbox to import records with no match on **Subject Area** (**Subject Area** is left blank) and include an import verification message. Deselect this checkbox to exclude records with no match on **Subject Area** in the import and include an import verification message.

- **Remove Pluses and Minuses from Imported Alpha Marks** – Select this checkbox to remove **+** and **-** from any alpha marks in the import. For example, an **A+** becomes an **A**. Deselect this checkbox to leave **+** and **-** on any alpha marks in the import.

Override Location IRN – Enter the corresponding IRN if you wish to override the **LocationIRN** value in the import file. The entity name associated with the IRN automatically displays in the adjacent field. Click **Q** to access the ODE IRN Search for assistance in searching for the IRN.

Import File (required) – Click to browse to the location of the file that you received from the JVS.

Import – Click to process the import file. When the prompt displays, you must click **OK** to confirm before the import completes.

Error Message	Cause/Resolution
Student not found	This is most frequently due to an EMIS ID or SSID mismatch between the JVS and home school. Change the incorrect EMIS ID or SSID at the incorrect building and re-export (or change the EMIS ID or SSID in the import file and re-import). **Note:** If you ignore this error and continue on with the import, this student's marks will not be imported
No matching mark found: X-	This is most frequently due to a JVS using plus and minus marks, and the home school using only letter marks. The usual resolution is to change the mismatched mark to a valid mark for the home school.
No matching Subject Area found: XYZ	This is most frequently due to a JVS having a subject area that the home school does not. The usual resolution for this is for the home school to add this subject area, and only use it in **Home School Import** for that JVS.
Could not calculate credit ratio for term #	This error means that the credit ratios cannot be calculated for the listed Terms. You may need to place these lines in a different file for importing into a single reporting term.

*Note: If the grades imported from the JVS are numeric marks, the export file from the JVS contains the numeric marks and alpha equivalents according to the **Marks Maintenance** setup at the JVS. So, if a student receives a numeric grade of **90.00** at the JVS and a **90.00** is equivalent to a mark of **A** at the JVS, the **90.00** is imported into the home school as an **A** even if at the home school **90.00** is a mark of **B+**. In other words, the home school's **Marks Maintenance** setup is ignored.*

*Note: The **Home School Import** now matches on course code and abbreviation when determining whether an incoming record matches an existing record.*

Home School Import – Attendance

Navigation: StudentInformation > Management > Import/Export > Home School Import > Attendance tab

The attendance file layout must be as follows with the starting point of that field and the length in parentheses. Default names are likely to be **StudentAttendance.000000-XXXXXXXXX.SEQ**, where **000000** is the home school **District IRN** and **XXXXXXXXX** is the home school name.

Field	Start Position/End Position	Length	Comments
ExportedFromIRN	1/10	10	IRN of the building from which the attendance was exported.
SSID/EMIS Id	11/19	9	State Student ID or EMIS ID. When you select to export by SSID, export uses the SSID if the SSID is present or the EMIS ID if the SSID is not present. When you select to export by EMIS ID, the export uses the EMIS ID if the EMIS ID is present or the SSID if the EMIS ID is not present.

Field	Start Position/End Position	Length	Comments
Attended	20/29 right justified	10	The sum of all calendar days minus absence days. Examples as follows: 1. Student's calendar day indicates 1 actual day of attendance and the student does not have an absence record on calendar day. The student is given 1 actual day of attendance. 2. Student's calendar day indicates 0.5 actual days and student does not have an absence record. The student is given 0.5 days of attendance for the calendar day. Student's calendar indicates 1 actual day of attendance and student has an absence record indicating 0.5 days of absence. The student is given 1 - 0.5 = 0.5 days of attendance on the calendar day.
AttendedHours	30/39 right justified	10	Sum of all calendar hours minus absence hours.
Absence Excused	40/49 right justified	10	Sum of all absence days marked as excused.
AbsentExcusedHours	50/59 right justified	10	Sum of all absence hours marked as excused.
Absence Unexcused	60/69 right justified	10	Sum of all absence days marked as unexcused.
AbsentUnexcusedHours	70/79 right justified	10	Sum of all absence hours marked as unexcused.
Tardy	80/89 right justified	10	The number of absence records marked tardy.
OutOfSchoolSuspAbsenceHours	90/99 right justified	10	Sum of all absence hours marked as Out of School Suspension.
School Year	104/107	4	School year of the absence data. This is not the fiscal year of the absence data.
Student Name	112/143	32	Student name (last name, first name).

StudentInformation > Management > Import/Export > Home School Import

Import Data from Students' Vocational Schools

This screen will import files from students' vocational schools

| Course History | **Attendance** | Students | Imported Marks History |

Import Mode:
- ⦿ **Perform Import and Create Verification File**
- ◯ Create Verification File Only, Do Not Perform Import
- ◯ Perform Student Identifier Check Only, Do Not Perform Import Or Create Verification File

Primary Student Identifier for Import: ⦿ **State Student ID (SSID)** ◯ EMIS ID

Import File: *
Browse

Import

Import Mode (required) – You must select one of the following options:

- **Perform Import and Create Verification File** – Import all valid records and also create the import verification file. The verification file is named **StudentAttendanceVerificationFile_xxxx.txt** where **xxxx** is your building code.

- **Create Verification File Only, Do Not Perform Import** – Create only the import verification file and do not actually perform the import. The verification file is named **StudentAttendanceVerificationFile_xxxx.txt** where **xxxx** is your building code.

> ⚠️ ***Caution:*** *It is strongly suggested that you run this option first to check for errors and correct them before running the **Perform Import and Create Verification File** option. This option also performs the student identifier check. If you run this option first, you do not need to run the **Perform Student Identifier Check Only, Do Not Perform Import or Create Verification File** option as the student identifier check is already done.*

- **Perform Student Identifier Check Only, Do Not Perform Import or Create Verification File** – Only check the import records for a student match and display any students that did not match at the top of the screen. This option does not produce a verification file or import any records.

Student	Student Name	Error Message
111111	SYLVESTER, GABBY	Student not found
222222	MILLER, ERIC	Student found in district, but not in this building
		Nothing will be imported

Primary Student Identifier for Import (required) – Select **State Student ID (SSID)** or **EMIS ID**. Defaults to SSID. Select **State Student ID (SSID)** to have the import process first try to match the students based on their SSID, and if no match is found, the process then tries to find a match based on their EMIS ID. Likewise, select **EMIS ID** to have the process first try to match the students based on their EMIS ID, and if no match is found, the process then tries to find a match based on their SSID. If no SSID or EMIS ID match is found, the record is not imported and an error record displays in the results grid or the verification file, depending on the **Import Mode** selected.

> ⚠️ ***Caution:*** *Your selection should be based on whether the JVS selected SSID or EMIS ID when they created the export file. You should import using the same ID selection as the JVS.*

Import File (required) – Click to browse to the location of the file that you received from the JVS.

Import – Click to process the import file. When the prompt displays, you must click **OK** to confirm before the import completes.

Error Message	Cause/Resolution
Student not found	This is most frequently due to an EMIS ID or SSID mismatch between the JVS and home school. Change the incorrect EMIS ID or SSID at the incorrect building and re-export, or change the EMIS ID or SSID in the import file and re-import. ***Note:*** *If you ignore this error and continue on with the import, this student's marks are not imported.*

Error Message	Cause/Resolution
Exported From IRN not found	Ensure that the IRN in the file is valid.
Export School Year does not match School Year in Context	Change the school year in context to match the school year in the file.

Home School Import – Students

Navigation: StudentInformation > Management > Import/Export > Home School Import > Students tab

The student import can be used to bulk register students in the following circumstances:

- Students from a non-StudentInformation district
- Students from another StudentInformation ITC
- 60 preschool students starting in the fall

All students are registered on the default calendar and a primary contact is created if one is entered in the file.

A strict match is found if the student's social security number, EMIS ID, or SSID match.

⚠️ ***Caution:*** *If you reimport a file without a student's social security number, EMIS ID, or SSID, duplicate students are created without warning. The import cannot find possible student matches in StudentInformation.*

The students file layout must be as follows in tab-delimited (.txt file) format. A template file is available here.

Column	Column Title	Characters	Comments
A	Social Security number		Numeric, 000000000 format
B	Filler		
C	Last name	40	Required, alphanumeric
D	First name	40	Required, alphanumeric
E	Filler		
F	Filler		
G	Sex	1	Required, valid options are M or F
H	Birth date		Required, MM/DD/YYYY format
I	Local ethnicity	40	Alphanumeric, must match ethnicity name of receiving school
J	Grade		Required, 00 format
K	Filler		
L	Filler		
M	Street address	40	Required, alphanumeric
N	City	40	Required, alphanumeric
O	State	2	Required, alphabetic, XX format, must be capital letters
P	Zip code	9	Required, numeric, 5 or 9 numbers

Import Formats

Column	Column Title	Characters	Comments
Q	Phone	10	Numeric, (0000000000) or (000)000-0000 format
R	Filler		
S	Contact type	40	Alphanumeric, must match contact type name of receiving school
T	Filler		
U	Contact name	40	Alphanumeric, will load into **Last Name** field only
V	Contact title		Valid options are **Mr.**, **Mrs.**, **Ms.** or **Dr.**
W	Filler		
X	Filler		
Y	Filler		
Z	Contact street address	40	Alphanumeric
AA	Contact city	40	Alphanumeric
AB	Contact state	2	Alphabetic, XX format, must be capital letters
AC	Contact Zip code	9	Numeric, 5 or 9 numbers can be used
AD	State student ID	9	2 alphabetic and 7 numeric, XX0000000 format, must be capital letters
AE	Filler		
AF	Filler		
AG	Filler		
AH	Native language		XXX format, must be capital letters
AI	Disadvantagement		Valid options are *****, **1**, **2**, or **3**; defaults to ***** if left blank
AJ	Filler		
AK	Filler		
AL	Filler		
AM	Filler		
AN	Filler		
AO	Filler		
AP	Filler		
AQ	Disability Code		Required; valid options are ******, **01**, **02**, **03**, **04**, **05**, **06**, **08**, **09**, **10**, **12**, **13**, **14**, **15**, or **16**; defaults to ****** if left blank
AR	EMIS ID	9	X00000000 or 000000000 format
AS	Home Language	4	XXX format, must be capital letters
AT	Hispanic/Latino	1	Y or N; must be capital letters
AU	Race White	5	TRUE or FALSE, must be capital letters
AV	Race Black	5	TRUE or FALSE, must be capital letters
AW	Race Asian	5	TRUE or FALSE, must be capital letters
AX	Race American Indian	5	TRUE or FALSE, must be capital letters
AY	Race Pacific Islander	5	TRUE or FALSE, must be capital letters
AZ	Summative Race	1	Required; valid options are **H**, **M**, **W**, **B**, **A**, **I**, or **P**; case sensitive
BA	County of Residence	2	00 format, county code

SMART Logic performs checks on the field values based on the selected **EMIS Situation** to help you provide the correct field data. SMART Logic is indicated by a light colored background and the text **(changed by SMART)**.

Import Mode (required) – You must select one of the following options:

- **Perform Import and Create Verification File** – Import all valid records and also create the import verification file. The verification file is named **StudentVerificationFile_xxxx.txt** where **xxxx** is your building code.

- **Create Verification File Only, Do Not Perform Import** – Create only the import verification file and do not actually perform the import. The verification file is named **StudentVerificationFile_xxxx.txt** where **xxxx** is your building code.

> ⚠️ *Caution: It is strongly suggested that you run this option first to check for errors. This option also performs the student identifier check.*

> *Note: Changes made to **EMIS Situation** and the other fields on this tab are applied to the profiles of the imported students.*

Admission Date (required) – Select the date the students are admitted. This date must be between the first and last day of the school calendar year in context.

Admission Reason (required) – Select the reason for which the students admitted. If you select one of the following codes, you must enter a value in the **Admitted From IRN** field per EMIS requirements:

- **3 – Student transferred from nonpublic school in Ohio**
- **6 – Transferred from other Ohio public district/community school**
- **7 – Not newly enrolled in this school district**

Otherwise, the **Admitted From IRN** field is not editable and defaults to ****** in the following circumstances:

- When re-registering a student into a building in the same district as the building from which the student was withdrawn.
- The school or district in context is a joint vocational school district (JVSD) or educational service center (ESC).

Student Status (required) – Select the appropriate status for the students.

EMIS Situation (required) – Select the appropriate EMIS situation from the drop-down list that is validated against EMIS situation codes. You can also click ⬚ to open the EMIS Situation Wizard to receive assistance with selecting the appropriate EMIS situation. This field defaults to the **EMIS Situation** specified in the **Registration Defaults** for the building or district in context. If no registration defaults are available, this field defaults to the following:

- 5 for regular or nonpublic schools
- 302 for JVSs
- 386 for ESCs
- 258 for community schools

Admitted From IRN – If you selected "3," "6," or "7" in the **Admission Reason** field, enter the district in which the students were previously enrolled. Otherwise, if you selected any other value in the **Admission Reason** field, the **Admitted From IRN** field is not editable and defaults to ******.

Click 🔍 for assistance with the search for the IRN by accessing the ODE IRN Search. SMART logic helps determine the correct value.

District Relationship (optional) – Select the appropriate educational relationship between the students being imported and the district. SMART logic helps determine the correct value.

How Received (optional) – Select how the students you wish to import arrived at the district. Smart validation requires that **How Received** is selected.

District of Residence (optional) – Enter the district of legal residence of the students you wish to import. Click 🔍 for assistance with the search for the IRN by accessing the ODE IRN Search. SMART logic helps determine the correct value.

How Received IRN (optional) – Enter the district from which the students you wish to import came. SMART logic helps determine the correct value.

Percent of Time (optional) – Enter the average percent of time, for the week, that the students you wish to import participate in any instruction provided by a certified/licensed employee.

Tuition Type (optional) – Select the appropriate manner in which the students you wish to import are paying tuition to the reporting district. SMART logic helps determine the correct value.

Attending Building IRN (required) – Enter the IRN of the building within the district that the students you wish to import attend between the effective dates of the reported FS record. Click

🔍 for assistance with the search for the IRN by accessing the ODE IRN Search. SMART logic helps determine the correct value. The **Attending Building IRN** can be a **District IRN** only when the value of **How Received** is one of the following:

- **6 – Non-Public (Services Only)**
- **F – Career Assessment Only**
- **I – Non-instructional, Supplementary, or Related Services**
- **P – Court Placed Students, Excluding foster Care**
- **T – Students Placed in Institutions, Non-Court Ordered**
- **V – Pre-school, Evaluated Only, Found Ineligible**

Assigned Building IRN (optional) – Enter the IRN of the building the students you wish to import

would normally attend according to the standard district attendance policy. Click 🔍 for assistance with the search for the IRN by accessing the ODE IRN Search. SMART logic helps determine the correct value.

County of Residence (optional) – Enter the county of residence for the students you wish to import.

Sent To 1 Reason (optional) – Select the reason the students you wish to import are sent to another district. SMART logic helps determine the correct value.

Sent To 1 IRN (optional) – Enter the district to which the students you wish to import are sent.

Click 🔍 for assistance with the search for the IRN by accessing the ODE IRN Search. SMART logic helps determine the correct value.

Sent To 1 Percent of Time (optional) – Enter the average percent of time for the week that the students you wish to import participate in any instruction provided by an employee at a non-EMIS reporting entity.

Sent To 2 Reason (optional) – Select the reasons the students you wish to import are sent to another district if the students are sent to a second district.

Sent To 2 IRN (optional) – Enter the district to which the students you wish to import are sent if

the students are simultaneously being sent to a second district. Click 🔍 for assistance with the search for the IRN by accessing the ODE IRN Search. SMART logic helps determine the correct value.

Sent To 2 Percent of Time (optional) – Enter the average percent of time for the week that the students you wish to import participate in any instruction provided by an employee at a non-EMIS reporting entity.

Import File (required) – Click to browse to the location of the file you wish to import.

Import – Click to process the import file. When the prompt displays, you must click **OK** to confirm before the import completes

A list of all students in the import file that could not be imported displays. You cannot import students whose SSN or EMIS ID already exist in the school or district.

Home School Import – Imported Marks History

Navigation: StudentInformation > Management > Import/Export > Home School Import > Imported Marks History tab

You can view imported marks for the school year in context, which can be a current or earlier school year. This includes marks for the beginning of the selected school year, up until the next school year begins. The most recently imported marks are listed first in the grid.

You can remove marks from student records on this tab if the marks mapping was incorrect or the incorrect IRN was imported.

The imported marks history file should have a name similar to this: **StudentMarks045xxx.SEQ**. The last 6 numbers of the file represent the home school's district IRN.

🗑 – Click to delete the imported marks file for the school year in context. All marks loaded when the file was imported are removed from the corresponding student records.

Name – Name of the imported file.

IRN – IRN of the JVS.

Mapping – Click ⊞ to view the marks selected on the **Course History** tab when the file was imported.

- **Mark** – Displays the term marks from the imported file. An imported file can contain up to five term marks.
- **Term** – The reporting term selected for each term mark.
- **Mark Type** – The mark type selected for each term.

- **Credit Type** – Indicates how the mark should be referenced and if it is used in GPA calculation.

Creator – Name of user who imported the marks file.

Date Created – Date the marks file was imported.

Status – Status of imported data:

1. **Complete** – Successful. At least one student was mapped.

2. **Error** – No students were mapped.

Deleted By – Name of the user who deleted the imported marks file.

Date Delete – Date the imported marks file was deleted.

LOAGRADE Import

Navigation: StudentInformation > Management > Import/Export > LOAGRADE Import

Schools may use a variety of third-party grade book packages external to the StudentInformation application. You can transfer data to StudentInformation if the grade book program can create a file in the following format. This process was called LOAGRADE in SIS and is used to convert the file created by the external grade book package into the CLIS records.

The file must be of fixed-width and left-justified with spaces for padding. The import includes all records found in the external application. The file layout must be as follows, with the starting point of that field and the length in parenthesis.

> *Note: This file does not need headers.*

- Marks – Course ID (1, 15)
- Marks – Course Section (16, 2)

> *Note: You must use a leading zero if the course section number is a single digit (e.g., 02).*

- Filler – (18, 2)
- Marks – Student ID (20, 9)
- Marks – Comment One (29, 3)
- Marks – Comment Two (32, 3)
- Marks – Attendance (35, 3)
- Mark – One (38, 3)
- Mark – Two (41, 3)
- Mark – Three (44, 3)
- Mark – Four (47, 3)
- Marks – Work Habit (50, 1)
- Marks – Citizenship (51, 1)

LOAGRADE Import – Step One

Reporting Term – Select the correct reporting term from the drop-down list. The reporting terms are defined by building.

File name – Click **Browse** to locate the file you wish to import. The file does not need a specific file name or extension.

Ignore Load Errors – Select this checkbox to allow you to ignore any found error records (which display in **Step Two** if they exist) and continue the import process for records without error. Deselect this checkbox to prevent processing the rest of the records in **Step Two** if any records in the import files have errors.

Next> – Click to process the file selected and go to **Step Two** (or **Step Three**, if no errors are found).

LOAGRADE Import – Step Two

In **Step Two**, the **List of Errors on Import** displays. If no errors are found, **Step Two** is skipped and you proceed directly to **Step Three**.

Type – Indicates the type of error. **Step Two** checks for valid data for Course Sections, Course Section Marking Patterns, Students, Mark Values, Teacher Comments, and Work Habits.

Error Type	Cause
No Course Section Found	The course section listed is not a valid, active course section in the current building and school year **OR** The course listed is not a valid, active course in the current building and school year.
No Student Number Found	The student number listed is not enrolled in the current building and school year.

Error Type	Cause
No Student Course Section Assignment Found	The student number listed is not enrolled in the course section listed
No Mark Found	The mark listed is not a valid, active mark in the current building.
No General Comment One Found	The Comment listed is not a valid, active General Comment in the current building.
No General Comment Two Found	The Comment listed is not a valid, active General Comment in the current building.

Value – Indicates the value which caused the listed error.

Line Number – Indicates the line in which the listed value is located in the file.

> *Note: If you did not select the **Ignore Load Errors** checkbox in **Step One**, these errors must be corrected in the input file before you can proceed to **Step Three**. If you selected the **Ignore Load Errors** checkbox, any records with errors listed are not loaded. Records without errors are still loaded.*

Start Over – Click to return to **Step One** to process another file.

Next> – Click to ignore the records containing the listed errors and process the remaining records. This is only visible if you selected the **Ignore Load Errors** checkbox in **Step One**.

LOAGRADE Import – Step Three

In **Step Three**, verify the marking patterns and make adjustments as necessary.

Marking Pattern – The marking pattern assigned to the course sections you are importing. There can be multiple marking patterns present in a single LOAGRADE Import since there are all-year courses, semester courses, quarter courses, etc.

Course Section Count – The number of course sections listed in the import file that are linked to a particular marking pattern.

Mark One – Select the marking period from the drop-down list to which the first mark in the import file should be loaded.

Mark Two – Select the marking period from the drop-down list to which the second mark in the import file should be loaded.

Mark Three – Select the marking period from the drop-down list to which the third mark in the import file should be loaded.

Mark Four – Select the marking period from the drop-down list to which the fourth mark in the import file should be loaded.

> *Note: You can change the **Mark One**, **Mark Two**, **Mark Three**, and **Mark Four** selections as needed by choosing the correct marking period from the drop-down list (this list populates based on the marking patterns defined in StudentInformation; see the* ProgressBook StudentInformation Marks Guide *for details).*

Import marks for dropped assignments (optional) – Select this checkbox to import marks for students' dropped course section assignments.

> *Note: Marks for removed course section assignments are not imported.*

Reporting Term for Comments (optional) – Select a reporting term from this drop-down list. Comments included in the LOAGRADE Import file are loaded as **Comments** linked to the selected reporting term.

Mark Type for Comments (required) – Select the proper mark type for comments. The drop-down list is populated with values that correspond to the chosen **Reporting Term for Comments**.

Start Over – Click to return to **Step One** and process another file.

Next> – Click to process the file and go to **Step Four**. The processing step may take a few minutes.

LOAGRADE Import – Step Four

While the import is processing, the following screen displays:
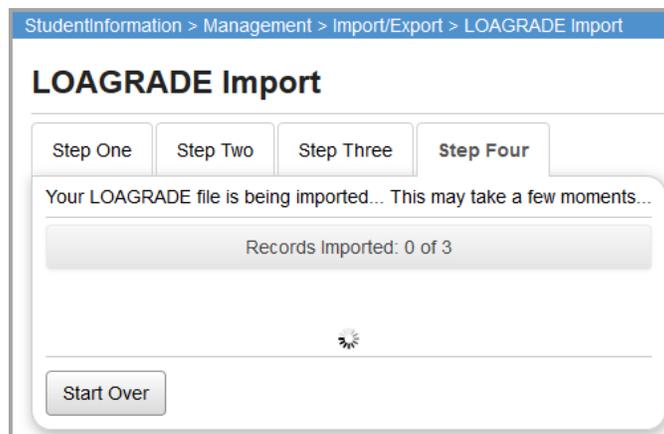
Once processing is complete, the results of the import display. These results are also stored in a log file that remote service centers can access if needed.

Blank Values in Import File – This grid displays any records that contain blank values for a student or course section. If any of the marks in the file are blank, they are imported as blank marks in StudentInformation.

Values Replaced From Import File – This grid displays only old marks that were replaced by new marks and the reporting period to which those marks were imported from the processed records.

Start Over – Click to return to **Step One** and process another file.

Once the LOAGRADE import has run successfully, the specific marks are updated on the student records.

> *Note: If the LOAGRADE process imports marks for a student who has been withdrawn from a particular course section, StudentInformation does not prevent those marks from being applied to that student and course section.*

Lockers & Combinations Import

Navigation: StudentInformation > Management > Import/Export > Locker/Combinations Import

You can import a spreadsheet listing school locker assignments and up to 5 locker combinations per locker for a building in context. You can create an Excel spreadsheet with the locker numbers and combinations for import.

> *Note: Locker information is school yearspecific, so any data in the report is for the current school year only.*

When creating the import spreadsheet, the following rules apply:

- The spreadsheet must be specific to the building you have in context.
- When updating records, if a column in the spreadsheet is blank, the import does not update the corresponding fields on the locker record. Thus, you can update only specific fields without affecting the rest of the record. If a locker already exists, the values in the import file override the existing values.
- When inserting records, if a field is blank on the spreadsheet, the import either leaves the field blank on the record or defaults to the standard default value for the field.
- Each row on the spreadsheet requires a locker number. The school and school year are determined by the building in context when you import the spreadsheet.

The locker/combination file layout must be as follows in an Excel file (.xlxs). A template file is available here.

Column Title	Description	Valid Values
LockerNumber	Locker number	Up to 8 alphanumeric characters
AcademicLocker	Indicates whether the locker is an academic locker	Boolean: **True** or **False**; **Yes** or **No**
LockerStatus	Locker status	Valid options: • **A** – Active • **R** – Repair • **U** – Unavailable
Description	Description of the locker	Up to 50 alphanumeric
Capacity	Number of students you can assign to the locker	**1**, **2**, **3**, **4**
Size	Locker size	Up to 4 alphanumeric characters (codes are defined on the **Locker Size Code Maintenance** screen)
CurrentSeries	Current combination series	**1**, **2**, **3**, **4**, **5**

Column Title	Description	Valid Values
ReferenceLocation	Room/location of the locker	Up to 5 alphanumeric characters (codes are defined on the **Room/Location Maintenance** screen)
Grade	To assign the locker to students in a specific grade level	Up to 4 alphanumeric characters (codes are defined on the **Grade Level Codes Maintenance** screen)
IsActive	Indicates whether the locker is an active usable locker that can be assigned to a student	Boolean: **True** or **False**; **Yes** or **No**
Combination1	Combination for Series 1	Up to 16 numbers
Combination2	Combination for Series 2	Up to 16 numbers
Combination3	Combination for Series 3	Up to 16 numbers
Combination4	Combination for Series 4	Up to 16 numbers
Combination5	Combination for Series 5	Up to 16 numbers

To import the file, complete the following steps:

1. Click **Choose File**.

2. Browse to the locker and combination data file you want to import, and click **Open**. The selected file name displays next to the **Choose File** button.

3. Click **Upload** to import the file.

   If the imported file successfully loads to StudentInformation without errors, you receive a confirmation message and a report below displays, listing the number of rows updated.

   If errors are found in the import file, an error message displays with a list of the affected column(s) and row number(s). You can correct the errors in your spreadsheet and import the file again.

   ***Note:** The **Lockers/Combinations Import** does not stop when an error is encountered. All records load except for those with errors.*

Typical error messages displayed include:

- LocationId was not found
- LockerStatusId is invalid
- The field LockerNumber must be a string with a maximum length of 8
- Grade LevelId was not found

Refer to the following additional resources for assistance with other tasks related to assigning and maintaining lockers and combinations.

- For general information about assigning lockers, see ***Student Locker Information*** in the *StudentInformation Student Lockers Guide*.

- To assign a single student's locker, see ***Student Locker Assignment*** in the *StudentInformation Student Lockers Guide*.

- To bulk-assign lockers to a group of students, see ***Locker Bulk Assignment*** in the *StudentInformation Student Lockers Guide*.

- To add locker combinations, see ***Locker Maintenance*** in the *StudentInformation Student Lockers Guide***.**

You can view all assigned lockers and locker combinations for your building on the **Locker Maintenance** screen.

You can view assigned locker(s) for a particular student on the **Edit Student Profile** screen **Additional** tab.

Special Education Import (SpS)

Navigation: StudentInformation > Management > Import/Export > Special Education Import (SpS)

The **Special Education Import** loads data that was extracted from a special services application into StudentInformation. The **Special Education Import** is primarily processed by the EMIS coordinator in each district. The special services application provides one file that contains the records as outlined in the following figures—the file bundles all of the records together. The special services application uses the EMIS Import file layouts from the *ODE EMIS Manual* to construct each portion of the import file. The **Special Education Import** checks for a valid effective date, and if there is no valid effective date, an error is issued and the invalid record is rejected.

District – Defaults to the district in context. Only districts can run the **Special Education Import**.

School Year – Defaults to the school year in context.

Import Method – There are two options for importing special education import files into StudentInformation.

1. If you are importing a local file from your computer, select **Physical File**; in the **File Name** field that displays, click **Browse** to locate the special education import file you wish to import.

2. If you are importing a successfully built EMIS extract from SpecialServices, select **Transfer from Special Services**; in the **Please choose an available import** drop-down list that displays, select the corresponding EMIS extract file you wish to import. See the *ProgressBook SpecialServices System Manager Guide* for more information on building the EMIS Extract file.

Run Options (required) – Select one or more run options for the special education import file. The **Special Education Import** processes the file based on the run options that are selected. See the following sections for detailed explanations and file layouts of each run option:

*   *"Student Attributes (FD)"*
*   *"Student Program (GQ)"*
*   *"Student Special Education (GE)"*
*   *"Student Special Education Graduation Requirement (FE)"*
*   *"Student Achievement Test (FA, GA Record Type)"*
*   *"Student Ohio Graduation Test (FA, GX Record Type)"*
*   *"Student Kindergarten Readiness Assessment (FA, GO Record Type)"*
*   *"Student Next Generation Assessment (FA, GN Record Type)"*
*   *"Student End of Course Exam (FA, GE Record Type)"*

Import – Click to import the selected special education import file according to the selected run option(s). You receive a success message if the file was imported into StudentInformation without errors.

If errors are found in the import file, an error message displays with the specific error records in a grid. The **Special Education Import** does not stop when an error is encountered—it loads all records except those with errors.

Record Number	Record Status	Sort Type	EMIS StudentID Number	Issue
The file has been loaded except for the following records				
@@@@@@@	A	GI	111111111	Student EMIS ID not found

Typical error messages include the following:

- Student EMIS ID not found.
- Student EMIS ID not found; not able to match student achievement test record in StudentInformation.
- Not able to match student achievement test record in StudentInformation.
- Membership already exists for student, not saved.

File Download Options

If errors occur, you can download a copy of the errors for your reference.

Select a File Type – Select from CSV (.csv), HTML (.html), or TAB (.txt).

Select A Download Method – Select **Download** or **Email**. When you select **Download**, a **dasl_data.xls**, **dasl_data.csv**, or **dasl_data.txt** file is created depending on the file type you selected. You can save this file to any location on your computer. When you select **Email**, the selected file type is sent as an email attachment to the email address specified for your StudentInformation account.

Download Error List – Click to download or email the error list. Depending on your browser settings, you may be prompted to select the folder to which the file is downloaded. Once you have acquired the file, you can use it for further processing.

	A	B	C	D	E	F	G
1	RecordNumber	RecordStatus	SortType	Student	ErrorMessage		
2	@@@@@@@	A	GI	111111	Student EMIS ID not found		

Student Attributes (FD)

Navigation: StudentInformation > Management > Import/Export > Special Education Import (SpS) > Student Attributes (FD) Run Option

The **Student Attributes (FD)** option differs from other areas of the import in that no complete student record is imported. Only specific fields from the student attributes record are updated. Other fields in the student attributes record are filled with @. When the import encounters @ in any field, the field value is ignored and not imported. You should import student attribute records for EMIS Reporting Period S.

All files are in the Chapter 5 format.

Student Attributes FD Record – Special Education Import Logic

1. If the import file contains an FD record with the same disability condition and the same effective start date as the open FD record in StudentInformation, the StudentInformation import does not load the record.

2. If the import file contains an FD record with the same disability condition as the open FD record in StudentInformation but a different effective start date, the StudentInformation import does not load the record and identifies the error on the screen.

3. If the import file contains an FD record with a different disability condition than the open FD record in StudentInformation, regardless of start date, the StudentInformation import loads the imported disability condition over the existing disability using the imported effective start date (closing any appropriate records as needed).

4. If the import file contains an FD record with a different Section 504 value than the open FD record in StudentInformation, regardless of start date, the StudentInformation import loads the imported Section 504 value over the existing value using the imported effective start date (closing any appropriate records as needed).

Student Program (GQ)

Navigation: StudentInformation > Management > Import/Export > Special Education Import (SpS) > Student Program (GQ) Run Option

For the purpose of this section, program codes refer to membership codes in StudentInformation for the student membership import functionality.

The district/building is responsible for making sure that the membership groups and codes are defined in StudentInformation prior to processing the import. The building is also responsible for assigning the proper EMIS code value to the membership code record prior to processing the import. The memberships function under the premise that the membership group is equal to the first 2 digits of the program code. This standard was decided on by all remote service centers.

The import file layout of the student program record should be formatted in the EMIS file record layout as defined in Chapter 2.9 of the *ODE EMIS Manual*.

The student program record import serves as both an import of new records (if no match exists) or an update (if a match is found).

As of 10.2.0, the following validations were implemented requiring each record to be in a certain format:

- Fiscal Year must be present and match the current school year in context.
- EMIS ID, Building IRN, and Program Codes must be valid active values for the school/school year in context.
- Start and End Dates must be valid dates and present in the file.
- End Date must be less than 1 full year past the Start Date.

Student Program GQ Record – Special Education Import Logic

1. If the import file contains a GQ record (any code) with effective start date in the next school year, StudentInformation does not load the record and indicates an error on the screen.

2. If the import file contains a GQ record (215xxx), StudentInformation loads the records to the **Services** tab on the **Special Education** screen using the following logic:

- • If the imported record has the same program code, effective start date, and effective end date, StudentInformation does not load the record.
- • If the imported record has the same program code and same effective start date, but a different effective end date, StudentInformation updates the record.
- • If the imported record has the same program code and different effective start date, StudentInformation adds the record.
- • If the imported record has a different program code, regardless of effective start date, StudentInformation adds the record.

3. If the import file contains a GQ record (220100), StudentInformation loads the records to the **Student Memberships** screen using the following logic:

- • If the imported record has the same program code and effective start date, StudentInformation does not load the record.
- • If the imported record has the same program code and different effective start date, StudentInformation updates the start date of the record.
- • If the imported record has a different program code (did not exist previously), regardless of effective start date, StudentInformation adds the record.

StudentInformation imports the end date for GQ records with a program code that begins with 215 or 220 if the end date falls outside of the fiscal year of the record. If the program code is 220100 or any other code, the end date is imported and saved to the student's record regardless of the fiscal year.

StudentInformation uses the enrollment end date during EMIS processing to determine which records are sent to EMIS for the reporting period.

Student Special Education (GE)

Navigation: StudentInformation > Management > Import/Export > Special Education Import (SpS) > Student Special Education Run Option

Student Special Education Record – Sort Type GE

The Student Special Education record import serves as both an import of new records (if no match exists) or an update (if a match is found).

The import file layout of the Student Special Education record should be formatted in the EMIS file record layout as defined in Chapter 5 of the *ODE EMIS Manual*.

Student Special Education GE Record – Special Education Import Logic

1. If the imported record has the same date type and same event date, StudentInformation updates the record with the applicable fields.

2. If the imported record has the same date type and different event date, StudentInformation adds the record with the applicable fields.

3. If the imported record has a different date type (new record) regardless of date, StudentInformation adds the record with the applicable fields.

Imports may be done at any time during the school year.

Student Special Education Graduation Requirement (FE)

Navigation: StudentInformation > Management > Import/Export > Special Education Import (SpS) > Student Special Education Graduation Requirement (FE) Run Option

Student Special Education Graduation Requirement Record – Sort Type FE

The Student Special Education Graduation Requirement record import serves as both an import of new records (if no match exists) or an update (if a match is found).

The import file layout of the Student Special Education Graduation Requirement record should be formatted in the FE file record layout as defined in Chapter 2.14 of the *ODE EMIS Manual*.

Student Special Education Graduation Requirement FE Record – Special Education Import Logic

1. If the imported record has the same date type, event date and assessment area code, StudentInformation updates the record with the applicable fields.

2. If an exact match of date type, event date and assessment area code is not found in the imported record, StudentInformation imports the record with the applicable fields.

Imports may be done at any time during the school year.

Student Achievement Test (FA, GA Record Type)

Navigation: StudentInformation > Management > Import/Export > Special Education Import (SpS) > Student Achievement Test Run Option

Student Achievement Test Record – Sort Type FA

The Student Achievement Test record import serves as an update if a match is found.

The import file layout of the Student Achievement Test record should be formatted in the FA file record layout as defined in Chapter 2.8 of the *ODE EMIS Manual*.

Student Achievement Test FA Record – Special Education Import Logic

1. If the imported record has the same test date, assessment area code, assessment type code (GA), required test type, and the existing accommodation value is **No**, StudentInformation updates the record with the accommodation value from the import file.

2. If no matching FA records exist, no records are imported.

Imports may be done at any time during the school year.

Student Ohio Graduation Test (FA, GX Record Type)

Navigation: StudentInformation > Management > Import/Export > Special Education Import (SpS) > Student Ohio Graduation Test Run Option

Student Ohio Graduation Test Record – Sort Type FA

The Student Ohio Graduation Test record import serves as an update if a match is found.

The import file layout of the Student Ohio Graduation Test record should be formatted in the FA file record layout as defined in Chapter 2.8 of the *ODE EMIS Manual*.

Student Ohio Graduation Test FA Record – Special Education Import Logic

1. If same test date, required test part, assessment type code (GX), and existing accommodation value is **No**, StudentInformation updates the record with the accommodation value from the import file.

2. If no matching FA records exist, no records are imported.

Imports may be done at any time during the school year.

Student Kindergarten Readiness Assessment (FA, GO Record Type)

Navigation: StudentInformation > Management > Import/Export > Special Education Import (SpS) > Student Kindergarten Readiness Assessment Run Option

Student Kindergarten Readiness Assessment Record – Sort Type FA

The Student Kindergarten Readiness Assessment record import serves as an update if a match is found.

The import file layout of the Student Kindergarten Readiness Assessment record should be formatted in the FA file record layout as defined in Chapter 2.8 of the *ODE EMIS Manual*.

Student Kindergarten Readiness Assessment FA Record – Special Education Import Logic

1. If the same test date, required test part, assessment type code (GO), and existing accommodation value is **No**, StudentInformation will load (update) the record with the accommodation value from the import file.

2. If no matching FA records exist, no records are imported.

Imports may be done at any time during the school year.

Student Next Generation Assessment (FA, GN Record Type)

Navigation: StudentInformation > Management > Import/Export > Special Education Import (SpS) > Student Next Generation Assessment (GN) Run Option

Import Logic

1. If the same test date, assessment type (GN), required test type, and existing accommodation value is **No**, StudentInformation updates the record with the accommodation value from the import file.

2. If no matching GN records exist, no records are imported.

Imports may be done at any time during the school year.

Student End of Course Exam (FA, GE Record Type)

Navigation: StudentInformation > Management > Import/Export > Special Education Import (SpS) > Student End of Course Exam (GE) Run Option

Import Logic

1. If the same test date, assessment type (GE), required test type, and existing accommodation value is **No**, StudentInformation updates the record with the accommodation value from the import file.

2. If no matching GE records exist, no records are imported.

Imports may be done at any time during the school year.

State Student ID Import

Navigation: StudentInformation > Management > Import/Export > State Student ID Import

All students in the state of Ohio must have a state assigned unique identifier number to facilitate anonymous reporting when districts report data to the state EMIS reporting system. The statewide ID provided by a third-party system reports an existing ID for a student if one exists and creates new identifiers for students that cannot be matched to existing records in its system.

StudentInformation creates an export file (see *"State Student ID Export"* for the file format) to be sent to the third-party for processing. The vendor processes the file, provides the student with a State Student ID in the original file, and returns the file for importing. The State Student ID is appended at the first position in the file for each student row.

The file layout is a comma-separated file that is left-justified. The default name given to the file by the third-party vendor is in the following format: <ITC name OR School District IRN> <Date as yyyymmdd>. An example of the filename would be **NOACSC20040203.txt**.

You can then import this file and the State Student IDs from the third-party vendor into StudentInformation.

> *Note: This file does not need headers.*

FS Records and Missing SSIDs

Students can have multiple FS records with missing SSIDs. The State Student ID Import will update FS records in the following situations:

- The most recent FS record without an SSID.
- The record prior to the most recent FS record without an SSID.
- All records prior to the most recent record without an SSID up until a record with a non-blank value for SSID is found.

Example 1: Based on the FS records below, when you process the import, only the 8/1 and 7/15 FS records will have SSIDs loaded:

- 8/1/2018 FS record – no SSID
- 7/15/2018 FS record – no SSID
- 7/1/2018 FS record – SSID

Example 2: Based on the FS records below, when you process the import, only the 8/1 FS record will have an SSID loaded because the 7/15 FS record already has an SSID. Since the 7/1 FS record is before the 7/15 FS record with an SSID, an SSID does not load for it. You must manually correct the 7/1 FS record with the SSID on the 7/15 record.

- 8/1/2008 FS record – no SSID
- 7/15/2008 FS record – SSID

- 7/1/2008 FS record – no SSID

State Student ID Import

StudentInformation > Management > Import/Export > State Student ID Import

State Student ID Import

Please select the State Student ID file to import.

File Name:* Browse

Verify

File name – Click **Browse** to locate the file you wish to import.

Verify – Click to execute the import. The verification messages include a **Result Code** (translation shown in the following table). The most current result codes can be found in the *SSID User Manual* located on the *Ohio Department of Education website*.

Result Code	Description	Possible Reason for Outcome
A	No Match Exists – New SID Assigned	Attributes provided do not match existing record.
B	One Match Exists – SID Returned	Attributes provided match one existing record.
C	Multiple Matches Exist – New SID Not Assigned	Attributes provided match two or more existing records and uniqueness cannot be determined.
D	SID and 4 attributes Do Not Exist – No Records Updated	Attributes provided do not match existing record.
E	One Match Exists – SID Record Updated	Attributes provided match one existing record and optional attributes are updated.
F	Missing or Invalid Data	One or more edit check failures.
G	Submitted SID is invalid – Existing valid SID returned	SID submitted is invalid but attributes match one existing record and valid SID is returned.
H	Submitted SID is invalid – Multiple matches exist and existing valid SID not returned	SID submitted is invalid, attributes provided match two or more existing records and uniqueness cannot be determined.
I	Submitted SID is invalid – No matches exist and existing valid SID not returned	SID submitted is invalid and attributes do not match any existing records. No valid SID is returned.
M	SID Inactive – Correct SID Returned	SID submitted is inactive and valid SID is returned.
N	Attributes of the Valid SID do not match the Inactive SID	SID submitted is inactive and valid SID exists; however, last name, first name, date of birth or gender in the file do not match the attributes of the active (Valid SID).
P	No Match Exists – SID Not Returned	Attributes provided do not match existing record for those records with an Existing Student Code of "Y".
R	New SID not assigned – Invalid Admission Reason Code.	Attributes provided do not match existing record; however, Admission Reason Code submitted (6, 7, 9, B, or C) indicates an SID should exist.
X	SID Inactivated	SID provided has been inactivated.
Y	Existing Student Code of Y – No records updated	No update made for record with an Existing Student Code of "Y".

Student Course Request Import

Navigation: StudentInformation > Management > Import/Export > Student Course Request Import

You can import a spreadsheet listing the course requests of multiple students on the **Student Course Request Import** screen based on their student numbers and matching course codes per school building.
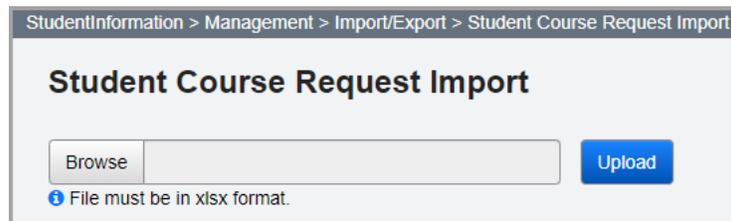
The Student Course Request Import accepts only .xlsx files in the following format:

Column Title	Description
SchoolCode	Must match the **School Code** on the **School Demographics** screen for the building in context
StudentNumber	Must match the **Student Number** on the **Edit Student Profile** screen **General** tab for each student in the file
Request1	Matching available **Course Code** on the **Courses** screen
Request2	Matching available **Course Code** on the **Courses** screen
Request3	Matching available **Course Code** on the **Courses** screen
Request4	Matching available **Course Code** on the **Courses** screen
Request5	Matching available **Course Code** on the **Courses** screen
Request6	Matching available **Course Code** on the **Courses** screen
Request7	Matching available **Course Code** on the **Courses** screen
Request8	Matching available **Course Code** on the **Courses** screen
Request9	Matching available **Course Code** on the **Courses** screen
Request10	Matching available **Course Code** on the **Courses** screen
Request11	Matching available **Course Code** on the **Courses** screen
Request12	Matching available **Course Code** on the **Courses** screen
Request13	Matching available **Course Code** on the **Courses** screen
Request14	Matching available **Course Code** on the **Courses** screen
Request15	Matching available **Course Code** on the **Courses** screen

> *Note: Columns **Request1** through **Request15** must be formatted as text to ensure courses that have leading zeros retain their values.*

To import the file, complete the following steps:

1. Click **Browse**.

2. Browse to the student course request file you want to import and click **Open**. The selected file name displays in the field.

3. Click **Upload** to import the file.

   If the student course request file imports successfully, you receive a confirmation message indicating the number of successfully imported student course requests.

   If errors are found in the import file, a warning message displays with a list of the affected column(s) and row number(s).

   ***Note:** The student course request import does not stop when an error is encountered. All records load except for those with errors.*

Error messages include the following:

- No match found for student ID
- No matching course ID found for request #xx
- School Code does not match school in context. No records were imported.
- Student has more than 15 requests. Additional course requests not imported.

Student Email Import

Navigation: StudentInformation > Management > Import/Export > Student Email Import

You can import a spreadsheet listing the email addresses of multiple students on the **Student Email Import** screen based on their student numbers.

The Student Email Import accepts only comma-separated files (.csv) in the following format:

   ***Note:** This file should not have headers.*

- Student Number
- Email address (format is text@text.text)

To import the file, complete the following steps:

1. Click **Browse**.

---

2. Browse to the student email file you want to import and click **Open**. The selected file name displays in the field.

3. Click **Upload** to import the file.

    If the student email file imports successfully, you receive a confirmation message indicating the number of successfully imported email addresses.

    If errors are found in the import file, a warning message displays with a list of the affected column(s) and row number(s).

    Note: *The student email import does not stop when an error is encountered. All records load except for those with errors.*
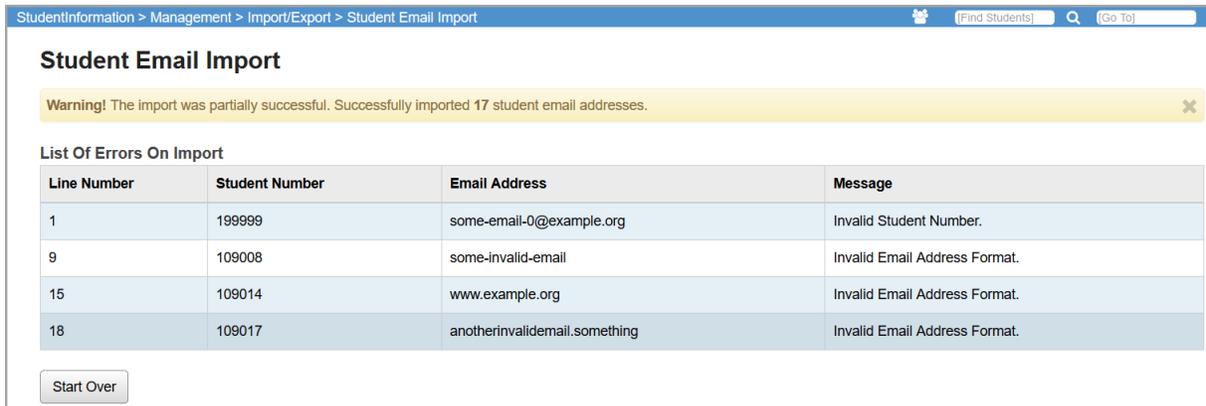
StudentInformation > Management > Import/Export > Student Email Import

Student Email Import

Warning! The import was partially successful. Successfully imported **17** student email addresses.

List Of Errors On Import

Line Number	Student Number	Email Address	Message
1	199999	some-email-0@example.org	Invalid Student Number.
9	109008	some-invalid-email	Invalid Email Address Format.
15	109014	www.example.org	Invalid Email Address Format.
18	109017	anotherinvalidemail.something	Invalid Email Address Format.

Start Over

Transportation Import

Navigation: StudentInformation > Management > Import/Export > Transportation Import

You can import a spreadsheet listing the transportation record with school bus assignments on the **Student Transportation Import** screen for the building in context. The data in the spreadsheet populates the corresponding fields on the **Transportation** tab of the **Edit Student Profile** screen.
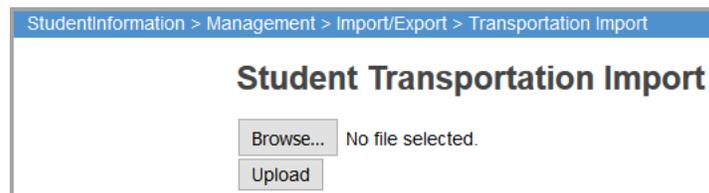
StudentInformation > Management > Import/Export > Transportation Import

Student Transportation Import

Browse...   No file selected.
Upload

Note: *Transportation information is school year specific, so any data in the report is for the current school year only.*

When creating the import spreadsheet, the following rules apply:

*   The spreadsheet must be specific to the building you have in context.
*   When updating records, if a column in the spreadsheet is blank, the corresponding field on the transportation record is not updated. Thus, you can update only specific fields without affecting the rest of the record.

- When inserting records, if a field is left blank on the spreadsheet, the import either leaves the field blank on the record or defaults to the standard default value for the field.
- Each row on the spreadsheet requires a student ID number. The school and school year is determined by the building in context when you import the file.

The transportation file layout must be as follows in an Excel file (.xlxs). A template file is available here.

Column Title	Description	Characters	Comments
StudentNumber	Student's ID number		Required, numeric
ParkingPermit	Student's parking permit number	8	Alphanumeric
AssignedSpaces	Assigned parking space number	30	Alphanumeric, values can be comma-separated for multiple spaces
VehicleDescription	Description of student's vehicle	65	Alphanumeric
LicensePlate	License plate number of vehicle	12	Alphanumeric
VehicleDescription2	Description of student's second vehicle	50	Alphanumeric
LicensePlate2	License plate number of student's second behicle	12	Alphanumeric
VehicleDescription3	Description of student's third vehicle	50	Alphanumeric
LicensePlate3	License plate number of student's third vehicle	12	Alphanumeric
DriversLicenseNumber	Student's driver's license number	8	Alphanumeric
Comments	General comments	200	Alphanumeric
IsStudentDriver	Indicates whether the student drives to school		Boolean: 0 or 1; T or F; True or False; Y or N; Yes or No
IsStudentBussed	Indicates whether the student is bussed to school		Boolean: 0 or 1; T or F; True or False; Y or N; Yes or No
IsStudentWalker	Indicates whether the student walks to school		Boolean: 0 or 1; T or F; True or False; Y or N; Yes or No
DistanceToSchool	Describe the student's distance to school	50	Alphanumeric
BusNumber	1st bus number	8	Alphanumeric
TranCntWkM	Indicates the student is transported on Monday		Boolean: 0 or 1; T or F; True or False; Y or N; Yes or No
TranCntWkT	Indicates the student is transported on Tuesday		Boolean: 0 or 1; T or F; True or False; Y or N; Yes or No
TranCntWkW	Indicates the student is transported on Wednesday		Boolean: 0 or 1; T or F; True or False; Y or N; Yes or No
TranCntWkR	Indicates the student is transported on Thursday		Boolean: 0 or 1; T or F; True or False; Y or N; Yes or No
TranCntWkF	Indicates the student is transported on Friday		Boolean: 0 or 1; T or F; True or False; Y or N; Yes or No

Column Title	Description	Characters	Comments
DistanceTransported	Indicates the distance student is transported to the school. Used for EMIS reporting by community schools.	4	Valid options: • ****** – Student not transported • **L1** – Less than 1 mile • **M1** – More than 1 mile but less than 1.5 miles • **L2** – Between 1.5 and 2 miles • **M2** – More than 2 miles
SecondBusNumber	2nd bus number	8	Alphanumeric
PrimaryStopLocation	Description of the primary stop location	200	Alphanumeric
AltStopLocation	Description of the alternate stop location	200	Alphanumeric
PrimaryBusRoute	Description of the primary bus route	200	Alphanumeric
AltBusRoute	Description of the alternate bus route	200	Alphanumeric
PrimaryPickupTime	Primary pickup time		Military Time (18:20) or AM/PM (06:20 AM, 06:20 PM)
AltPickupTime	Alternate pickup time		Military Time (18:20) or AM/PM (06:20 AM, 06:20 PM)
PrimaryDropOffTime	Primary drop-off time		Military Time (18:20) or AM/PM (06:20 AM, 06:20 PM)
AltDropOffTime	Alternate drop-off time		Military Time (18:20) or AM/PM (06:20 AM, 06:20 PM)

To import the file, complete the following steps:

1. Click **Choose File**.

2. Browse to the transportation data file you want to import and click **Open**. The selected file name displays next to the **Browse...** button.

3. Click **Upload** to import the file.

   If the transportation file imports successfully without errors, you receive a confirmation message and a report displays, listing the number of rows updated.

If errors are found in the import file, an error message displays with a list of the affected column(s) and row number(s).

Note: *The transportation import does not stop when an error is encountered. All records load except for those with errors.*

Student Transportation Import

Invalid Data found, please review spreadsheet.   ✕

Error	Column	Value	Row Number
StudentNumber is invalid	StudentIdNumber	994213	4
StudentNumber is invalid	StudentIdNumber	997281	5

Number of Rows Updated: **1**

Browse... No file selected.

Upload

Export Formats

Refer to any of the available export details:

- *"AIR Export"*
- *"Battelle For Kids Export"*
- *"Discipline Letter Export (DISCDT)"*
- *"District Roster for Medicaid Billing Export"*
- *"Edulog Export"*
- *"Excelsior Export"*
- *"Findlay Dialer Export"*
- *"Home School Export"*
- *"INFOhio Export"*
- *"Lunch Export"*
- *"Photo Export"*
- *"Pre-Identification Export"*
- *"SAS Pre-Identification Export"*
- *"State Student ID Export"*
- *"STUFEES Export"*
- *"Terra Nova Export"*
- *"WebXam Export"*

AIR Export

Navigation: StudentInformation > Management > Import/Export > AIR Export

This export allows you to extract OGT score data so you can provide it to the JVSD for submission to AIR. The AIR Export is processed at the district level. However, the AIR Export functions differently depending on whether the school in context is a JVSD or a home school district.

AIR Export – Home School District in Context

Navigation: StudentInformation > Management > Import/Export > AIR Export (Home School District in context)

JVS District (required) – If the school in context is not a JVSD, a district IRN value for the JVS must be entered or selected from the drop-down list. If the file is being created by the home school because the students are not yet enrolled in the JVS, the home district must create a separate file for each JVS building that students will be attending in the upcoming school year.

JVS (required) – If the school in context is not a JVSD, a building IRN value for the JVS must be entered or selected from the drop-down list. The drop-down list populates with all JVS school IRNs associated with the selected JVS district IRN.

Choose students by filters

Schools Available (optional) – In the **Schools Available** dual listbox on the left, select the schools you wish to include, then click ➡ to move them to the **Schools Chosen** dual listbox on the right. (You can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move schools between the two dual listboxes.) If no schools are moved to the **Schools Chosen** dual listbox, all schools are selected.

Grade Levels Available (optional) – In the **Grade Levels Available** dual listbox on the left, select the grade level(s) you wish to include, then click ➡ to move them to the **Grade Levels Chosen** dual listbox on the right. (You can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move grade levels between the two dual listboxes.) If no grade levels are moved to the **Grade Levels Chosen** dual listbox, all grade levels are selected.

Student Statuses Available (optional) – In the **Student Statuses Available** dual listbox on the left, select the student status(es) of students you wish to include, then click ➡ to move them to the **Student Statuses Chosen** dual listbox on the right. (You can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move student statuses between the two dual listboxes.) If no student statuses are moved to the **Student Statuses Chosen** dual listbox, all student statuses are selected.

> *Note: Students must have an SSID on their current FS record to be included in the extract.*

Choose students by student numbers

1. In the field, enter student numbers separated by a comma.
2. Click **Validate Student Numbers**.

   If any of the student numbers are invalid, you receive an error message:

   If the student numbers are valid, you receive validation.

3. (Optional) Click **Edit Student Numbers** to further edit the student numbers before processing the export.

   Note: Students must have an SSID on their current FS record to be included in the extract.

Choose students by ad hoc membership
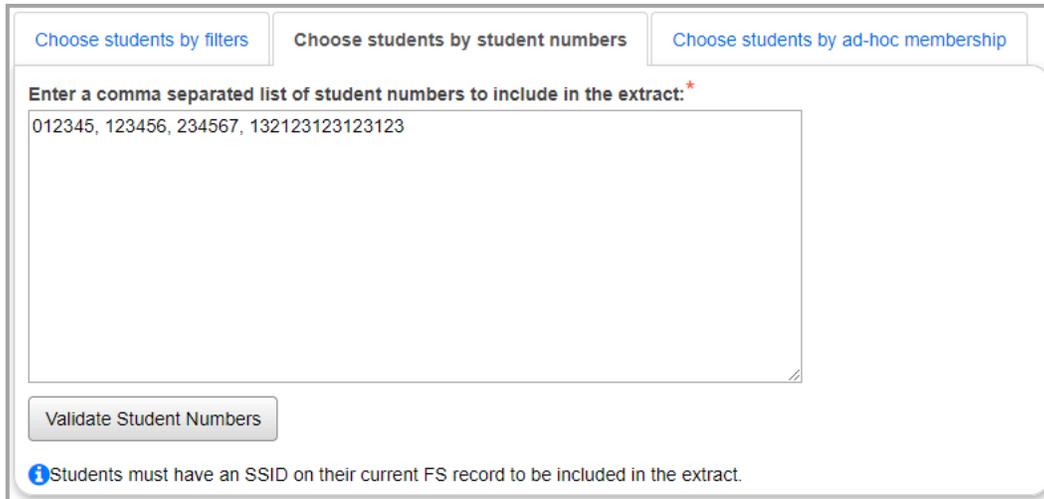
Choose students by filters	Choose students by student numbers	**Choose students by ad-hoc membership**

Choose an ad-hoc membership containing students to include in the extract:*

-- Select an Ad-Hoc Membership -- ▾ [...]

Public And Private ☐

ⓘStudents must have an SSID on their current FS record to be included in the extract.

If the students have not been enrolled at the JVSD yet for the future school year, the home school can create a file using an ad hoc membership group that includes students who are planning on attending the JVS in the next school year. The file would then be sent to the JVS staff for submission to AIR.

Ad-Hoc Membership (required) – Select an ad hoc membership group to limit the export to the students in this group. All other selection criteria are ignored.

You can click [...] to create a new ad hoc membership. You are redirected to the **Ad Hoc Memberships** screen where you can create a new ad hoc membership and then return to the **AIR Export** screen **Choose students by ad-hoc membership** tab.

Select the **Public and Private** checkbox to see the memberships created by other users in your drop-down list.

> *Note: Students must have an SSID on their current FS record to be included in the extract.*

Export

Export – Click to execute the export based on the filters selected.

Opening AIR_DO_131782325142286113.txt   ✕

You have chosen to open:

   📄 **AIR_DO_131782325142286113.txt**

    which is: Text Document

    from: https://demo-si.progressbook.com

What should Firefox do with this file?

   ◉ O̲pen with   Notepad ⌄

   ○ S̲ave File

   ☐ Do this a̲utomatically for files like this from now on.

[OK] [Cancel]

OK – Click to save this file to your hard drive or network drive.

The following figure shows an example of the AIR Export file when a home school district is in context.

The file is a fixed length file. The following is the file layout for the extraction file:

			OHIO TEST	
			Record Description for Student Data Files	
Start Position	**End Position**	**Field Length**	**Field Name**	**Comments/Description**
1	6	6	JVSD IRN	Required field. 6-digit district IRN; contains only numeric values (0-9). Enter the IRN of the JVSD. Use the value specified in the JVS district IRN prompt selected on the requesting screen.
7	12	6	JVS School IRN	Required field. 6-digit school IRN; contains only numeric values (0-9). Enter the IRN of the joint vocational school. Use the building IRN specified in the JVS school building selected on the requesting screen.
13	42	30	JVSD Name	Optional field. Alphanumeric. Must correspond to JVSD IRN. Use the name associated with the district JVS IRN selected on the requesting screen.
43	72	30	JV School Name	Optional field. Alphanumeric. Must correspond to JVS school IRN. Use the name associated with the JVS school IRN selected on the requesting screen.
73	78	6	Home District IRN	Required field. 6-digit District IRN; contains only numeric values (0-9). Enter the IRN of the school where the student was last tested for the OGT. Use the district IRN of the current district in context.
79	84	6	Home School IRN	Required field. 6-digit school IRN; contains only numeric values (0-9). Enter the IRN of the school where the student was last tested for the OGT. Use the value of the attending IRN specified on the latest FS record for the student in the district in context.
85	114	30	Home district Name	Optional field. Alphanumeric. Must correspond to home district IRN. Use the district name associated with the district IRN in context.
115	144	30	Home School Name	Optional field. Alphanumeric. Must correspond to home school IRN. Use the name of the school associated with the value of attending building on the student's latest FS record.
145	164	20	Student Last Name	Required field. Alpha. The last name of the student.

<table>
<tr><td colspan="5" align="center">OHIO TEST
Record Description for Student Data Files</td></tr>
<tr>
<th>Start Position</th>
<th>End Position</th>
<th>Field Length</th>
<th>Field Name</th>
<th>Comments/Description</th>
</tr>
<tr>
<td>165</td>
<td>184</td>
<td>20</td>
<td>Student First Name</td>
<td>Required field. Alpha. The given name of the student.</td>
</tr>
<tr>
<td>185</td>
<td>185</td>
<td>1</td>
<td>Student Middle Initial</td>
<td>Alpha; leave blank if the student does not have a middle name.</td>
</tr>
<tr>
<td>186</td>
<td>187</td>
<td>2</td>
<td>Date of Birth month</td>
<td>Required field. 2-digit numeric.</td>
</tr>
<tr>
<td>188</td>
<td>189</td>
<td>2</td>
<td>Date of Birth Day (DD)</td>
<td>Required field. 2-digit numeric.</td>
</tr>
<tr>
<td>190</td>
<td>193</td>
<td>4</td>
<td>Date of Birth Year (YYYY)</td>
<td>Required field. 4-digit numeric.</td>
</tr>
<tr>
<td>194</td>
<td>194</td>
<td>1</td>
<td>Gender</td>
<td>Required field. Alpha: F = female, M = Male.</td>
</tr>
<tr>
<td>195</td>
<td>203</td>
<td>9</td>
<td>Statewide Student Identifier (SSID)</td>
<td>Required field between 09/15 and 04/30 of every year. State assigned student ID only. Combination of alpha and numeric; must start with two alphas followed by numeric 0-9. SSID of the student as specified on the latest FS record for the student.</td>
</tr>
</table>

AIR Export – JVS District in Context

Navigation: StudentInformation > Management > Import/Export > AIR Export (JVS District in context)

The extraction file created by the JVSD will select all students for the specified home school who are also enrolled in the JVSD.

Choose students by filters

Schools Available (optional) – In the **Schools Available** dual listbox on the left, select the schools you wish to include, then click ➡ to move them to the **Schools Chosen** dual listbox on the right. (You can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move schools between the two dual listboxes.) If no schools are moved to the **Schools Chosen** dual listbox, all schools are selected.

Grade Levels Available (optional) – In the **Grade Levels Available** dual listbox on the left, select the grade levels you wish to include, then click ➡ to move them to the **Grade Levels Chosen** dual listbox on the right. (You can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move schools between the two dual listboxes.) If no grade levels are moved to the **Grade Levels Chosen** dual listbox, all grade levels are selected.

Student Statuses Available (optional) – In the **Student Statuses Available** dual listbox on the left, select the student statuses you wish to include, then click ➡ to move them to the **Student Statuses Chosen** dual listbox on the right. (You can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move schools between the two dual listboxes.) If no student statuses are moved to the **Grade Levels Chosen** dual listbox, all grade levels are selected.

Home Schools Chosen (optional) – In the **Home Scools Available** dual listbox on the left, select the home schools you wish to include, then click ➡ to move them to the **Home Schools Chosen** dual listbox on the right. (You can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move schools between the two dual listboxes.) If no home schools are moved to the **Home Schools Chosen** dual listbox, all home schools are selected.

Include only students admitted after: (optional) – Enter a date to include only students enrolled after this date. This allows the JVS to create a file periodically after the school year starts to only pick up newly enrolled students that may not have been in the original file uploaded.

> *Note: Students must have an SSID on their current FS record to be included in the extract. Students also must have a **Home school IRN** set on their **Edit Student Profile** screen **General** tab to be included in the extract.*

Choose students by student numbers

1. In the field, enter student numbers separated by a comma.
2. Click **Validate Student Numbers**.

    If any of the student numbers are invalid, you receive an error message:

    If the student numbers are valid, you receive validation.

3. (Optional) Click **Edit Student Numbers** to further edit the student numbers before processing the export.

    *Note: Students must have an SSID on their current FS record to be included in the extract. Students also must have a **Home school IRN** set on their **Edit Student Profile** screen **General** tab to be included in the extract.*

Choose students by ad-hoc membership

Ad-Hoc Membership (required) – Select an ad hoc membership group to limit the export to the students in this group. All other selection criteria are ignored.

You can click [...] to create a new ad hoc membership. You are redirected to the **Ad Hoc Memberships** screen where you can create a new ad hoc membership and then return to the **AIR Export** screen **Choose students by ad-hoc membership** tab.

Select the **Public and Private** checkbox to see the memberships created by other users in your drop-down list.

    *Note: Students must have an SSID on their current FS record to be included in the extract. Students also must have a **Home school IRN** set on their **Edit Student Profile** screen **General** tab to be included in the extract.*

Export
Export – Click to execute the export based on the filters selected.

OK – Click to save this file to your hard drive or network drive.

The following figure shows an example of the AIR Export file when a JVS district is in context.

The file is a fixed length file. The following is the file layout for the extraction file:

				OHIO TEST
				Record Description for Student Data Files
Start Position	**End Position**	**Field Length**	**Field Name**	**Comments/Description**
1	6	6	JVSD IRN	Required field. 6-digit district IRN; contains only numeric values (0-9). Enter the IRN of the JVSD. Use the district IRN from the JVS.
7	12	6	JVS School IRN	Required field. 6-digit School IRN; contains only numeric values (0-9). Enter the IRN of the joint vocational school. Use the building associated with the value of Attending building on the latest FS record.
13	42	30	JVSD Name	Optional field. Alphanumeric. Must correspond to JVSD IRN. Use the name associated with the district IRN of the JVS in context.
43	72	30	JV School Name	Optional field. Alphanumeric. Must correspond to JV School IRN. Use the name associated with the building specified in the attending building IRN field on the student's latest FS record.
73	78	6	Home District IRN	Required field. 6-digit District IRN; contains only numeric values (0-9). Enter the IRN of the school where the student was last tested for the OGT. Use the district IRN associated with the school IRN specified in the **Home school IRN** field on the **Edit Student Profile** screen **General** tab.
79	84	6	Home School IRN	Required field. 6-digit school IRN; contains only numeric values (0-9). Enter the IRN of the school where the student was last tested for the OGT. Use the value of the **Home school IRN** field on the **Edit Student Profile** screen **General** tab.
85	114	30	Home district Name	Optional field. Alphanumeric. Must correspond to home district IRN. Use the district IRN associated with the school IRN specified in the **Home school IRN** field on the **Edit Student Profile** screen **General** tab.
115	144	30	Home School Name	Optional field. Alphanumeric. Must correspond to home school IRN. Use the name associated with the school IRN specified in the **Home school IRN** field on the **Edit Student Profile** screen **General** tab.

			OHIO TEST	
			Record Description for Student Data Files	
Start Position	**End Position**	**Field Length**	**Field Name**	**Comments/Description**
145	164	20	Student Last Name	Required field. Alpha. The last name of the student.
165	184	20	Student First Name	Required field. Alpha. The given name of the student.
185	185	1	Student Middle Initial	Alpha. Leave blank if the student does not have a middle name.
186	187	2	Date of Birth month	Required field. 2-digit numeric.
188	189	2	Date of Birth Day (DD)	Required field. 2-digit numeric.
190	193	4	Date of Birth Year (YYYY)	Required field. 4-digit numeric.
194	194	1	Gender	Required field. Alpha: F = Female; M = Male.
195	203	9	Statewide Student Identifier (SSID)	Required field between 10/15 and 04/30 of every year. State assigned student ID only. Combination of alpha and numeric; must start with 2 alphas followed by numeric 0-9. SSID of the student as specified on the latest FS record for the student.

Battelle For Kids Export

Navigation: StudentInformation > Management > Import/Export > Battelle For Kids Export

The Battelle For Kids Export extracts the data for reporting to Battelle For Kids. The Battelle For Kids Export produces the following 4 extract files in Microsoft Excel format:

- **School Information** – Exports information about each school in the district.
- **Employee Information** – Exports information about every employee in the district.
- **Student Information** – Exports information about every student in the district regardless of whether they are withdrawn or actively enrolled.
- **Class Roster Information** – Exports information about each course section assignment—including dropped course sections—for the students in the district for the school year. Only the latest instance of a single course section is reported for a student.

Discipline Letter Export (DISCDT)

Navigation: StudentInformation > Management > Import/Export > Discipline Letter Export (DISCDT)

This process creates an export file for students requiring discipline letters. The **Discipline Letter Export (DISCDT)** only looks at the year in context and excludes incidents from years prior to or after the year in context. This tab-delimited export file can then be used with Microsoft Word as a mail merge document. The file can be loaded in Microsoft Word as a data file for a form letter. The first row in this file is a header row containing all field names.

StudentInformation > Management > Import/Export > Discipline Letter Export (DISCDT)

Discipline Letter Export (DISCDT)

From this screen, you can export a Discipline DT tab delimited file.

Preview Data

Preview Data – Click to preview discipline letter data. Students with discipline records who have the **Needs Letter** checkbox selected on any discipline incident(s) display in the preview.

Discipline Letter Export (DISCDT)

From this screen, you can export a Discipline DT tab delimited file.

Discipline Export Data

Student Number	LastName	Incident Date	Incident Description	Infraction Code	Infraction Description	Infraction Referrer	Action Code	Action Description	Number Of Days	Action Start	Action End	Demerits	Action Date	Policy Description
4302023	Sharp	9/13/2017 1:54:00 PM	Hit another student.	03	Fighting/Violence is mutual participation in an incident involving physical violence.		2	Out of school suspension	0.00	1/1/1900 12:00:00 AM	1/1/1900 12:00:00 AM	0.00	1/1/1900 12:00:00 AM	RULE 3-ASSAULT
4302012	Pierce	9/13/2017 1:54:00 PM	Hit another student.	03	Fighting/Violence is mutual participation in an incident involving physical violence.		2	Out of school suspension	0.00	1/1/1900 12:00:00 AM	1/1/1900 12:00:00 AM	0.00	1/1/1900 12:00:00 AM	RULE 3-ASSAULT
4302016	Burton	9/13/2017 1:54:00 PM	Disruptive in hallway.	18	Unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts the orderly conduct of a school function.		9	before or after school detention	0.00	1/1/1900 12:00:00 AM	1/1/1900 12:00:00 AM	0.00	1/1/1900 12:00:00 AM	RULE 1-DISRUPTION
4302026	Goodwin	9/13/2017 1:54:00 PM	Disruptive in hallway.	18	Unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts the orderly conduct of a school function.		9	before or after school detention	0.00	1/1/1900 12:00:00 AM	1/1/1900 12:00:00 AM	0.00	1/1/1900 12:00:00 AM	RULE 1-DISRUPTION

Export   Update   Cancel

Export – Click to execute the export.

Update – Click to deselect the **Needs Letter** checkbox on each discipline incident listed.

Cancel – Click to cancel the export.
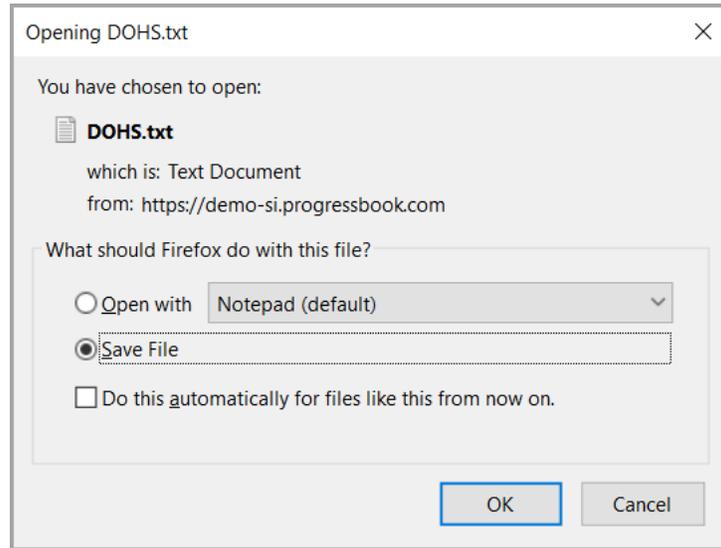
OK – Click to save this file to your hard drive or network drive for use in Microsoft Word mail merge.

The following fields are in the export file (such as *DAHS.txt*) and available for use in your letters.

> **Note:** *If an incident contains multiple actions, the file contains one record per action.*

DISCDT Field Names	Description of Field Names
StudentID	Student SIS ID
Bldg	Building from Discipline Record
LastName	Student Last Name
FirstName	Student First Name
ParentName	Parent Name
Addr1	Address Line 1
Addr2	Address Line 2
City	City
State	State
Zip	Zip
IncidentDate	Date incident occurred (format YYYYMMDD – example: 20000927)
IncidentDateFull	Full date incident occurred (format Month DD, YYYY – example: September 27, 2000)

DISCDT Field Names	Description of Field Names
IncidentDesc	Description of incident
IncidentPeriod	Period
InfractionCodes	Infraction codes separated by comma, up to seven
InfractionDescs	Description of infraction codes separated by comma, up to 7
InfractionTeacs	Names of those referring infraction, up to 7
ActionCode	Action code – You may want to use this field in the Filter if you have action specific letters.
ActionDesc	Description of action code
ActionDays	Number of days assigned for action
ActionStart	Full action starting date (format Month DD, YYYY – example: September 27, 2000)
ActionEnd	Full action ending date (format Month DD, YYYY – example: September 27, 2000)
ActionDemerits	Demerits (includes decimal point)
ActionOnDate	Full action on date (format Month DD, YYYY – example: September 27, 2000)
PolicyDescs	Description of policies separated by comma, up to 4

District Roster for Medicaid Billing Export

Navigation: StudentInformation > Management > Import/Export > District Roster for Medicaid Billing Export

This export creates a file that includes all students in a district that are active and enrolled at some point during the reporting week for the school year in context. This export is used when collecting and reporting Medicaid eligibility information from the previous school year.

To collect pertinent Medicaid eligibility information from the previous school year:

1. Place a school in context that is within the school district for which the Medicaid billing export is being run.

   Ensure the school year in context is the current school year.

2. Select **Management > Import/Export > District Roster for Medicaid Billing**.

3. Select the school district for which the Medicaid billing export is being run in the **District Roster for Medicaid Billing** screen.

4. Click **Create Download File**.
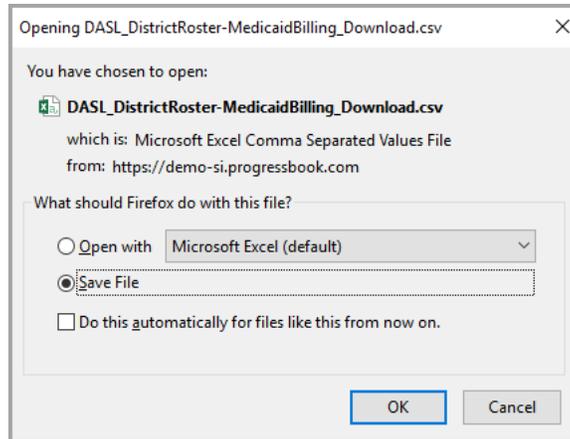
5. Click **OK** to save this file to your hard drive or network drive.

This file contains comma-separated values and has a .csv file extension. The fields included in this file are:

- Student Last Name

- Student First Name (does not include middle name or initial)

- Student ID Number

- Birthday (in mm/dd/yyyy format)

- Social Security Number (without dashes or spaces between numbers)

- Address 1 (house number and street name, can include apartment number or building name)

- Address 2 (apartment number or building name)

- City

- State

- ZIP Code

- Grade Level (includes preschool, kindergarten, and out-of-district)

- School Building Name

- IEP Start Date

- IEP End Date

Edulog Export

Navigation: StudentInformation > Management > Import/Export > Edulog Export

Several districts use Edulog transportation software for bus routing. The files described in the following sections are the required format for importing student data into Edulog. Each district using Edulog that imports student data from StudentInformation can have different requirements for address formatting and determining various codes in the file. Districts can select the format of the export files to best fit their needs.

> *Note: When you run the Edulog export before the first day of school, it uses the first day of school to look up the EMIS FS and FD data.*

StudentInformation > Management > Import/Export > Edulog Export

Edulog Export

From this screen, you can export data for a specific file format.

-- Select an Export Format --
-- Select an Export Format --
ELIDA EDULOG
BATH EDULOG
WAYNE TRACE/LIMA CITY EDULOG
GENERAL EDULOG FORMAT

Elida Edulog

Navigation: StudentInformation > Management > Import/Export > Edulog Export > ELIDA EDULOG

StudentInformation > Management > Import/Export > Edulog Export

Edulog Export

From this screen, you can export data for a specific file format.

ELIDA EDULOG

District: West Liberty-Salem District
School Year: 2017-2018
Please Note: For projections, change context to the new year.
Action:

◉ **All Students**

○ **Student updated since last run date** [   ] 📅

☐ **Include students withdrawn prior to Effective / Homeroom Date**

Export

Action (required) – Select **All Students** or only **Students updated since last run date** specified. You can also select whether or not to include the deleted students since last school year.

Export – Click to execute the export.

OK – Click to this file to your hard drive or network drive.

The file is fixed-width and left-justified, with spaces for padding. The file layout is as follows with the starting point of that field and the length in parenthesis.

- Student ID (1, 9)
- Student Last Name (10, 15)
- Student First Name (25, 14)
- School Code (39, 3) (Edulog school code, not StudentInformation school code)
- Grade Code (42, 3) (Edulog school code, not StudentInformation school code)
- Resident Address (45, 25)
- Mailing Address (70, 25)
- City (95, 18)
- Zip (113, 9)
- Parent (122, 25)
- Phone (147, 10)
- Date of Birth (157, 8) (formatted as mmddyyyy)
- Student Status (165, 1) (StudentInformation status code)
- Withdrawal Date (166, 8) (formatted as mmddyyyy)

   ***Note:** For the **Status** code at position 165, any student on a non-attending calendar has the code **D** listed, unless they have a **Flag 3** set to **J** on the **Edit Student Profile** screen **Additional** tab.*

```
       000217127Cozad          Cameron             2981 Sink Hole Rd
West Liberty       43357    Amanda Keeton
937539876519990422
MKeeton, Amanda
MOTHER                                        TAnderson,
Debra                                 9374650768Grandmother
TCozad, Chris
9378441100FATHER
TCozad, Jason ()
9379356229Relative                                           T
       000217155Cushman        Bailey            4544 Ridge Rd
Urbana            43078    Greg Cushman
937597928319990323
MCushman, Greg
9375979283FATHER
TThompson, Tiffany
9379355157Other
THogan, Angie
9372073144MOTHER                                           F
       000217280Godwin         Sarah             224 White St
West Liberty      43357    Ron Godwin
937887100819990417
FGodwin, Ron
9378440831FATHER
TGodwin, Ron
9378440831FATHER
TGodwin, Ron
9378440831FATHER
TGodwin, Bob or Sue
9374652262RELATIVE
TGodwin, Bob or Sue
9374652262RELATIVE                                         T
       000217318Heater         Emily             2715 E Kingscreek Rd
Urbana            43078    Jeri Heater
937484605419990406
FHeater, Jeri
9374846054MOTHER
THeater, Gretchen
```

BATH Edulog

Navigation: StudentInformation > Management > Import/Export > Edulog Export > Bath EDULOG

Action (required) – Select **All Students** or only **Students updated since last run date** specified. You can also select whether or not to include the deleted students since last school year.

Export – Click to execute the export.

OK – Click to save this file to your hard drive or network drive.

The file is fixed-width and left-justified, with spaces for padding. The file layout is as follows with the starting point of that field and the length in parenthesis.

- Student ID (1, 9)
- Student Last Name (10, 15)
- Student First Name (25, 14)
- School Code (39, 3) (Edulog school code, not StudentInformation school code)
- Grade Code (42, 3) (Edulog school code, not StudentInformation school code)
- Resident Address (45, 25)
- Mailing Address (70, 25)
- City (95, 18)
- Zip (113, 9)
- Parent (122, 25)
- Phone (147, 10)
- Date of Birth (157, 8) (formatted as mmddyyyy)
- Student Status (165, 1) (StudentInformation status code)
- Withdrawal Date (166, 8) (formatted as mmddyyyy)

> *Note: For the **Status** code at position 165, any student on a non-attending calendar has the code **D** listed, unless they have a **Flag 3** set to **J** on the **Edit Student Profile** screen **Additional** tab.*

Wayne Trace/Lima City Edulog

Navigation: StudentInformation > Management > Import/Export > Edulog Export > WAYNE TRACE/LIMA CITY EDULOG

StudentInformation > Management > Import/Export > Edulog Export

Edulog Export

From this screen, you can export data for a specific file format.

WAYNE TRACE/LIMA CITY EDULOG ▾

District: West Liberty-Salem District
School Year: 2017-2018
Please Note: For projections, change context to the new year.
Action:
◉ All Students

◯ Student updated since last run date [   ] 🗓

☐ Include students withdrawn prior to Effective / Homeroom Date

[Export]

Action (required) – Select **All Students** or only **Students updated since last run date** specified. You can also select whether or not to include the deleted students since last school year.

Export – Click to execute the export.

Opening EDUASHC.SEQ   ✕

You have chosen to open:

📄 **EDUASHC.SEQ**

 which is: SEQ file
 from: https://futr-si.software-answers.com

What should Firefox do with this file?

◯ Open with   [Browse...]

◉ Save File

☐ Do this automatically for files like this from now on.

[OK]   [Cancel]

OK – Click to save this file to your hard drive or network drive.

The file is fixed-width and left-justified, with spaces for padding. The file layout is as follows with the starting point of that field and the length in parenthesis.

- Student ID (1, 9)
- Student Last Name (10, 18)
- Student Given Name (28, 14)
- Student Called Name (42, 8)
- Resident Address (50, 25)
- Mailing Address (75, 25)
- City (100, 18)
- State (118, 4)
- Zip (122, 9)
- Area Code (131, 3)
- Phone (134, 7)
- Parent/Guardian (141, 25)
- Sex (166, 1)
- Birth Century (167, 2)
- Birth Year (169, 2)
- Birth Month (171, 2)
- Birth Day (173, 2)
- Social Security Number (175, 9)
- Counselor (184, 25)
- Student Status (209, 1)
- Grade Level (210, 2)
- School Year (212, 4)
- Homeroom (216, 4)
- Program Code (220, 2)
- Disability Code (222, 2)
- Locker (224, 4)
- Locker Combination (228, 8)
- Previous School (236, 4)
- Admission Century (240, 2)
- Admission Year (242, 2)
- Admission Month (244, 2)
- Admission Day (246, 2)
- Admission Code High (248, 1)
- Admission Code Low (249, 1)
- Withdrawal Century (250, 2)
- Withdrawal Year (252, 2)
- Withdrawal Month (254, 2)
- Withdrawal Day (256, 2)

- Withdrawal Code High (258, 1)
- Withdrawal Code Low (259, 1)
- Transfer to School (260, 4)
- Transfer Date (264, 8) (formatted as yyyymmdd)
- Diploma Century (272, 2)
- Diploma Year (274, 2)
- Diploma Month (276, 2)
- Diploma Day (278, 2)
- Ethnic Code (280, 2)
- Filler (282, 23) (First 5 positions are data flags, next 10 positions are scheduling flags, last 8 positions are the last date the student's schedule was changed)
- Listed/Unlisted Code (305, 1)
- Parent/Guardian Relationship (306, 1)
- Filler (307, 2) (First position contains birth date verification code, second position contains the file received flag)
- Calendar (309, 1)
- Filler (310, 7) (First position contains file sent flag, second position contains graduation rule code, last 5 positions contain report flags)
- New Homeroom (317, 4)
- Residency Code (321, 4)
- Special Ed Code (325, 3)
- Attendance Code (328, 1)
- Filler (329, 22) (First 8 positions contain the last date the STUD record was modified, ninth position contains the scheduling priority code)
- Edulog School Code (351, 4) (StudentInformation School Code)

Excelsior Export

Navigation: StudentInformation > Management > Import/Export > Excelsior Export

Many schools use a grade book package named Excelsior. Student records in the Excelsior application may be populated by importing data from the StudentInformation application. Six separate files are required for this export and those files are then used to populate the Excelsior grade book package with updated information on a daily basis. The six files (with their default name) are files that include data for the following.

Each file is comma-separated and left-justified with a CSV extension. You can generate the files one at a time by choosing the file export format from the drop-down list.

> *Note: StudentInformation allows this export to be run on a scheduled basis.*
> *Please see the **Maintaining StudentInformation** section of the ITC*
> *documentation for further details.*
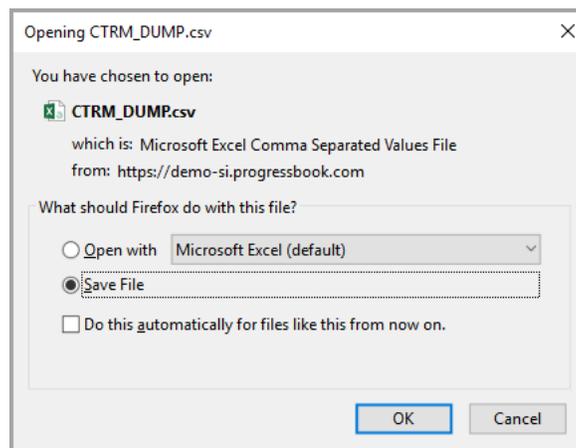
OK – Click to save this file to your hard drive or network drive so you can FTP the file to Excelsior as needed.

Course Detail Information Format

Artificial Course – Select to filter exported data by artificial course status or to ignore the filter and include both non-artificial and artificial courses.

Course Type – Select to filter exported data by a course type or to ignore the filter and include all course types.

Get scheduling info based on current Schedule Term – Select this checkbox to use the current schedule term's scheduling information.

Export – Click to execute the export.

The following fields are included in the export:

- Teacher ID
- Course ID
- Course Section Number
- Course From/To Period
- Course Room ID

Course Information Format

Artificial Course – Select to filter exported data by artificial course status or to ignore the filter and include both non-artificial and artificial courses.

Course Type – Select to filter exported data by a course type or to ignore the filter and include all course types.

Export – Click to execute the export.

The following fields are included in the export:

- Course ID
- Course Credit Units
- Course Hours of Instruction
- Course Short Text

Student Data Format

Student Statuses Excluded / Student Statuses Included (required) – In the **Student Statuses Excluded** dual listbox on the left, select the student status you wish to include, then click ➡ to move them to the **Student Statuses Included** dual listbox on the right. (You can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move students between the two dual listboxes.)

Export – Click to execute the export.

The following fields are included in the export:

- Student ID
- Student Name (30 characters, allows commas, formatted Last, First [Called])
- Student Grade Level
- Student Birthdate
- Student Gender
- Student Parent
- Student Address1
- Student City (this field is appended into one field with Province/State and Zip)
- Student Province/State (this field is appended into one field with City and Zip)
- Student Zip (this field is appended into one field with City and Province/State)
- Student Phone
- Student Program Code
- Student Previous School
- Student Social Security Number (formatted xxx-xx-xxxx)
- Student Admission Date (formatted mm/dd/yyyy)
- Student Withdrawal Date (formatted mm/dd/yyyy)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	3.61E+08	Abke, Eliana	12	########	F	Lynette Bichan-Abke	421 Sidney St	West Liberty, OH	935-3688	**			1/3/2018	00/00/0000
2	220022	Adams, Grace	10	########	F	Kim Adams	6466 N Ludlow Rd	Cable, OH 43009	508-1378	**		278-06-3203		00/00/0000
3	324068	Adams, Justice	11	########	M	Jennifer Adams	5914 Hickory Dr	West Liberty, OH	869-8173	**		284-06-1489		00/00/0000
4	323996	Adams, Megan	8	########	F	Kim Adams	6466 N Ludlow Rd	Cable, OH 43009		**		283-08-6880		00/00/0000
5	223100	Aldo, Naomi	7	########	F	Michelle Aldo	4249 Twp Rd 187	West Liberty, OH	539-1292	**		270-11-2062		00/00/0000
6	221010	Aldo, Nathaniel	9	########	M	Michelle Aldo	4249 Twp Rd 187	West Liberty, OH	539-1292	**		302-06-2607		00/00/0000
7	220032	Alexander, Alyssa	10	########	F	Chester Alexander	103 N Detroit St PO	West Liberty, OH	887-8000	**		284-06-1487		00/00/0000
8	220040	Alford, Alyssa	10	########	F	Loretta Alford	6465 Twp Rd 178	West Liberty, OH	878-5970			491-19-0091		00/00/0000
9	222055	Alford, Skylar	8	5/6/2004	M	Loretta Alford	6465 Twp Rd 178	West Liberty, OH	878-5970			495-21-1615		00/00/0000
10	324749	Allen, Elijah	6	9/3/2005	M	Peggy Allen	4641 Game Farm Rd	Urbana, OH 4307	925-1579	**	WEST LIBE	286-11-0271	7/1/2017	00/00/0000
11	324746	Allen, Thomas	12	########	M	Peggy Allen	4641 Game Farm Rd	Urbana, OH 4307	925-1579	**		282-04-2896		00/00/0000
12	324572	Allison, Angeline	10	########	F	Lindsay Allison	3343 Stone Quarry F	Urbana, OH 4307	605-9079	**		282-06-8507		00/00/0000
13	220044	Ames, Julia	10	########	F	Sarah Ames	3086 St Rt 245 W	West Liberty, OH	465-4120	**		289-06-5310		00/00/0000
14	324072	Angles, Allyson	8	########	F	Jennifer Gaver	3935 Hillside Dr	Urbana, OH 4307	631-5826	**		294-08-4098		00/00/0000
15	3.61E+08	Arnold, Camron	8	########	M	Erin Arnold	4751 Ridge Rd	Urbana, OH 4307	448-7966					00/00/0000
16	324424	Asbury, Emily	6	########	F	Belinda Asbury	4723 E St Rt 296	Cable, OH 43009	653-5715	**	WEST LIBE	284-13-8086	7/1/2017	00/00/0000

Student Schedule Information Format

Artificial Course – Select to filter exported data by artificial course status or to ignore the filter and include both non-artificial and artificial courses.

Course Type – Select to filter exported data by a course type or to ignore the filter and include all course types.

Get scheduling info based on current Schedule Term – Select this checkbox to use the current schedule term's scheduling information.

Export – Click to execute the export.

The following fields are included in the export:

- Student ID
- Course ID
- Course Section Number
- Course Term (Calculated as the number of current school year course terms that ended before the current date or last day of the school year, whichever comes first, plus 1 to count the last term of the year or the current term in which you are running the export)

   Example 1, if a school has the following terms defined:

- Quarter 1
- Quarter 2
- Semester 1
- Quarter 3

- Quarter 4
- Semester 2
- All Year

In the above example, the following CourseTerm values would be returned:

- During Quarter 1: CourseTerm = 1
- During Quarter 2: CourseTerm = 2
- During Quarter 3: CourseTerm = 4
- During Quarter 4: CourseTerm = 5

Notice that for the 3rd and 4th quarters, the CourseTerm values seem to be 1 too high. This is because the Semester 1 course term has now ended and it would be included in the count of previous terms that have ended.

Example 2, if a school has the following terms defined:

- Semester 1
- Semester 2
- All Year

In the above example, the following CourseTerm values would be returned:

- During Semester 1: CourseTerm = 1
- During Semester 2: CourseTerm = 2

	A	B	C	D
1	218202	101	6	6
2	218368	101	4	6
3	218595	101	2	6
4	218765	101	6	6
5	218935	101	4	6
6	219055	101	2	6
7	219301	101	6	6
8	219438	101	2	6
9	219455	101	4	6
10	219470	101	4	6

Teacher Information Format

StudentInformation > Management > Import/Export > Excelsior Export

Excelsior Export

From this screen, you can export data for a specific file format.

Teacher Information ▼

Export

This export format has no options and includes information about all teachers that have a social security number in their staff member records.

Export – Click to execute the export.

The following fields are included in the export:

- Teacher ID

- Teacher Social Security Number
- Teacher Last Name and Teacher Title/Initial
- Empty Field (" ", 2 spaces inside double quotes)
- Teacher Address
- Teacher City, State, Zip
- Empty Field (" ", 1 space inside double quotes)

	A	B	C	D	E	F	G
1	15	2.78E+08	Milliron, Lori		622 E Court St	Urbana, OH 43078	937-207-9236
2	17	2.96E+08	Symmat, Rebecca		421 E Sandusky Ave	Bellefontaine, OH 43311	937-441-1301
3	18	3E+08	Cotrell, Andy		261 W Harding Rd	Springfield, OH 45504	937-206-3655
4	32	2.78E+08	Lewis, Todd		4346 Qu-Wood Rd	Springfield, OH 45506	937-325-6864
5	125	3.26E+08	Lynxwiler, Jeff		314 E Court St	Urbana, OH 43078	937-653-3481
6	141	2.96E+08	Robb, Dan		1408 Woodglen Dr	Bellefontaine, OH 43311	937-592-2824
7	175	2.85E+08	Thomas, Greg		100 S Taylor St	West Liberty, OH 43357	937-465-4046
8	225	2.89E+08	White, Deb		231 Pickrelltown	West Liberty, OH 43357	937-844-9121
9	245	2.71E+08	Gier, Shelly		2696 Lippincott Rd	West Liberty, OH 43357	937-653-6902
10	250	3E+08	Wolfe, Tim		1249 St Rt 507	West Liberty, OH 43357	937-465-0036
11	251	2.81E+08	Yoder, Brian		4209 Twp Rd 187	West Liberty, OH 43357	937-592-4209
12	254	3.65E+08	Smith, Carrie		5950 Game Farm Rd	Urbana, OH 43078	937-465-1967
13	320	2.94E+08	Shank, Cheryl		242 Rd 191	West Liberty, OH 43357	937-465-0370
14	340	79542693	Seymour, June		26540 Lunda Rd	West Mansfield, OH 43358	937-355-0115

Student Data Extended

StudentInformation > Management > Import/Export > Excelsior Export

Excelsior Export

From this screen, you can export data for a specific file format.

Student Data Extended ▼

Homeroom Date: * 5/9/2018 📅

Reporting Term: * Qtr4 ▼

Marking Period GPA Set: * ▼

Cumulative GPA Set: * ▼

Student Statuses Excluded   Student Statuses Included

A - ACTIVE WLS RESID
ANFO - Active Non-Res
ANOE - Active Non-Res
I - INACTIVE

← →
← →

Export

Homeroom Date – Enter the date used to determine the student's homeroom.

Reporting Term – Select the reporting term to use for calculating the marking period.

Marking Period GPA Set – Select the marking period GPA set to determine the marking period GPA and marking period credits earned.

Cumulative GPA Set – Select the cumulative GPA set to determine the cumulative GPA and cumulative GPA credits earned.

Student Statuses Excluded / Student Statuses Included (required) – In the **Student Statuses Excluded** dual listbox on the left, select the student status you wish to include, then click ➡ to move them to the **Student Statuses Included** dual listbox on the right. (You can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move students between the two dual listboxes.)

Export – Click to execute the export.

The **Student Data Extended** export has 10 additional fields compared to the **Student Data** export. The first 14 columns are exactly the same as **Student Data** export (up to Student Withdrawal Date).

The following fields are included in the export:

- Student ID
- Student Name (30 characters, allows commas, formatted Last, First [Called])
- Student Grade Level
- Student Birthdate
- Student Gender
- Student Parent
- Student Address1
- Student City (this field is appended into one field with Province/State and Zip)
- Student Province/State (this field is appended into one field with City and Zip)
- Student Zip (this field is appended into one field with City and Province/State)
- Student Phone
- Student Program Code
- Student Previous School
- Student Social Security Number (formatted xxx-xx-xxxx)
- Student Admission Date (formatted mm/dd/yyyy)
- Student Withdrawal Date (formatted mm/dd/yyyy)
- Homeroom
- School Code
- Marking Period Absence
- Full Year Absence
- Marking Period Tardy
- Full Year Tardy
- Marking Period GPA
- Marking Period Credits Earned
- Cum GPA
- Cum Credits Earned

Findlay Dialer Export

Navigation: StudentInformation > Management > Import/Export > Findlay Dialer Export

This export is a specific format for schools that use an auto-dialer program or third-party program to dial home for students that are listed in the export file as absent for the current date.

There are two formats available for use.

PHON Version 1

The **PHON Version 1** export returns students absent during any period of the current date.

This file is comma-separated, left-justified, and contains the following fields:

- Area Code and Phone Number
- Student ID
- Student Last Name, First Name (Called Name)
- 1st Period Absence Type
- 2nd Period Absence Type
- 3rd Period Absence Type
- Grade Level

PHON Version 2

The **PHON version 2** export returns students' first absence period for the current date.

This file is comma-separated, left-justified, and contains the following fields:

- Phone Number
- Student ID
- Student Last Name, First Name (Called Name)

- 1st Period Absence Type
- Period Absence Reason
- Period Absence Note
- User Defined Field 1 (Data Flag 2)
- User Defined Field 2 (Data Flag 3)

Export Fields – All export fields are selected by default; deselect the fields you do not wish to export.

Export – Click to execute the export.
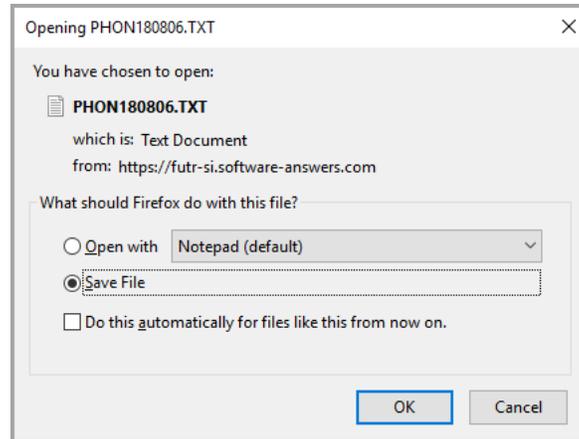
OK – Click to save this file to your hard drive or network drive.

These exports should be run daily but are not automated. The export must be manually processed by the building. The file is comma-separated and left-justified.

Home School Export

Navigation: StudentInformation > Management > Import/Export > Home School Export

The Home School Export is used to export marks and attendance data from the one school so that it can be imported into another school. The export can be used by any type of school, including community school, JVS, non-public, etc. The created export files should be processed on the **Home School Import** screen.

Home School Export – Course History

Navigation: StudentInformation > Management > Import/Export > Home School Export > Course History tab

This is commonly referred to as the JVS grades export**.** Any school (not just JVSs) can use the Home School Export. The home school course history export only exports students with marks in courses with a **Course Type** of **Class**, **Post-Secondary Course**, or **Vocational** on the **Courses** screen **Miscellaneous** tab.

Marking Pattern Mark Types – For each marking pattern active in StudentInformation, enter up to five term mark types (based on the marking pattern rules) to use for the exported marks. The drop-down lists are populated according to the marking pattern rules at the school in context. Please consult the home school to determine which marks they want to receive. Since a separate export file is created for each home school, the JVS can tailor each file to the home school's specific needs.

> *Note: When you import, you will select a single **Reporting Term**, **Mark Type**, and **Credit Type** for each term that applies to all marking patterns, so be sure to use marks that have the same **Mark Type** and **Credit Type** regardless of marking pattern.*

> *Note: Marking patterns with no rules selected are excluded from the export.*

> *Note: At least one mark must be selected for one row, otherwise the export file will be empty.*

Primary Student Id for Export (required) – Select **State Student ID (SSID)** or **EMIS ID** (defaults to **State Student ID (SSID)**. If you select **State Student ID (SSID)** and a student does not have an SSID, then their EMIS ID is included in the export record. If you select **EMIS ID** and a student does not have an EMIS ID, then their SSID is included in the export record. If the student does not have an SSID or an EMIS ID, then the SSID/EMIS ID field is left blank in the export record.

Whenever possible, you should select **State Student ID (SSID)** instead of **EMIS ID**. A student in multiple districts must have the same SSID but can have varying EMIS IDs at each district. An exception to this would be if the home school is a non-public school and does not use SSIDs—the JVS would want to export by **EMIS ID**. In this situation, if the JVS selects to export by **State Student ID (SSID)**, nothing can be imported to the non-public school since they do not use SSIDs.

Home District (required) – Select the IRN of the home school district to which this data applies. The **Home District** drop-down list populates based on the building **Home School IRN** field on the **Edit Student Profile** screen **General** tab.

> *Note: For home districts with multiple high schools, the export creates a single export file for the district selected, which includes all records for each building in the selected district where one or more students had their home school set to that building. If the selected home district contains multiple high schools, the export file contains a separate section for each high school in the district. The district export file must be manually separated in order to create an export file for each high school.*

Export – Click to create the export file. After opening this file and verifying the date, email the file to the home school if necessary.

The course history export file layout is as follows, with the starting point of that field and the length in parenthesis. The output file defaults to the name **StudentMarks000000.SEQ**, where **000000** is the home school **District IRN**. The file is a fixed-width file with a header row.

File Format

Field Name	Position	Description
StudentNumber	1 - 9	
GradeLevelCode	10 - 11	
LastName	12 - 29	
FirstName	30 - 43	
CalledName	44 - 51	
SSIDOrEMISID	52 - 60	
HomeSchoolCode	61 - 64	
SchoolYear	65 - 68	
Abbreviation	69 - 76	
SectionNumber	77 - 78	
CourseShortName	79 - 93	
CompletionDate	94 - 99	[Date, formatted yyyymm]
SchoolCode	100 - 103	
-- BLANK --	104 - 109	[Filler Field for School Abbreviation]
CourseGradeLevelCode	110 - 111	
-- BLANK --	112	[Filler Field for Course Grade Level Count]
InCumGPA	113	[Boolean, Y or N]
InCumCredit	114	[Boolean, Y or N]

Field Name	Position	Description
-- BLANK --	115	[Filler Field for Language Code]
-- BLANK --	116 - 118	[Filler Field for Hours of Instructions]
-- BLANK --	119	[Filler Field for Level of Difficulty]
AreaOfStudy	120 - 122	
SubjectArea	123 - 125	
TransferCode	126	
MarkAlpha1	127 - 129	
MarkNumeric1	130 - 135	
AttemptedCredit1	136 - 146	[Decimal, formatted ###0.000000, right justified]
EarnedCredit1	147 - 157	[Decimal, formatted ###0.000000, right justified]
MarkAlpha2	158 - 160	
MarkNumeric2	161 - 166	
AttemptedCredit2	167 - 177	[Decimal, formatted ###0.000000, right justified]
EarnedCredit2	178 - 188	[Decimal, formatted ###0.000000, right justified]
MarkAlpha3	189 - 191	
MarkNumeric3	192 - 197	
AttemptedCredit3	198 - 208	[Decimal, formatted ###0.000000, right justified]
EarnedCredit3	209 - 219	[Decimal, formatted ###0.000000, right justified]
MarkAlpha4	220 - 222	
MarkNumeric4	223 - 228	
AttemptedCredit4	229 - 239	[Decimal, formatted ###0.000000, right justified]
EarnedCredit4	240 - 250	[Decimal, formatted ###0.000000, right justified]
-- BLANK --	251 - 253	[Filler Field for Cumulative Mark]
-- BLANK --	254 - 256	[Filler Field for Exam Mark]
-- BLANK --	257 - 259	[Filler Field for Average Mark]
MarkAlpha5	260 - 262	
MarkNumeric5	263 - 268	
AttemptedCredit5	269 - 279	[Decimal, formatted ###0.000000, right justified]
EarnedCredit5	280 - 290	[Decimal, formatted ###0.000000, right justified]
LevelOfDifficulty	291 - 298	
CourseCode	299 - 314	
EMISSubject	315 - 320	
-- BLANK --	321 - 322	Filler
EMISSubjectAreaCredit	323 - 325	
-- BLANK --	326 - 330	Filler
CORESubjectArea	331 - 333	
-- BLANK --	334 - 341	Filler
CourseCredit	342 - 349	[Decimal, formatted 0.000000, right justified]

Field Name	Position	Description
-- BLANK --	350 - 357	Filler
CreditRatioDenominator	358 - 360	[Integer, formatted ###0, right justified]
CreditFlex	361	
IsDualCredit	362	[Boolean, Y or N]
IsCollegePrep	363	[Boolean, Y or N]
InHonorRoll	364	[Boolean, Y or N]
LocationIRN	365-370	[String, formatted 000000]
LocationName	371-420	
IsNCAACoreCourse	421	[Boolean, Y or N]
CollegeCreditHours	422-432	[Decimal, formatted ###0.000000, right justified]
CollegeLocationIRN	433-438	[String, formatted 000000]
CollegeLocationName	439-488	
EndOfCourseAssessmentArea	489-496	
CollegeCreditsEarned	497-504	[Decimal, formatted 0.000000]

Note: *If a course has an **EMIS Location IRN** on its **EMIS** tab, the IRN is included in the **LocationIRN** field. Otherwise, the export includes the IRN of the building in context in the **LocationIRN** field.*

Home School Export – Attendance

Navigation: StudentInformation > Management > Import/Export > Home School Export > EMIS Attendance tab

The JVS typically exports attendance at midyear and at the end of the year. When the JVS attendance is imported into the home school, an entry is created on the student's **External Absences** screen in StudentInformation, which prints on the student's transcripts. The home school attendance export includes **Days Attended** and **Hours Attended** and splits absences into excused and unexcused.

Primary Student Id for Export (required) – Select **State Student ID (SSID)** or **EMIS ID** (defaults to **State Student ID (SSID)**. If you select **State Student ID (SSID)** and a student does not have an SSID, then their EMIS ID is included in the export record. If you select **EMIS ID** and a student does not have an EMIS ID, then their SSID is included in the export record. If the student does not have an SSID or an EMIS ID, then the SSID/EMIS ID field is left blank in the export record.

Whenever possible, you should select **State Student ID (SSID)** instead of **EMIS ID**. A student in multiple districts must have the same SSID but can have varying EMIS IDs at each district. An exception to this would be if the home school is a non-public school and does not use SSIDs—the JVS would want to export by **EMIS ID**. In this situation, if the JVS selects to export by **State Student ID (SSID)**, nothing can be imported to the non-public school since they do not use SSIDs.

Home District (required) – Select the IRN of the home school district to which this data applies. The **Home District** drop-down list populates based on the building **Home School IRN** field on the **Edit Student Profile** screen **General** tab.

> *Note: For home districts with multiple high schools, the export creates a single export file for the district selected, which includes all records for each building in the selected district where one or more students had their home school set to that building. If the selected home district contains multiple high schools, the export file contains a separate section for each high school in the district. The district export file must be manually separated in order to create an export file for each high school.*

Student Status (optional) – Select the student status of the students to include in the home school attendance export. If no student status is selected, then students with all student statuses are exported.

Ad-hoc (optional) – Specify an ad hoc membership group to limit the export to only the students in this group. All other selection criteria are ignored. Select the **Public and Private** checkbox to see memberships created by other users in your drop-down list.

Export – Click to create the attendance export. After opening this file and verifying the date, email the file to the home school if necessary.

Export Formats

The attendance export file layout is as follows: the output file defaults to the name **StudentAttendance000000.zip**, where **000000** is the home school **District IRN**. This compressed file contains all home school export files for the district. The individual home school export files for the district default to the name **StudentAttendance.000000-XXXXXXXXX.SEQ**, where **000000** is the home school **District IRN** and **XXXXXXXXX** is the home school name. These files are fixed-width with a header row.

> *Note: The **Attended, AttendedHours, Absence Excused, AbsentExcusedHours, Absence Unexcused, AbsentUnexcusedHours, Tardy,** and **OutOfSchoolSuspAbsenceHours** values are right justified.*

Field	Start Position/End Position	Length	Comments
ExportedFromIRN	1/10	10	IRN of the building from which the attendance was exported.
SSID/EMIS Id	11/19	9	State Student ID or EMIS ID. When you select to export by SSID, export uses the SSID if the SSID is present or the EMIS ID if the SSID is not present. When you select to export by EMIS ID, the export uses the EMIS ID if the EMIS ID is present or the SSID if the EMIS ID is not present.
Attended	20/29 right justified	10	The sum of all calendar days minus absence days. Examples as follows: 1. Student's calendar day indicates 1 actual day of attendance and the student does not have an absence record on calendar day. The student is given 1 actual day of attendance. 2. Student's calendar day indicates 0.5 actual days and student does not have an absence record. The student is given 0.5 days of attendance for the calendar day. Student's calendar indicates 1 actual day of attendance and student has an absence record indicating 0.5 days of absence. The student is given 1 - 0.5 = 0.5 days of attendance on the calendar day.
AttendedHours	30/39 right justified	10	Sum of all calendar hours minus absence hours.
Absence Excused	40/49 right justified	10	Sum of all absence days marked as excused.
AbsentExcusedHours	50/59 right justified	10	Sum of all absence hours marked as excused.
Absence Unexcused	60/69 right justified	10	Sum of all absence days marked as unexcused.
AbsentUnexcusedHours	70/79 right justified	10	Sum of all absence hours marked as unexcused.
Tardy	80/89 right justified	10	The number of absence records marked tardy.
OutOfSchoolSuspAbsenceHours	90/99 right justified	10	Sum of all absence hours marked as Out of School Suspension.
School Year	104/107	4	School year of the absence data. This is not the fiscal year of the absence data.
Student Name	112/143	32	Student name (last name, first name).

INFOhio Export

Navigation: StudentInformation > Management > Import/Export > INFOhio Export

INFOhio is the statewide library software system. The system maintains student records in order to track automated library resource sharing and materials checkout. The INFOhio system receives a feed of student data from the StudentInformation application to populate its student information data store.

The INFOhio Export is usually performed on a nightly basis to send demographic data from StudentInformation to INFOhio for use in the Patron files in the library software. Most ITCs set up the exports to run automatically at night for each of their buildings. On the **StudentInformation Options** screen **INFOhio Export** tab in the **Homeroom Method** drop-down list, 3 separate options are available for inclusion in the record for each building: administrative, period, or department. Please see the *ProgressBook StudentInformation School Setup and Configuration Guide* for details on the **StudentInformation Options** screen **INFOhio Export** tab.

If the nightly exports fail to complete, the file created from StudentInformation is not loaded into the library system. When no record comes over from StudentInformation for a student, regardless of the reason, the student's status is automatically changed to **Expired** in INFOhio. If a new record is loaded for a student to correct the issue, the student's status is updated automatically.

ITC Considerations

ITC Staff should check the logs daily to ensure that the exported and uploaded files completed successfully. If logs are checked first thing in the morning and it is discovered that an upload failed, once the issue is identified and the resolution found, exports can be reprocessed and the files reloaded to quickly resolve the issue. Log files for the StudentInformation extractions reside in the _Log direction on the Alpha.

StudentInformation support staff should notify INFOhio support when a StudentInformation update is applied in case something changes that has an effect on the data exported nightly. This would be an especially important time to check the nightly logs to make sure there are no problems as a result of the update.

For any of the homeroom options used, it is possible that the value of a student's homeroom may change at the end of the semester or quarter. Make sure the files are checked at that time to ensure all necessary homeroom information is there. If a student is missing homeroom information in the record, the student's homeroom is changed to unknown in the library software. The INFOhio Export only uses the finalized schedule.

StudentInformation > Management > Import/Export > INFOHIO Export			
INFOHIO Export			
From this screen, you can export data for a specific file format.			
Export Fields			
✔ Student Number	✔ State	✔ Parent Name	✔ First Name
✔ Building IRN	✔ Zip	✔ Homeroom	✔ Called Name
✔ Name	✔ Phone	✔ Teacher Name	✔ Middle Name
✔ Graduation/Withdrawal Date	✔ SSN	✔ Program Code	✔ Suffix
✔ Gender	✔ Birthdate	✔ Home School	✔ Email
✔ Address	✔ Grade	✔ Last Name	✔ Status Code
✔ City			
Export			

Export Fields – The checkboxes are selected by default; deselect the fields you do not wish to export. In the export file, each field is enclosed in quotation marks and separated from other fields by **|**. Check with your librarians to determine the fields they wish to include in the export file.

- **Homeroom** – The **Homeroom** checkbox can be configured to use the **Administrative Homeroom**, **Period Homeroom**, or **Department Homeroom** on the **INFOhio Export** tab of the **StudentInformation Options** screen. See the *ProgressBook StudentInformation School Setup and Configuration Guide* for more details.

  *Note: In order for a student to be included in the file, the student must be assigned a status code with an **Overall Student Status** of **Active** and the date on which you run the export must be on or later than the **Effective Start Date** on the student's FS-Standing record.*

Export – Click to execute the export.
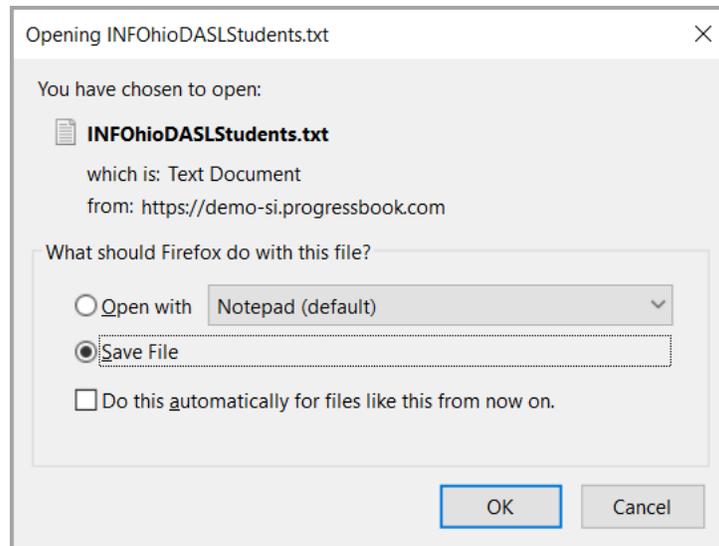
OK – Click to save this file to your hard drive or network drive. Please send the file to the INFOhio support person for further processing.

Special Notes on the Export File

- The **Name** field is a combination of last name, first name, called name.
- The **Middle Name** field displays as blank if a student has a middle name of ***** because of a missing legal middle name.
- The **Email** field displays both the email address from the student's profile and the email address of the student's primary contact separated by a comma and a space.

Lunch Export

Navigation: StudentInformation > Management > Import/Export > Lunch Export

This export is a specific format for 4 different cafeteria point of sales programs as shown in the following figure. The export information is used to populate these programs for lunch cards and accounts.
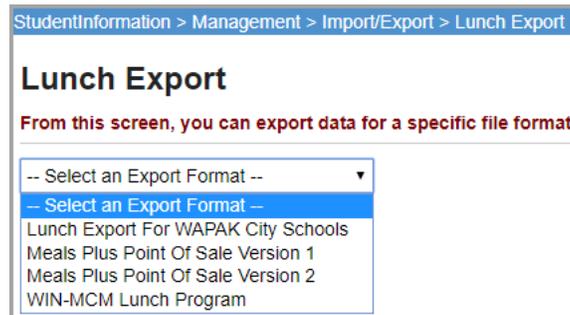
Lunch Export for WAPAK City Schools

Navigation: StudentInformation > Management > Import/Export > Lunch Export > Lunch Export for WAPAK City Schools

Student Statuses Excluded / Student Statuses Included (required) – In the **Student Statuses Excluded** dual listbox on the left, select the student status you wish to include, then click ➡ to move them to the **Student Statuses Included** dual listbox on the right. (You can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move students between the two dual listboxes.)

Export Fields – The export fields are selected by default; deselect the checkboxes you do not wish to export. These fields refer to information found on the **Edit Student Profile** screen. The **Teacher Code** checkbox refers to the student's homeroom teacher's code.

Export – Click to execute the export.
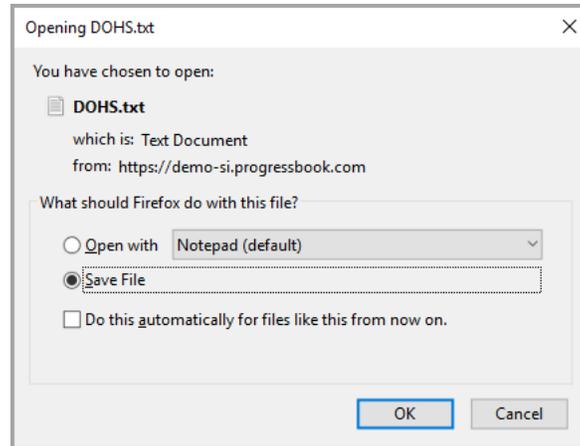
OK – Click to save this file to your hard drive or network drive.

The file is fixed-width and left-justified, with spaces for padding. The file layout is as follows with the starting point of that field and the length in parenthesis.

- Student ID (1, 9)
- Student Last Name (10, 18)
- Student First Name (Middle) (28, 14)
- Address 1 (42, 25)
- Address 2 (67, 25)
- City (92, 18)
- State (110, 4)
- Zip (114, 9)
- Area Code (123, 3)
- Phone (126, 7)
- Parent (133, 25)
- Sex (158, 1)
- Birthdate (159, 8) (formatted as yyyymmdd)
- Grade (167, 2)
- Homeroom Teacher Code (169, 4) – will be blank if the student has no homeroom
- Student Social Security Number (173, 9)
- School Code (182, 4)

Meals Plus Point of Sale Version 1

Navigation: StudentInformation > Management > Import/Export > Lunch Export > Meals Plus Point of Sale Version 1

Student Statuses Excluded / Student Statuses Included (required) – In the **Student Statuses Excluded** dual listbox on the left, select the student status you wish to include, then click ➡ to move them to the **Student Statuses Included** dual listbox on the right. (You can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move students between the two dual listboxes.)

Export Fields – The export fields are selected by default; deselect the checkboxes you do not wish to export.

Export – Click to execute the export.

OK – Click to save this file to your hard drive or network drive.

The file is fixed-width, left-justified, with spaces for padding. The file layout will be as follows with the starting point of that field and the length in parenthesis.

- Student ID (1, 9)
- Student First Name (10, 15)
- Student Middle Name (25, 15)
- Student Last Name (40, 15)
- Date of Birth (55, 8) (formatted as mmddyyyy)
- Teacher Last Name (63, 15)
- Student Grade (78, 2)
- Parent (80, 30)
- Student Address 1 (110, 30)
- Student Address 2 (140, 30)

- Student Address 3 (170, 30)

Meals Plus Point of Sale Version 2
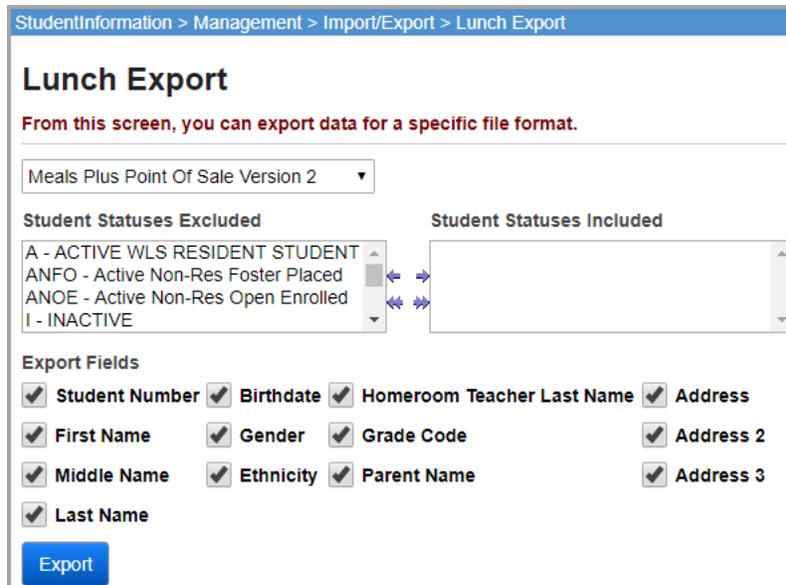
Navigation: StudentInformation > Management > Import/Export > Lunch Export > Meals Plus Point of Sale Version 2

Student Statuses Excluded / Student Statuses Included (required) – In the **Student Statuses Excluded** dual listbox on the left, select the student status you wish to include, then click ➡ to move them to the **Student Statuses Included** dual listbox on the right. (You can hold down Cᴛʀʟ or Sʜɪꜰᴛ to make multiple selections and use any of the arrow icons to move students between the two dual listboxes.)

Export Fields – The export fields are selected by default; deselect the checkboxes you do not wish to export.

Export – Click to execute the export.

OK – Click to save this file to your hard drive or network drive.

The file is fixed-width, left-justified, with spaces for padding. The file layout will be as follows with the starting point of that field and the length in parenthesis.
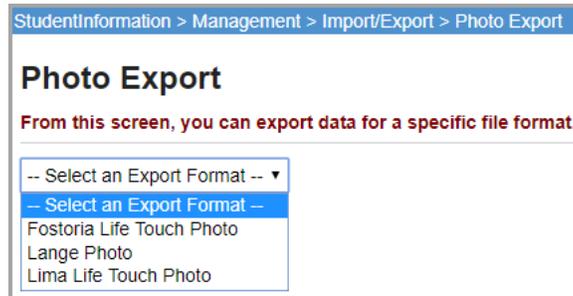
- Student ID (1, 9)
- Student First Name (10, 15)
- Student Middle Name (25, 15)
- Student Last Name (40, 15)
- Date of Birth (55, 8) (formatted as mmddyyyy)
- Student Gender (63, 1)
- Student Race (64, 4)
- Teacher Last Name (68, 15)
- Student Grade Level (83, 2)
- Student Primary Contact (85, 30)
- Student Address 1 (115, 30)
- Student Address 2 (145, 30)

- Student Address 3 (175, 30)

WIN-MCM Lunch Program

Navigation: StudentInformation > Management > Import/Export > Lunch Export > WIN-MCM Lunch Program

Student Statuses Excluded / Student Statuses Included (required) – In the **Student Statuses Excluded** dual listbox on the left, select the student status you wish to include, then click ➡ to move them to the **Student Statuses Included** dual listbox on the right. (You can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move students between the two dual listboxes.)

Campus Number (optional) – Enter the campus number expected by the WIN-MCM Lunch Program.

Export Fields – The export fields are selected by default; deselect the checkboxes you do not wish to export.

Export – Click to execute the export.
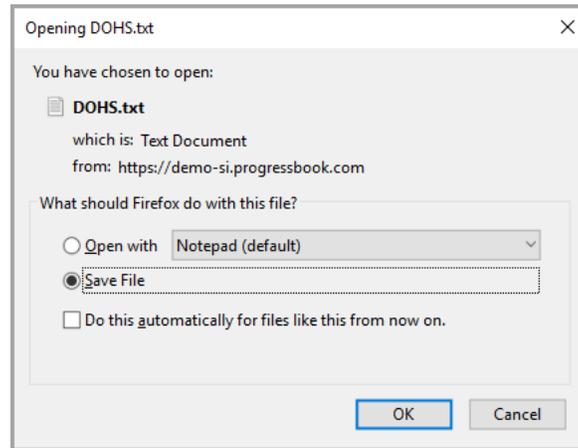
OK – Click to save this file to your hard drive or network drive.

The file is fixed-width, left-justified, with spaces for padding. The file layout will be as follows with the starting point of that field and the length in parenthesis.

- Campus Number (1, 3)
- Student ID (4, 15)
- Student First Name (19, 16)
- Student Last Name (35, 16)
- Grade Level (51, 2)
- Home Room (53, 6)

Photo Export

Navigation: StudentInformation > Management > Import/Export > Photo Export

Several photo exports are available in StudentInformation. These photo exports are used by the photo companies to generate student photos on CD.

> *Note: StudentInformation State Support recommends using the **SIS Student Search** screen in place of the photo exports to get the needed data out of StudentInformation.*

Fostoria Life Touch Photo Export

Navigation: StudentInformation > Management > Import/Export > Photo Export > Fostoria Life Touch Photo

The Fostoria Life Touch Photo Export is used to generate bar codes for the schools and produce a CD containing the student pictures and associated student information.

Student Statuses Excluded / Student Statuses Included (required) – In the **Student Statuses Excluded** dual listbox on the left, select the student status you wish to include, then click ➡ to move them to the **Student Statuses Included** dual listbox on the right. (You can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move students between the two dual listboxes.)

Export Fields – The export fields are selected by default; deselect the checkboxes you do not wish to export.

Export – Click to execute the export.

OK – Click to save this file to your hard drive or network drive.

This file is comma-separated and left-justified, with spaces as padding characters. The following fields are included in the export"

- Student ID
- Student Last Name
- Student First/Given Name
- Student Grade
- Student Homeroom
- Homeroom Teacher Last Name
- Student Address 1
- Student Address 2
- Student City
- Student State
- Student Zip Code
- Student Area Code
- Student Phone 1
- Student Phone 2

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	4304027	Adkins	Arpad		12	Hunter_Be	Hunter	1368 Smith Drive	SADoc	OH	44320	440	433	9400
2	4314024	Aguilar	Taylen		12	Stevens_Ju	Stevens	1335 7th Street	SADoc	OH	44320	440	433	5900
3	4305029	Alvarado	Gram		12	Stone_Eug	Stone	1397 Church Road	SADoc	OH	44320	440	434	2500
4	4310015	Alvarez	Calypso		10			1205 River Drive	SADoc	OH	44320	440	432	2000
5	4303013	Andrews	Ivana		10			1171 5th Street	SADoc	OH	44320	440	431	8300
6	4308013	Armstrong	Marc		10			1175 9th Street	SADoc	OH	44320	440	431	8800
7	4305012	Arnold	Guiliana		10			1159 Washington Driv	SADoc	OH	44320	440	431	7000
8	4301014	Austin	Siri		10			1183 East Road	SADoc	OH	44320	440	431	9600
9	4308023	Baldwin	Malcom		12	Simpson_N	Simpson	1315 South Drive	SADoc	OH	44320	440	433	3800
10	4305022	Ball	Gloria		12	Webb_Ash	Webb	1299 Johnson Ave	SADoc	OH	44320	440	433	2000
11	4311029	Ballard	Julie		12	Stone_Eug	Stone	1402 Hickory Road	SADoc	OH	44320	440	434	3100
12	4305015	Banks	Giles		10			1201 Park Ave	SADoc	OH	44320	440	432	1500

Lange Photo Export

Navigation: StudentInformation > Management > Import/Export > Photo Export > Lange Photo

The large photo export is used to generate bar codes for the schools and then produce a CD containing the student pictures and associated student information.

Student Statuses Excluded / Student Statuses Included (required) – In the **Student Statuses Excluded** dual listbox on the left, select the student status you wish to include, then click ➡ to move them to the **Student Statuses Included** dual listbox on the right. (You can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move students between the two dual listboxes.)

Export Fields – The export fields are selected by default; deselect the checkboxes you do not wish to export.

Export – Click to execute the export.

OK – Click to save this file to your hard drive or network drive.

This file is comma-delimited and left-justified. The following fields are included in the export:

- Student ID
- Student Last Name
- Student First/Given Name
- Student Gender
- Student Birthdate
- Student Grade
- Student Homeroom
- Homeroom Teacher Last Name
- Student Address 1
- Student Address 2
- Student City
- Student State
- Student Zip Code
- Student Area Code
- Student Phone 1
- Student Phone 2
- Student Parent

Lima Life Touch Photo Export

Navigation: StudentInformation > Management > Import/Export > Photo Export > Lima Life Touch Photo

The Lima Life Touch Photo Export is used generate bar codes for the schools and then produce a CD containing the student pictures and associated student information.

Student Statuses Excluded / Student Statuses Included (required) – In the **Student Statuses Excluded** dual listbox on the left, select the student status you wish to include, then click ⇒ to move them to the **Student Statuses Included** dual listbox on the right. (You can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move students between the two dual listboxes.)

Export Fields – The export fields are selected by default; deselect the checkboxes you do not wish to export.

Export – Click to execute the export.

OK – Click to save this file to your hard drive or network drive.

This file is comma-separated and left-justified, with spaces as padding characters. The following fields are included in the export:

- Student ID
- Student Last Name
- Student First/Given Name
- Student Grade
- Student Homeroom
- Homeroom Teacher Last Name
- Student Address 1
- Student Address 2
- Student City
- Student State
- Student Zip Code
- Student Area Code
- Student Phone 1
- Student Phone 2
- Student Parent Name

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	4304027	Adkins	Arpad	12	Hunter_Be	Hunter	1368 Smith Drive		SADoc	OH	44320	440	433	9400	Edith Adkins	
2	4314024	Aguilar	Taylen	12	Stevens_Ju	Stevens	1335 7th Street		SADoc	OH	44320	440	433	5900	Emily Aguilar	
3	4305029	Alvarado	Gram	12	Stone_Eug	Stone	1397 Church Road		SADoc	OH	44320	440	434	2500	Valerie Alvarado	
4	4310015	Alvarez	Calypso	10			1205 River Drive		SADoc	OH	44320	440	432	2000	Leah Alvarez	
5	4303013	Andrews	Ivana	10			1171 5th Street		SADoc	OH	44320	440	431	8300	Beverly Andrews	
6	4308013	Armstrong	Marc	10			1175 9th Street		SADoc	OH	44320	440	431	8800	Lucy Armstrong	
7	4305012	Arnold	Guiliana	10			1159 Washington Driv	SADoc	OH	44320	440	431	7000	Esther Arnold		
8	4301014	Austin	Siri	10			1183 East Road		SADoc	OH	44320	440	431	9600	Betty Austin	
9	4308023	Baldwin	Malcom	12	Simpson_N	Simpson	1315 South Drive		SADoc	OH	44320	440	433	3800	Vera Baldwin	
10	4305022	Ball	Gloria	12	Webb_Ash	Webb	1299 Johnson Ave		SADoc	OH	44320	440	433	2000	April Ball	
11	4311029	Ballard	Julie	12	Stone_Eug	Stone	1402 Hickory Road		SADoc	OH	44320	440	434	3100	Betty Ballard	
12	4305015	Banks	Giles	10			1201 Park Ave		SADoc	OH	44320	440	432	1500	Juanita Banks	

Pre-Identification Export

Each pre-identification export includes properly formatted student data required by the assessment provider prior to the assessment. Providers later use this information to aggregate and interpret scores using meaningful breakdowns based on several criteria.

Pre-Ident for Riverside ITBS Export

Navigation: StudentInformation > Management > Import/Export > Pre-Identification Export

You can only run this export at the district level. The export file is comma-separated. There are two layout options:

Long Layout

The long layout includes the following fields:
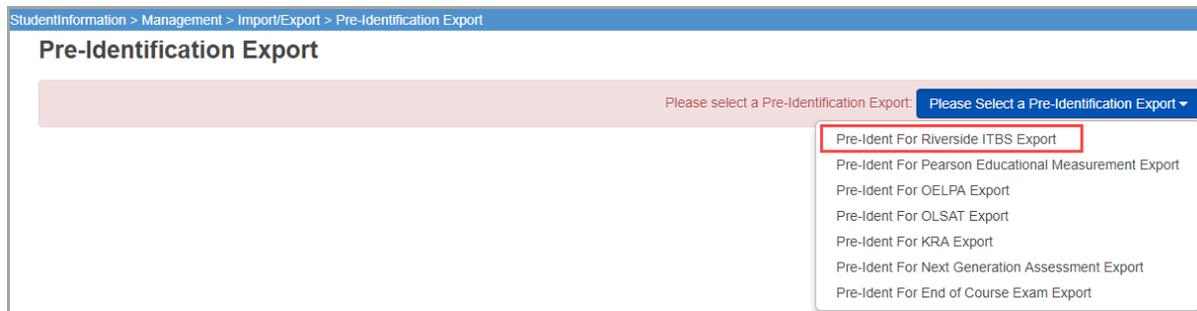
- Last Name
- First Name

- Birthdate
- Gender
- Grade
- Building (as you enter it in the **Building Name** field)

Short Layout

The short layout includes the following fields:

- Last Name
- First Name
- Birthdate
- Gender
- Grade
- Building (as you enter it in the **Building Name** field)
- Logramos Form
- Logramos Level
- CogAT Form
- CogAT Level

1. On the **Pre-Identification Export** screen, in the drop-down list, select **Pre-Ident For Riverside ITBS Export**.

2. At the top of the **Pre-Ident For Riverside ITBS Export** screen, select the checkbox beside the school(s) to include in the export. (To select all schools, select the district checkbox.) A single export file contains data for all selected schools.

3. Select the appropriate **Grade Level**.

4. Enter the **Building Name**.

5. For the **Layout** option, select a **Long** or **Short** layout format.

6. If you chose a **Short** layout, select the correct **Logramos (ITBS) Form**, **Logramos (ITBS) Level**, **CogAT Form**, and **CogAT Level**.

7. In the **File Options** section, select a file delivery method of **Download** or **Email**.

8. Click **Export**, and save the file.

Pre-Ident for Pearson Educational Measurement Export

Navigation: StudentInformation > Management > Import/Export > Pre-Identification Export

You can only run this export at the district level. The export file is in .txt (or "fixed") format and only includes students who are still required to pass all parts of the OGT assessment and students with state student IDs (SSIDs).

1. On the **Pre-Identification Export** screen, in the drop-down list, select **Pre-Ident For Pearson Educational Measurement Export**.

2. At the top of the **Pre-Ident For Pearson Educational Measurement Export** screen, select the checkbox beside the school(s) to include in the export. (To select all schools, select the district checkbox.) A single export file contains data for all selected schools.

3. In the **Include the following grades** section, select the checkbox beside each grade level you wish to include in the export file.

4. (Optional) In the **Include the Following Types of Students** section, select any of the following options to include students with these conditions:

- • **Contract Vocational – In** – Students who are non-residents of your district attending as a contract vocational student.

- • **Contract Vocational – Out** – Students who are residents of your district attending another district as a contract vocational student.

  Note: If your district is testing these students and you want to receive the results, you should include these students in your file.

- • **JVS** – Students attending a joint vocational school.

5. (Optional) If you want to include contract vocational home school information in the export, select the **Include CVI home school information** checkbox.

   *Note: For non-home schools: If you are not the resident district, you want the home school to receive the information, and you selected to include **Contract Vocational – In** students, you should select this checkbox.*

   *Note: For home schools: If you are the home school, do not select this checkbox. If you do, any **Contract Vocational – In** students in your file will generate an error, and you will not be able to upload the file.*

6. (Optional) If you want to include JVS home school information in the export, select the **Include JVS home school information** checkbox.

   Note: For non-home schools: If you are not the resident district, you want the home school to receive the information, and you selected to include JVS students, you should select this checkbox.

   Note: For home schools: If you are the home school, do not select this checkbox. If you do, any JVS students in your file will generate an error, and you will not be able to upload the file.

7. If you wish to include students from only a certain ad hoc membership, complete the following steps:

   a. In the **Select an Ad-Hoc Membership** drop-down list, select the ad hoc membership containing these students.

   b. (Optional) To display both private and public memberships in the list, select the **Private and Public** checkbox.
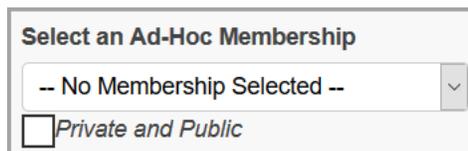
8. (Optional) To include only specific students in the export file, in the **Return only these students** field, enter the student numbers separated by commas.

   *Note: When using this option, you still need to select the appropriate grade checkboxes in the **Include the following grades** section, otherwise, the students are excluded.*

9. In the **File Options** section, select a file delivery method of **Download** or **Email**.

10. Click **Export**.

If all students have a state student ID (SSID), the file download begins.

Note: If any student does not have an ID, the student displays in a grid. You can then add the ID on the student's profile before proceeding. If you do not, the student is excluded from the export.

11. (Optional) To add a missing SSID for a student so the student is included in the export, complete the following steps:

    a. Click the student's name.

       The **Edit Student Profile** screen opens in a new window or tab depending on your browser settings.

    b. On the **Edit Student Profile** screen **FS-Standing** tab, in the **State Student ID (SSID)** field, enter the student's SSID.

    c. Click **Save**.

    d. On the **Pre-Ident For Pearson Educational Measurement Export** screen, click **Refresh**.

       The student name no longer displays in the list and the student is now included in the export.

    e. Repeat as needed to include students in the export.

       Note: *Any students remaining in the grid are excluded from the export file.*

    f. Click **Continue**.

12. Save the export file.

Pre-Ident for OELPA Export

Navigation: StudentInformation > Management > Import/Export > Pre-Identification Export

This pre-identification export includes Kindergarten through 12th grade students taking the Ohio English Language Proficiency Assessment (OELPA).

You can run this export only at the district level. The export file is in .csv (comma-separated) format.

Students must meet the following criteria to be included in the export:

- Students with a state student ID (SSID).
- Students with a **State Equivalent Grade Level** in one of the grade levels chosen on the **Pre-Ident for OELPA** screen on their FD record.
- Students with **L**, **M**, **S**, or **Y** in the **Limited English Proficiency** field on their FD record.
- Students with FTE greater than zero percent (0%) unless the **Sent to Reason** is one of the following:
  - MR, PS, NP, PP, PI, NI
  - JV (you must select **JVS** on the **Pre-Ident for OELPA Export** Screen)
  - CI (you must select **Contract Vocational – In** on the **Pre-Ident for OELPA Export** screen)
  - CT (you must select **Contract Vocational – Out** on the **Pre-Ident for OELPA Export** screen)

  Note: Students with FTE of zero percent (0%) are not included in the file, unless they meet the criteria listed above.

- Exception: Students with a **How Received** value of 2 on their FS record are only included if you select **Contract Vocational – In** on the **Pre-Ident for OELPA Export** screen.
- Exception: Students with a district withdrawal date on their FS record are only included if you select a district withdrawal date on or after the date run for the **Pre-Ident for OELPA Export**.

To run the export, complete the following steps:

1. On the **Pre-Identification Export** screen, in the drop-down list, select **Pre-Ident For OELPA Export**.
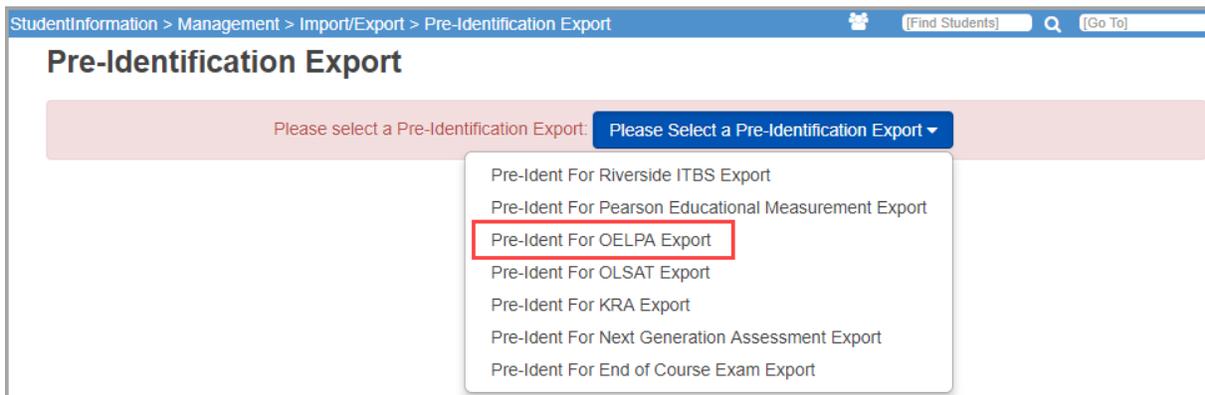
2. At the top of the **Pre-Ident For OELPA Export** screen, select the checkbox beside the school(s) to include in the export. (To select all schools, select the district checkbox.) A single export file will contain data for all selected schools.

3. In the **Include the following grades** section, select the checkbox beside each grade level to include in the export file.

4. (Optional) In the **Include the following types of students** section, select any of the following options to include students with these conditions:

- **Contract Vocational – In** – Students who are non-residents of your district attending as a contract vocational student.
- **Contract Vocational – Out** – Students who are residents of your district attending another district as a contract vocational student.

  Note: *If your district is testing these students and you want to receive the results, you should include these students in your file.*

- **JVS** – Students attending a joint vocational school

5. (Optional) If you want to include contract vocational home school information in the export, select the **Include CVI home school information** checkbox.

   Note: For non-home schools: *If you are not the resident district, you want the home school to receive the information, and you selected to include **Contract Vocational – In** students, you should select this checkbox.*

   Note: For home schools: *If you are the home school, do not select this checkbox. If you do, any **Contract Vocational – In** students in your file will generate an error, and you will not be able to upload the file.*

6. (Optional) If you want to include JVS home school information in the export, select the **Include JVS home school information** checkbox.

   Note: For non-home schools: *If you are not the resident district, you want the home school to receive the information, and you selected to include JVS students, you should select this checkbox.*

   Note: For home schools: *If you are the home school, do not select this checkbox. If you do, any JVS students in your file will generate an error, and you will not be able to upload the file.*

7. (Optional) If you wish to also include ELAP2 screener students in addition to your other selections, complete the following steps:

   a. In the **Also include ELPA21 screener students from this Ad-Hoc membership** drop-down list, select the ad hoc membership containing these students.

   b. (Optional) To display both private and public memberships in the list, select the **Private and Public** checkbox.

8. (Optional) To include only specific students in the export file, in the **Only these students** field, enter the student numbers separated by commas.

   Note: *If you select an ad hoc membership, the export returns students entered in this field and all students within the selected ad hoc membership.*

9. In the **File Options** section, select a file delivery method of **Download** or **Email**.

10. For the **Test Taken** option, if students will take these assessments in paper booklet form, select **Paper**. If students will take these assessments online, select **Online**.

11. Click **Export**.

If all students have a state student ID (SSID), the file download begins.

Note: If any student does not have an ID, the student displays in a grid. You can add the ID on the student's profile before proceeding. If you do not, the student is excluded from the export.

12. (Optional) To add a missing SSID for a student so the student is included in the export, complete the following steps:

    a. Click the student's name.

        The **Edit Student Profile** screen opens in a new window or tab depending on your browser settings.

    b. On the **Edit Student Profile** screen **FS-Standing** tab, in the **State Student ID (SSID)** field, enter the student's SSID.

    c. Click **Save**.

    d. On the **Pre-Ident For OELPA Export** screen, click **Refresh**.

        The student name no longer displays in the list and the student is now included in the export.

    e. Repeat as needed to include students in the export.

        Note: Any students remaining in the grid are excluded from the export file.

    f. Click **Continue**.

13. Save the export file.

Pre-Ident for OLSAT Export

Navigation: StudentInformation > Management > Import/Export > Pre-Identification Export > PreIdent for OLSAT dropdown

Please use this export only for the OLSAT (Otis-Lennon School Ability Test) exports. This export can only be accessed for districts.

Available Schools in District (required) – Select the schools that are to be included in the export file. One export file is created that contains data for all selected schools.

Export Format (required) – Select **Pre-Ident for OLSAT**.

Grade Levels (required) – Select the grade level(s) to include in the export.

Return Only These Students (optional) – Enter specific student IDs (separated by commas) to include in the export. This can be used when creating pre-identification export files for alternate assessments.

> *Note: When using this option, you still need to select the appropriate **Grade Levels** checkboxes, otherwise, the students are excluded.*

Export – Click to execute the export.
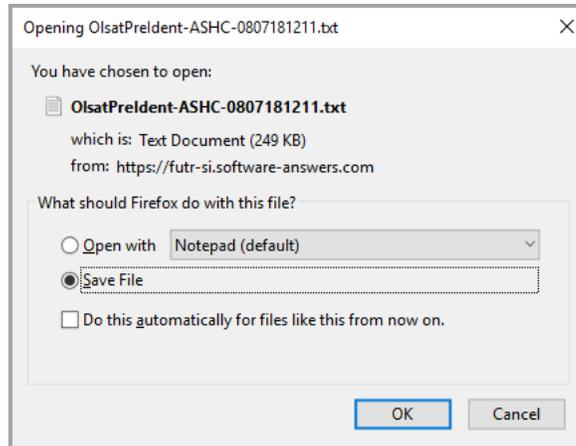
OK – Click to save this file to your hard drive or network drive.

The export file is fixed-width with spaces for padding.

Pre-Ident for KRA Export

Navigation: StudentInformation > Management > Import/Export > Pre-Identification Export

You can only run this export at the district level. Only students with state student IDs (SSIDs) are included in the export files. The files are in .csv format and contain the following information:

- **Student** export – Kindergarten students.
- **Teacher** export – Teachers with students in their kindergarten reading course (EMIS subject code of 050102 Reading K-3) or kindergarten language arts course (EMIS subject code of 050152 Integrated English Language Arts K-3).
- **Enrollment** export – Students assigned to a kindergarten reading course (EMIS subject code of 050102 Reading K-3) or kindergarten language arts course (EMIS subject code of 050152 Integrated English Language Arts K-3), along with their teacher information.

To run an export, complete the following steps:

1. On the **Pre-Identification Export** screen, in the drop-down list, select **Pre-Ident For KRA Export**.

2. At the top of the **PreIdent For Kra Export** screen, select the checkbox beside the school(s) to include in the export. (To select all schools, select the district checkbox.) A single export file (for each type selected of **Student**, **Teacher**, and **Enrollment**) contains data for all selected schools.

3. In the **Choose KRA Pre-Id Type to Export** drop-down list, select **Student**.

4. In the **File Options** section, select a file delivery method of **Download** or **Email**.

5. Click **Export**.

If all students have a state student ID (SSID), the file download begins.

> *Note: If any student does not have an ID, the student displays in a grid. You can add the ID on the student's profile before proceeding. If you do not, the student is excluded from the export.*

6. (Optional) To add a missing SSID for a student so the student is included in the export, complete the following steps:

    a. Click the student's name.

       The **Edit Student Profile** screen opens in a new window or tab depending on your browser settings.

    b. On the **Edit Student Profile** screen **FS-Standing** tab, in the **State Student ID (SSID)** field, enter the student's SSID.

    c. Click **Save**.

    d. On the **PreIdent For Kra Export** screen, click **Refresh**.

       The student name no longer displays in the list and the student is now included in the export.

    e. Repeat as needed to include students in the export.

       Note: Any students remaining in the grid are excluded from the export file.

7. Click **Continue**.

8. Save the .csv file.

9. Return to the **PreIdent For Kra Export** screen.

10. In the **Choose KRA Pre-ID Type to Export** drop-down list, select **Teacher**, and repeat the procedure above to create and save the teacher export file.

11. Return to the **PreIdent For Kra Export** screen.

12. In the **Choose KRA Pre-ID Type to Export** drop-down list, select **Enrollment**, and repeat the procedure above to create and save the enrollment export file.

Pre-Ident for Next Generation Assessment Export

Navigation: StudentInformation > Management > Import/Export > Pre-Identification Export

This pre-identification export includes 3rd through 8th grade students taking the following assessments:
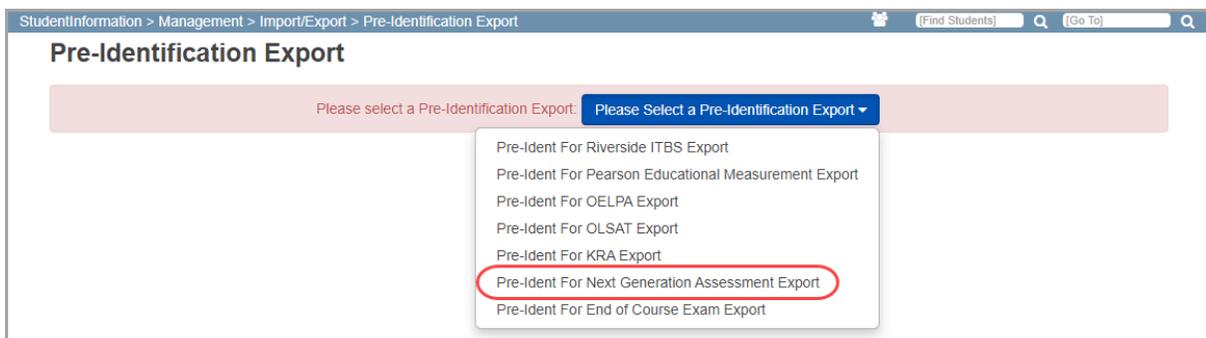
- Ohio's State Tests (OST)
- Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD)

You can run this export only at the district level. You can choose to create a single export file containing students for both assessments, or you can create separate files for each assessment. The export files are in .csv (comma-separated) format and only include students with state student IDs (SSIDs).

> *Note: If you have students who will take the alternate assessment, you need to create an ad hoc membership for them prior to running this export. (For more information on ad hoc groups, see the* ProgressBook StudentInformation Getting Started Guide*.)*

To run the export, complete the following steps.

1. On the **Pre-Identification Export** screen, in the drop-down list, select **Pre-Ident For Next Generation Assessment Export**.

2. At the top of the **Pre-Ident For Next Generation Assessment Export** screen, select the checkbox beside the school(s) to include in the export. (To select all schools, select the district checkbox.) A single export file will contain data for all selected schools.

3. In the **Include the Following Assessments** section, select the checkbox beside each grade level/subject to include in the export file.

> *Note: Both regular and accelerated students are included in the grade-specific options.*

- Under each selected subject, if students take the assessment in paper booklet form, select **Paper**. If students take the assessment online, select **Online**. This always defaults to **Online**.

> *Note: The **Test Taken** value is automatically set to **N (Not Eligible)** in the export file for students taking the alternate assessment. Leave this option blank for these students.*

4. If you have students who will take the alternate assessment:

   a. In the **Select an Ad-Hoc Membership for AASCD** drop-down list, select the ad hoc membership containing these students. This updates the testing value to **Alternate** for these students.

   b. (Optional) To display both private and public memberships in the list, select the **Private and Public** checkbox.

5. (Optional) To include only specific students in the export file, in the **Return only these students** field, enter the student IDs separated by commas.

   *Note: When using this option, you still need to select the appropriate grade and subject checkboxes in the **Include the Following Assessments** section, otherwise, the students are excluded.*

6. (Conditional) If you have selected an AASCD ad hoc membership, select an **AASCD Test Mode** of **Online**, **Paper**, or **Supplemental**.

7. In the **File Options** section, select a file delivery method of **Download** or **Email**.

8. (Optional) If you want to create separate export files for regular and alternate assessments, select the **Separate Files for AASCD** checkbox.

9. The default run date is set by your ITC. Students who are not enrolled as of the run date are excluded from the export file. To change the default run date, see the *ProgressBook StudentInformation ITC EMIS Guide*.

10. (Optional) If you want to use a different run date, enter a date or click 📅 to select one.

11. Click **Export**.

If all students have a state student ID (SSID), or for non-public schools, a non-public SSID, the file download begins.

Note: If any student does not have an ID, the student displays in a grid. You can add the ID on the student's profile before proceeding. If you do not, the student is excluded from the export.

12. (Optional) To add a missing SSID or non-public SSID to include a student in the export, complete the following steps:

    a. Click the student's name.

       The **Edit Student Profile** screen opens in a new window or tab depending on your browser settings.

    b. Select one of the following options:

       • For public school students:

          On the **Edit Student Profile** screen **FS-Standing** tab, in the **State Student ID (SSID)** field, enter the student's SSID.

       • For non-public school students:

          On the **Edit Student Profile** screen **Additional** tab, in the **Non-Public SSID** field, enter the student's SSID.

       Note: For more information on adding SSIDs or non-public SSIDs, see the ProgressBook StudentInformation Student and Registration Guide*.*

    c. Click **Save**.

    d. On the **Pre-Ident For Next Generation Assessment Export** screen, click **Refresh**.

       The student name no longer displays in the list, and the student is now included in the export.

    e. Repeat as needed to include students in the export.

       Note: Any students remaining in the grid are excluded from the export file.

    f. Click **Continue**.

13. Save the export file(s).

Pre-Ident for End of Course Exam Export

Navigation: StudentInformation > Management > Import/Export > Pre-Identification Export

This pre-identification export includes high school students taking the following assessments:
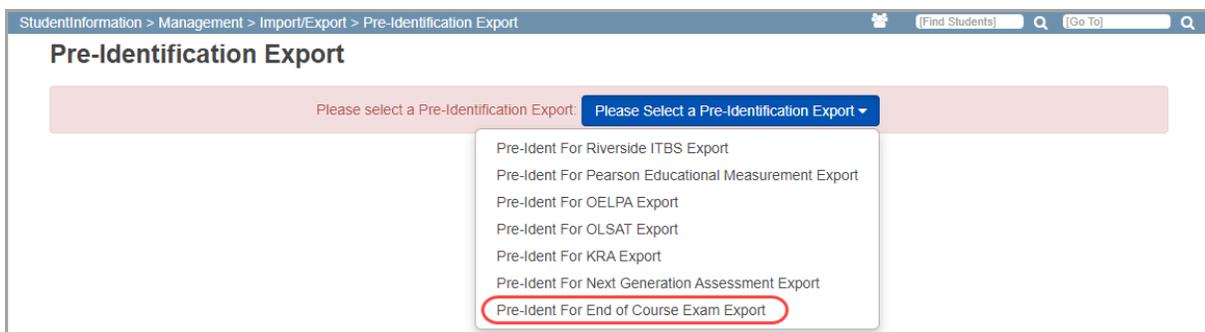
- Ohio's State Tests (OST)
- Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD)

You can run this export only at the district level. You can choose to create a single export file containing students for both assessments, or you can create separate files for each assessment. The export files are in .csv (comma-separated) format and only include students with state student IDs (SSIDs).

> *Note: If you have students who will take the alternate assessment, you need to create an ad hoc membership for them prior to running this export. (For more information on ad hoc groups, see the* ProgressBook StudentInformation Getting Started Guide*.)*

To run the export, complete the following steps:

1. On the **Pre-Identification Export** screen, in the drop-down list, select **Pre-Ident For End of Course Exam Export**.

2. On the **Pre-Ident For End of Course Exam Export** screen, in the **Select Schools and Course Sections to Include in the Export** section, select the checkbox beside the school(s) to include in the export. A single export file contains data for all selected schools.

3. Within each school you selected, select the subject for which you want to include courses in the export file:

   a. Click the subject.
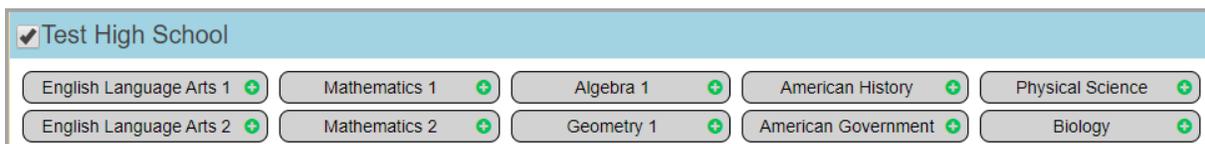
   b. On the window that opens, select one or more of the checkboxes to indicate the course schedule (**1st Sem Only**, **2nd Sem Only**, or **All Year**).

c. At the top of the window, in the **Test Taken** section, if students take the assessment in paper booklet form, select **Paper**. If students take the assessment online, select **Online**. This always defaults to **Online**.

*Note: The **Test Taken** value is automatically set to **N (Not Eligible)** in the export file for students taking the alternate assessment. Leave this option blank for these students.*

d. (Optional) If you want to exclude one or more courses, complete the following steps:

i. On the expanded course list, deselect the course(s).

e. Click **Add**.

The subject is now highlighted to indicate it will be included in the export.

4. (Optional) In the **Include the Following Types of Students** section, select any of the following options to include students with these conditions:

- **Contract Vocational – In** – Students who are non-residents of your district attending as a contract vocational student.

- **Contract Vocational – Out** – Students who are residents of your district attending another district as a contract vocational student.

  Note: If your district is testing these students and you want to receive the results, you should include these students in your file.

- **JVS** – Students attending a joint vocational school.

5. (Optional) If you want to include contract vocational home school information in the export, select the **Include CVI home school information** checkbox.

   *Note: For non-home schools: If you are not the resident district, you want the home school to receive the information, and you selected to include **Contract Vocational – In** students, you should select this checkbox.*

   *Note: For home schools: If you are the home school, do not select this checkbox. If you do, any **Contract Vocational – In** students in your file will generate an error and you will not be able to upload the file.*

6. (Optional) If you want to include JVS home school information in the export, select the **Include JVS home school information** checkbox.

   Note: For non-home schools: If you are not the resident district, you want the home school to receive the information, and you selected to include JVS students, you should select this checkbox.

   Note: For home schools: If you are the home school, do not select this checkbox. If you do, any JVS students in your file will generate an error and you will not be able to upload the file.

7. If you have students who will take the alternate assessment, complete the following steps:

   a. In the **Select an Ad-Hoc Membership for AASCD** drop-down list, select the ad hoc membership containing these students. This updates the testing value to **Alternate** for these students.

   b. (Optional) To display both private and public memberships in the list, select the **Private and Public** checkbox.

8. (Optional) To include only specific students in the export file, in the **Only these students** field, enter the student IDs separated by commas.

   *Note: When using this option, you still need to select the appropriate subjects in the **Select Schools and Course Sections to Include in the Export** section, otherwise, the students are excluded.*

9. (Conditional) If you have selected an AASCD ad hoc membership, select a test mode of **Online**, **Paper**, or **Supplemental** for at least one subject in the **AASCD Test Mode Selection** section.

10. In the **File Options** section, select a file delivery method of **Download** or **Email**.

11. (Optional) If you want to create separate export files for regular and alternate assessments, select the **Separate Files for AASCD** checkbox.

12. (Only for students entered in the **Only these students** box, **JVS** students, **Contract Vocational – In** students, and **Contract Vocational – Out** students): For the **Overall Test Taken** option, if the students take their assessments in paper booklet form, select **Paper**. If the students take their assessments online, select **Online**.

    *Note: The **Overall Test Taken** value is used for these students when no courses have been selected for the Pre-Identification Export.*

    *Note: The **Overall Test Taken** value is excluded from the export for AASCD students.*

13. The default run date is set by your ITC. Students who are not enrolled as of the run date are excluded from the export file. To change the default run date, see the *ProgressBook StudentInformation ITC EMIS Guide*.

14. (Optional) If you want to use a different run date, enter a date or click 🗓 to select one.

---

15. Click **Export**.

If all students have a state student ID (SSID), or for non-public schools, a non-public SSID, the file download begins.

Note: If any student does not have an ID, the student displays in a grid. You can add the ID on the student's profile before proceeding. If you do not, the student will be excluded from the export.
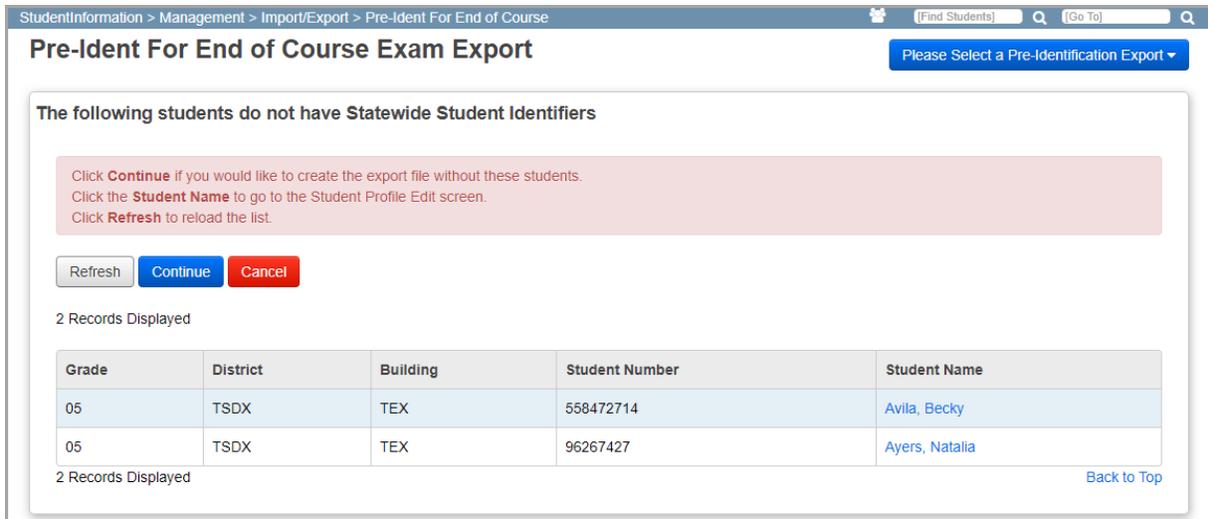
16. (Optional) To add a missing SSID or non-public SSID to include the student in the export:

    a. Click the student's name.

        The **Edit Student Profile** screen opens in a new window or tab depending on your browser settings.

    b. Select one of the following options:

        • For public school students:

           On the **Edit Student Profile** screen **FS-Standing** tab, in the **State Student ID (SSID)** field, enter the student's SSID.

        • For non-public school students:

           On the **Edit Student Profile** screen **Additional** tab, in the **Non-Public SSID** field, enter the student's SSID.

        Note: For more information on adding SSIDs or non-public SSIDs, see the ProgressBook StudentInformation Student and Registration Guide*.*

    c. Click **Save**.

    d. On the **Pre-Ident For End of Course Exam Export** screen, click **Refresh**.

        The student name no longer displays in the list, and the student will now be included in the export.

    e. Repeat as needed to include students in the export.

        Note: Any students remaining in the grid are excluded from the export file.

    f. Click **Continue**.

17. Save the export file(s).

SAS Pre-Identification Export

Navigation: StudentInformation > Management > Import/Export > SAS Pre-Identification Export

The SAS Pre-Identification Export fulfills ODE's request for a pre-identification file for districts participating in the SAS Project. The designated contact person at each ITC will send one file to ODE containing the information for their designated districts participating in the SAS Project. The SAS Pre-Identification Export can only be processed at the ITC level. Students enrolled in multiple schools are only reported by the school at which they spend the largest percentage of time. If the reason a student is attending multiple schools is AU, ES, JV, MR, or PS, then the student is reported by the attending school specified on the **FS-Standing** tab of the **Edit Student Profile** screen.

The SAS Pre-Identification Export may also be known as the EVAAS Extraction.

The SAS Pre-Identification Export returns all students in all grade levels enrolled in the current school year.

Include Districts – Select the **Select All Districts** radio button to include all districts in the ITC. Select the **Clear All Districts** radio button to deselect all districts in the ITC.

Districts (required) – All districts for the ITC are listed. Select one or more individual district checkboxes to only process those districts in the export.

Click **Cancel** to cancel the SAS Pre-Identification Export.

Click **Export** to create a single SAS Pre-Identification Export file for all selected districts.
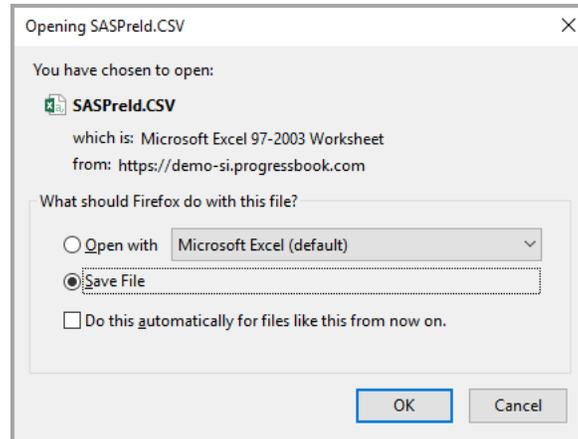
OK – Click to save this file to your hard drive or network drive.

The SAS Pre-Identification Export creates an excel file that includes the following fields:

- Ohio District IRN (current year in context)
- School IRN (current year in context)
- Student Grade (current year in context)
- Student SSID

	A	B	C	D
1	Ohio District IRN (2018-2019)	School IRN (2018-2019)	Student Grade (2018-2019)	Student SSID
2	300180	300182	5	SA0010201
3	300180	300182	5	SA0020206
4	300180	300183	10	SA0020207
5	300180	300182	5	SA0020402
6	300180	300182	5	SA0030407
7	300180	300183	10	SA0030408
8	300180	300182	5	SA0030603
9	300180	300182	5	SA0040608
10	300180	300183	10	SA0040609
11	300180	300182	5	SA0040804
12	300180	300182	5	SA0050809
13	300180	300183	10	SA0050810
14	300180	300182	5	SA0051005
15	300180	300182	5	SA0061010
16	300180	300183	10	SA0061011
17	300180	300182	5	SA0061206

State Student ID Export

Navigation: StudentInformation > Management > Import/Export > State Student ID Export

All students in the state of Ohio are required to have a state assigned unique identifier number to facilitate anonymous reporting of student data to ODE for EMIS purposes. This statewide ID is provided by a third-party system that reports an existing ID for a student, if one exists, and creates new identifiers for students that cannot be matched to existing records in the system.

This program/export should be processed once a year or as requested. You can also initiate the program on a scheduled basis to run automatically. When run in batch, it includes all buildings within an ITC.

Regardless of whether the ITC or a specific district is in context, the **Ethnicity**, **Native Language**, and **Legal Name** values are pulled from the **Edit Student Profile** screen in the school year in context. The **State Student ID Export** uses a student's nearest future FS/FD record if no current FS/FD record exists for the school year in context.

IBM User ID (required) – Enter the IBM User ID of the person who is submitting the file. This is used in the header row of the file.

> **Caution:** *Do not use your StudentInformation User ID for this field.*

Source Building IRN (required) – Enter the IRN of the building used in the export (defaults to the IRN of the school building in context). This is used in the header row of the file. If this is an ITC, enter the ITC's IRN.

Source District IRN (required) – Enter the IRN of the district used in the export (defaults to the IRN of the district to which the school building in context belongs). This is used in the header row of the file. If this is an ITC, enter the ITC's IRN.

Schools (required) – If no schools are selected, the report does not include any schools. You can also filter by selecting specific schools for your export.

Social Security Number (required) – Select the format of SSN to be included in the export.

Existing Student Code (required) – Select how the student code should be generated.

> **Note:** *The "Y" option indicates that a student code exists and that a new student code should <u>not</u> be generated.*

Student Options (required) – Select the students to export.

Export – Click to execute the export process.

StudentInformation creates an export file you can send to a third-party vendor for processing. The file is comma-separated and each data value is enclosed in double quotation marks. Each file record is delimited by a carriage return and line feed. The first record of the file contains a header row that lists the following fields:

- **IBM User ID** entered
- Date and time the file was created (formatted as mm/dd/yyyy hh:mm:ss)
- **Source Building IRN** entered
- **Source District IRN** entered

The header row conforms to the same field layout as the rest of the file with the header row data fields mapping to the following primary data fields respectively:

- **First Name** (or Legal First Name, if available)
- **Date of Birth**
- **Building IRN**
- **District IRN**

The required state student ID file has a large number of fields that are not actually submitted to the third-party vendor. The following fields are required in this export:

- **First Name** (or **Legal First Name**, if available)
- **Legal Middle Name** (or **Legal Last Name**, if available)
- **Last Name** (or **Legal Middle Name**, if available)
- **Date of Birth**
- **Gender** (or **Birth Gender**, if available)

- **SSN** (populates based on settings – entire SSN, last 4 digits, or blank)
- **Existing Student Code** (populates based on settings)
- **Native Language**
- Ethnicity (calculated from **Local Ethnicity Category**, **Hispanic/Latino**, and **Racial Groups** field values; similar to **Summative Race** field value)
- **Birthplace City**
- **Admission Reason** (for students with no SSID)

The following additional fields are included as well:

- Current building IRN
- Current district IRN
- Vendor ID

If the student is missing data in any of the above fields, a warning page displays.

StudentInformation > Management > Import/Export > State Student ID Export

State Student ID Export

From this screen, you can export data for a specific file format.

ⓘ The following students do not have one of the following fields specified. These students will not be included in the export.
Legal First Name   Birthdate   Ethnicity
Legal Middle Name Gender   Birthplace City
Legal Last Name   Native Language Admission Reason
Click a student's name to correct this. Click "Continue" if you would like to create the export file without these students.

Refresh

450 Records Displayed

District	Building	Student Number	Student Name	Issue
DO	DOHS	04304027	Adkins, Arpad	Middle Name is not specified, Birthplace City is not specified
DO	DOHS	04314024	Aguilar, Taylen	Middle Name is not specified, Birthplace City is not specified
DO	DOHS	04305029	Alvarado, Gram	Middle Name is not specified, Birthplace City is not specified
DO	DOHS	04310015	Alvarez, Calypso	Middle Name is not specified, Birthplace City is not specified
DO	DOHS	04303013	Andrews, Ivana	Middle Name is not specified, Birthplace City is not specified
DO	DOHS	04308013	Armstrong, Marc	Middle Name is not specified, Birthplace City is not specified
DO	DOHS	04305012	Arnold, Guiliana	Middle Name is not specified, Birthplace City is not specified

Refresh – Click to reload this screen.

Adkins, Arpad – Click on a hyperlinked student name to navigate to that student's **Edit Student Profile** screen in a new window so you can enter any missing data.

Continue – Click to process the export without any of the listed students included.

Cancel – Click to cancel the export and return to the **State Student ID Export** screen.

OK – Click to save this file to your hard drive or network drive.

Sample Output

STUFEES Export

Navigation: StudentInformation > Management > Import/Export > STUFEES Export

The STUFEES Export is used to export student fees data for a specific file format.

Activity Start Date (required) – Select the activity start date for the export process.

Activity Stop Date (required) – Select the activity stop date for the export process.

Activity Type(s) (optional) – In the **Payment Types Available** dual listbox on the left, select the student status you wish to include, then click ➡ to move them to the **Payment Types Selected** dual listbox on the right. (You can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move students between the two dual listboxes.)

Payment Type(s) (optional) – In the **Payment Methods Available** dual listbox on the left, select the student status you wish to include, then click ➡ to move them to the **Payment Methods Selected** dual listbox on the right. (You can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move students between the two dual listboxes.)

Accounting Code(s) (optional) – In the **Accounting Codes Available** dual listbox on the left, select the student status you wish to include, then click ➡ to move them to the **Accounting Codes Selected** dual listbox on the right. (You can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move students between the two dual listboxes.)

> *Note: These are the actual allocation codes as defined on the **Accounting Codes Maintenance** screen, not the accounting codes.*

Export – Click to execute the export.

Cancel – Click to cancel the export.
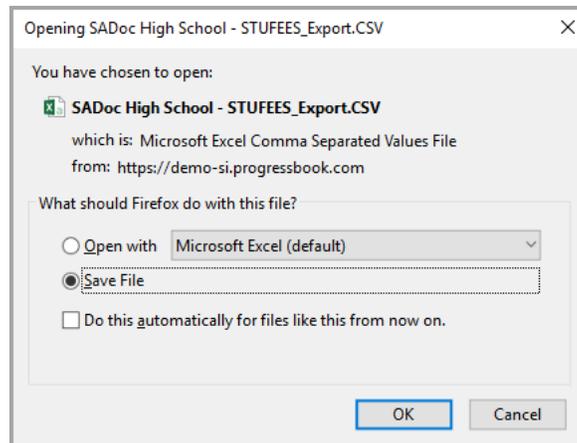
OK – Click to save this file to your hard drive or network drive.

The file format is .csv (comma-separated values). The file layout is as follows:

- Accounting Code (enclosed in quotes)

  *Note: The accounting code can be entered as up to 8 characters on the **Accounting Code Maintenance** screen. However, the USAS STUFEES Import only accepts 6-character accounting codes. If you are using the StudentInformation STUFEES Export with the USAS STUFEES Import, you must update your accounting codes to a maximum of 6 characters.*

- Amount
- Student Number
- Student Name (enclosed in quotes)
- Date – YYYYMMDD format
- Comments (enclosed in quotes)

Terra Nova Export

Navigation: StudentInformation > Management > Import/Export > Terra Nova Export

The Terra Nova Export is used to create a pre-identification export file for the Terra Nova assessments. The Terra Nova Export can be accessed only with a district in context.

With a district in context, the Terra Nova Export displays the school/grade summary grid. A single export file is created for the district based on the individual school/grade configurations in the school/grade summary grid.

*Note: The Terra Nova Export does not save school/grade configurations once you navigate away from the **Terra Nova Export** screen. The school/grade summary grid is always be unpopulated when you access the **Terra Nova Export** screen. You must add your specific school/grade configurations each time you run the Terra Nova Export. This is required to ensure the correct school/grade configurations are added each time for the export.*

*Note: To include the district IRN in the export file, enter the district IRN in the **Special Code** field under the formatting options on the submission page.*

Terra Nova Export – School/Grade Summary List

The school/grade summary grid displays any school/grade configurations already added to the grid. This page has standard add record, edit record, and delete record controls.

Click **Add New** to enter a new school/grade configuration.

Click **Export** to process the export. A single district export file is created for all of the school/grade configurations listed.
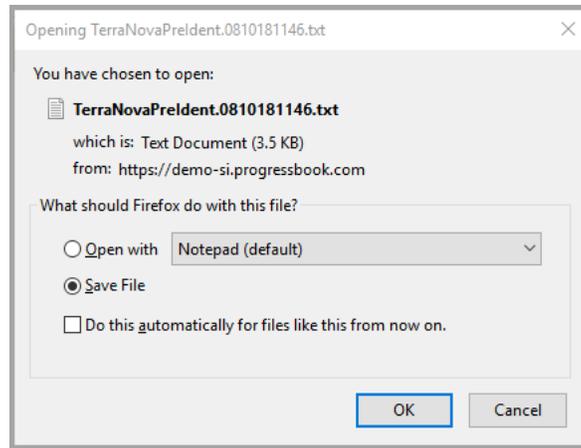
OK – Click to save this file to your hard drive or network drive.

Terra Nova Export File Format (Cat/5, 1st Edition, 2nd Edition, and 3rd Edition)	
Position	**Description**
1-13	District Name, alphanumeric
14-15	State Name, 2-character postal abbreviation
16-30	School Name, alphanumeric
31-32	Grade: numeric – fill leading space with zero, 05 for Grade 5 for example; for Kindergarten use 57, for Ungraded use 00
33-34	Blank
35-49	Teacher's Name, alphanumeric
50-60	Student Last Name, alpha
61-64	Blank
65-71	Student First Name
72-74	Blank
75	Student Middle Initial
76-77	Blank
78-83	Birth Date: numeric format, as for example: 010364 for January 3, 1964
84	Sex: F for Female, M for Male
85-94	Student ID Number

	Terra Nova Export File Format (Cat/5, 1st Edition, 2nd Edition, and 3rd Edition)

Position	Description	
95-104	**Special Codes** field, numeric or blank. The customer specifies which (if any) special codes are to be considered critical. Critical special codes must be numeric; others can be numeric or blank. The number of codes used depends on the test. Note(s): To include the district IRN in the export file, enter the district IRN in the **Special Code** field. Test – No. of Codes – Positions CAT/5 – 9 – 95-103 SABE/2 – 8 – 95-102 Terra Nova – 10 – 95-104 Terra Nova 2nd Edition – 10 – 95-104 Terra Nova Algebra – 10 – 95-104 InView – 10 – 95-104	Note(s):If you order the CAT/5 MAP report, and you use the CAT/5 Listening and Speaking Checklist, you may have teachers encode Listening and Speaking scores on each student's CAT/5 answer document (answer sheet, Student Information Form, or the biographical data page of a machine-scorable booklet) and have this score reported on the MAP. To reserve a column for this score, specify that the column must be blank in your pre-coding file. The normal column for this score is column S (byte 103); however, you can reserve any column in the range K through S (bytes 95-103) for this purpose.
105-110	Blank	

Export Formats

	Terra Nova Export File Format (Cat/5, 1st Edition, 2nd Edition, and 3rd Edition)
Position	**Description**
111-113	Test ID, numeric The test ID codes are as follows: CAT/5 Survey – 028 CAT/5 Survey with TCS/2* – 029 CAT/5 Complete Battery – 030 CAT/5 Complete Battery with TCS/2* – 031 CAT/5 Short Form – 032 CAT/5 Short Form with TCS/2* – 033 SABE/2 Levels 1-6 – 034 SISS Student Information & Score Sheet – 039 Terra Nova Complete Battery – 040 Terra Nova Complete Battery TCS/2 – 041 Terra Nova Complete Battery Plus – 042 Terra Nova Complete Battery Plus TCS/2 – 043 Terra Nova Survey – 044 Terra Nova Survey TCS/2 – 045 Terra Nova Survey Plus – 046 Terra Nova Survey Plus TCS/2 – 047 Terra Nova Multiple Assessments – 048 Terra Nova M.A. TCS/2 – 049 Terra Nova M.A. Plus – 051 Terra M.A. TCS/2 & Plus – 052 Supera Multiple Assessments – 053 Supera Multiple Assessments with Plus – 054 Terra Nova Supera Survey – 055 Terra Nova Super Plus – 056 Terra Nova Supera with Plus – 057 Terra Nova Complete Battery 2nd Edition – 058 Terra Nova Complete Battery Plus 2nd Edition – 059 Terra Nova Complete Battery InView 2nd Edition – 060 Terra Nova Complete Battery Plus InView 2nd Edition – 061 Terra Nova Survey 2nd Edition – 062 Terra Nova Survey Plus 2nd Edition – 063 Terra Nova Survey InView 2nd Edition – 064	Terra Nova Survey Plus InView 2nd Edition – 065 Detroit Terra Nova Survey 2nd Edition Level 13 – 076 Missouri Slip Sheet – 079 Spanish Star Sabe – 080 South Carolina TN Survey – 081 Washoe NV. TN Level 13 – 082 Kentucky CTBS / 5 – 083 Terra Nova Algebra 2nd Edition – 084 Terra Nova Multiple Assessments 2nd Edition – 091 Terra Nova M.A. with InView 2nd Edition – 092 Terra Nova M.A. Plus 2nd Edition – 093 Terra Nova M.A. InView & Plus 2nd Edition – 094 InView Terra Nova 2nd Edition – 095 Terra Nova 3rd Edition Complete Battery – 097 Terra Nova 3rd Edition Complete Battery Plus – 098 Terra Nova 3rd Edition Complete Battery InView – 099 Terra Nova 3rd Edition Complete Battery Plus with InView – 100 Terra Nova 3rd Edition Survey – 101 Terra Nova 3rd Edition Survey Plus – 102 Terra Nova 3rd Edition Survey with InView – 103 Terra Nova 3rd Edition Survey Plus with InView – 104 Terra Nova 3rd Edition Multiple Assessments – 105 Terra Nova 3rd Edition Multiple Assessments with InView – 106 Terra Nova 3rd Edition Multiple Assessments Plus – 107 Terra Nova 3rd Edition Multiple Assessments Plus with InView - 108
114-122	Blank
123	Test Form Cat/5 – "A" Terra Nova 1st Edition – "A"	Terra Nova 2nd Edition – "C" Terra Nova 3rd Edition – "G"
124-128	Achievement Test Level, for instance Level 11 for grade 1, 12 for grade 2, 13 for grade 3, etc.
129	InView or TCS/2 Level – 1, 2, 3, 4, or 5.

Terra Nova Export File Format (Cat/5, 1st Edition, 2nd Edition, and 3rd Edition)		
Position	**Description**	
130	A scorable booklet? Y or N This response determines whether the answer document is a scorable booklet (Y) with a pre-coded Student Information Sheet, or an answer sheet or folder (N) which does not require a Student Information Sheet	
131-132	Sort type: numeric All tapes are first sorted according to scorable booklets (Y or N), by test ID, and by sort type in order to separate the input into homogeneous processing sets.	Within this order, 1 of 7 sort orders must be specified: 01 – UNSORTED – output is same sequence as input 02 – NAME within GRADE within SCHOOL 03 – NAME within TEACHER within SCHOOL 04 – NAME within TEACHER within GRADE within SCHOOL 05 – NAME within LEVEL within GRADE within SCHOOL 06 – NAME within LEVEL within TEACHER within SCHOOL 07 – NAME within LEVEL within SCHOOL
133-138	Blank	
139	Blank	
140	Bypass bubbling of name: Y or blank	
141-142	Blank	
143	Y: student will take Performance Assessment. Thus, a pre-coded SISS for Performance Assessment is required	
144	Blank	
145	Y: Student will take Writing Assessment, and the Writing score will appear on the CAT/5 MAP report. A pre-coded SISS is required for the Writing Assessment	
146	Terra Nova 2nd Edition AA IEP, Y = Yes, Blank = No	
147	Terra Nova 2nd Edition AA 504, Y = Yes, Blank = No	
148	Terra Nova 2nd Edition AA LEP, Y = Yes, Blank = No	
149	Terra Nova 2nd Edition BB RLA, Blank, 1, 2, or 3	
150	Terra Nova 2nd Edition BB MA, Blank, 1, 2, or 3	
151	Terra Nova 2nd Edition BB SC, Blank, 1, 2, or 3	
152	Terra Nova 2nd Edition BB SS, Blank, 1, 2, or 3	
153	Terra Nova 2nd Edition BB InView, Blank, 1, 2, or 3	
154	Terra Nova 2nd Edition BB Algebra, Blank, 1, 2, or 3	
155-250	Blank, for CTB use only	

Position	Description
—	**Terra Nova Export File Format (3rd Edition Barcode Layouts)**
1-13	District Name, alphanumeric
14-23	Blank, for CTB use only
24-25	State Name, 2-character postal abbreviation
26-40	School Name, alphanumeric
41-50	School Number, alphanumeric or blank
51-52	Grade: numeric – fill leading space with zero, 05 for Grade 5 for example; for Kindergarten use KG, for Ungraded use 00
53-67	Teacher's Name, alphanumeric or blank
68-87	Student Last Name, alpha
88-102	Student First Name, alpha
103	Student Middle Initial alpha or blank
104-111	Birth Date: numeric format, as for example: 010364 for January 3, 1964
112	Gender: F for Female, M for Male
113-122	Student ID Number, alphanumeric or blank
123-128	**Special Codes** field, numeric or blank. To include the district IRN in the export file, enter the district IRN in the **Special Code** field
129	Program IEP, Y = yes, blank = no
130	Program 504, Y = yes, blank = no
131	Program LEP/ELL, Y = yes, blank = no
132-134	Test ID, numeric The test ID codes are as follows: Terra Nova 3rd Edition Complete Battery – 097 Terra Nova 3rd Edition Complete Battery Plus– 098 Terra Nova 3rd Edition Complete Battery InView or PTCS – 099 Terra Nova 3rd Edition Complete Battery Plus with InView or PTCS – 100 Terra Nova 3rd Edition Survey – 101 Terra Nova 3rd Edition Survey Plus – 102 Terra Nova 3rd Edition Survey with InView – 103 Terra Nova 3rd Edition Survey Plus with InView – 104 Terra Nova 3rd Edition Multiple Assessments – 105 Terra Nova 3rd Edition Multiple Assessments with InView or PTCS – 106 Terra Nova 3rd Edition Multiple Assessments Plus – 107 Terra Nova 3rd Edition Multiple Assessments Plus with InView or PTCS – 108
135-136	Test Form Terra Nova 3rd Edition Barcode Layout – "G"
137-138	Achievement Test Level: Level 10 for grade K, Level 11 for grade 1, Level 12 for grade 2, Level 13 for grade 3, Level 14 for grade 4, Level 15 for grade 5, Level 16 for grade 6, Level 17 for grade 7, Level 18 for grade 8, Level 19 for grade 9, Level 20 for grade 10, Level 21 for grades 11 and 12
139-143	Blank, for CTB use only

| Terra Nova Export File Format (3rd Edition Barcode Layouts) ||
Position	Description
144	Ethnicity: 1 = American Indian, 2 = African American or Black (and not Hispanic), 3 = Asian, 4 = Pacific Islander, 5 = Hispanic or Latino, 6 = White (and not Hispanic), 7 = Multiethnic, 8 = Other
145-146	Home Language Code, numeric or blank
147	InView or PTCS Level. The InView or PTCS level will only be used if the test code selected is for a combination test. Numeric or blank.
148	Blank, for CTB use only
149-150	Blank, for CTB use only
151	Blank, for CTB use only
152	Accom R 1, Y = yes, blank = no
153	Accom R 2, Y = yes, blank = no
154	Accom R 3, Y = yes, blank = no
155	Accom L 1, Y = yes, blank = no
156	Accom L 2, Y = yes, blank = no
157	Accom L 3, Y = yes, blank = no
158	Accom MA 1, Y = yes, blank = no
159	Accom MA 2, Y = yes, blank = no
160	Accom MA 3, Y = yes, blank = no
161	Accom SC 1, Y = yes, blank = no
162	Accom SC 2, Y = yes, blank = no
163	Accom SC 3, Y = yes, blank = no
164	Accom SS 1, Y = yes, blank = no
165	Accom SS 2, Y = yes, blank = no
166	Accom SS 3, Y = yes, blank = no
167	Accom InView 1, Y = yes, blank = no
168	Accom InView 2, Y = yes, blank = no
169	Accom InView 3, Y = yes, blank = no
170-250	Blank, for CTB use only

Terra Nova Export – School/Grade Configuration

Filters

School (required) – Select the school from the district in context to include in the export file.

Available Student Statuses (required) – Select one or more student statuses to include in the export file.

Formatting Options for the Terra Nova

Grade Level (required) – Select the grade level for this Terra Nova configuration.

Achievement Test Level (required) – Select the achievement test level for this Terra Nova configuration.

Test Form (required) – Select the test form that this school/grade level will be taking. Choices include **CAT/5**, **Terra Nova 1st edition**, **Terra Nova 2nd edition**, **Terra Nova 3rd edition**, or **Terra Nova 3rd edition Barcode Layout**. Defaults to **CAT/5**.

Test Id (required) – Select the specific test ID that this school/grade level will be taking. There are multiple choices available. Defaults to **CAT/5 Survey**.

Sort Order (required) – Select the sort order for the export file from the following options:

- **UNSORTED** – Output is same sequence as input (default)
- **Name within Grade within School**
- **Name within Teacher within School**
- **Name within Teacher within Grade within School**
- **Name within Level within Grade within School**
- **Name within Level within Teacher within School**
- **Name within Level within School**

Testing Date (required) – Enter the date on which the test will be administered in MMDDYY format.

Teacher (required) – Select **Homeroom Teacher**, **Homeroom Name**, or **Period Teacher** for the teacher value in the export file.

Testing Period (required only if **Period Teacher** is selected above) – Select a class period to use for extracting the teacher value in the export file.

Student Number (required) – Select **SSID**, **SSN**, or **EMIS Id** for the student number value in the export file.

Special Code (optional) – Please see the previously outlined Terra Nova Export File Format for details on this parameter. To include the district IRN in the export file, enter the district IRN in this field.

Inview (optional) – Please see the previously outlined Terra Nova Export File Format for details on this parameter.

Scorable Booklet (optional) – Please see the previously outlined Terra Nova Export File Format for details on this parameter.

ByPass Bubbling of Name (optional) – Please see the previously outlined Terra Nova Export File Format for details on this parameter.

Performance Assessment (optional) – Please see the previously outlined Terra Nova Export File Format for details on this parameter.

Writing Assessment (optional) – Please see the previously outlined Terra Nova Export File Format for details on this parameter.

Formatting Options for the Terra Nova 2nd Edition

Please see the previously outlined Terra Nova Export File Format for details on these parameters.

Formatting Options for the Terra Nova 3rd Edition Barcode Label Layout

Please see the previously outlined Terra Nova Export File Format for details on these parameters.

Save − Click to save this Terra Nova school/grade configuration and return to the Terra Nova school/grade summary grid. You receive a confirmation message.

> *Note: The school/grade configurations are only saved until you navigate away from the **Terra Nova Export** screen. You must enter the proper school/grade configurations each time you execute the Terra Nova Export.*

Save & New – Click to save this Terra Nova school/grade configuration and enter an additional Terra Nova school/grade configuration.

> *Note: The school/grade configurations are only saved until you navigate away from the **Terra Nova Export** screen. You must enter the proper school/grade configurations each time you execute the Terra Nova Export.*

Cancel – Click to cancel this Terra Nova school/grade configuration and return to the Terra Nova school/grade summary grid.

WebXam Export

Navigation: StudentInformation > Management > Import/Export > WebXam Export

At different points in the school year, JVSs have the need to create a pre-identification file to send to a vendor containing the students who are scheduled to take an exam. The WebXam Export allows districts to fulfill this need.

The WebXam Export is available only for districts.

You can filter for students using the **Ad-Hoc Selection** tab or the **Filter Selection** tab.

Ad-Hoc Selection Tab

Ad-Hoc Membership (required) – Select an ad hoc membership group to limit the **WebXam Export** to the students in this group.

- (Optional) Click [...] to create a new ad hoc membership. You are taken to the **Ad Hoc Memberships** screen where you can create a new ad hoc membership and then return to **WebXam Export**.

- Select the **Public and Private** checkbox to display ad hoc memberships created by other users in your drop-down list.

CTE Program Area (required) – Select a program area for the CTE Program of Concentration element.

CTE Program of Concentration (required) – Select a default element that designates the program of concentration for a CTE concentrator that is assigned to any student that does not have a CTE Program of Concentration set on their FN record. The list of available values in the **CTE Program of Concentration** drop-down list is dependent on the value selected for the **CTE Program Area**.

Preview – Click to display all the students that will be included in the export prior to creating the export file. The students' legal last, first, and middle name display if provided. Records in the **Preview** grid are flagged if a **Default Assessment Coordinator** has not been chosen on the **WebXam Assessment Coordinator Records** screen; however, those records are still included in the export file. At the bottom of the **Preview** grid, an **Export** button displays. To export the file, select **Excel Spreadsheet** (.xlsx) or **CSV** (.csv) from the drop-down list to designate the exported file type, and then click **Export**.

Filter Selection Tab
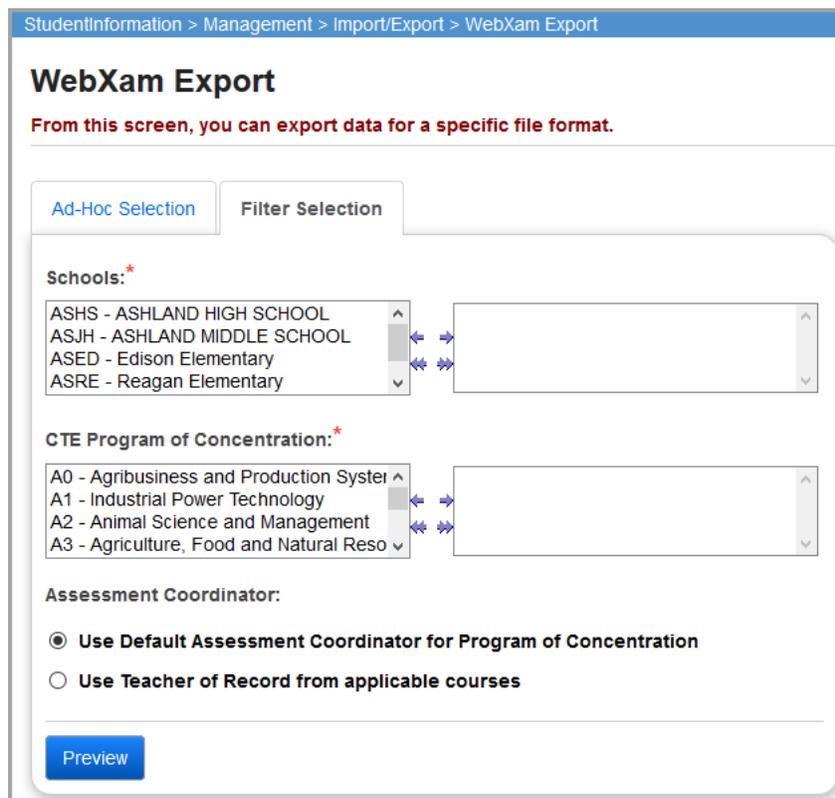
Schools (required) – All schools for the district are listed. In the dual listbox on the left, select the schools you wish to include, then click ➡ to move them to the dual listbox on the right. (You can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move schools between the two dual listboxes.)

CTE Program of Concentration (required) – Select one or more programs to filter for students by the **CTE Program of Concentration** set on their FN record. In the dual listbox on the left, select the programs you wish to include, then click ➡ to move them to the dual listbox on the right. (You can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move programs between the two dual listboxes.)

Assessment Coordinator (required) – Select **Use Default Assessment Coordinator for Program of Concentration** or **Use Teacher of Record from applicable courses**.

- If you select **Use the Default Assessment Coordinator for Program of Concentration**, the designated **Default Assessment Coordinator** for each particular **CTE Program of Concentration** on the **WebXam Assessment Coordinator Records** screen exports as the **Assessment Coordinator**.

- If you select **Use Teacher of Record from applicable courses**, the **Teacher of Record** for the course section exports as the **Assessment Coordinator**. Course sections from which the **Teacher of Record** are extracted must have a **Curriculum Code** that starts with "V" and the EMIS subject criteria (**Schools** and **CTE Program of Concentration**) selected above must be met.

Preview – Click to display all the students that will be included in the export prior to creating the export file. The students' legal last, first, and middle name display if provided. Records in the **Preview** grid are flagged if a **Default Assessment Coordinator** has not been chosen on the **WebXam Assessment Coordinator Records** screen; however, those records are still included in the export file. At the bottom of the **Preview** grid, an **Export** button displays. To export the file, select **Excel Spreadsheet** (.xlsx) or **CSV** (.csv) from the drop-down list to designate the exported file type, and then click **Export**.

	State Student ID	Student First Name	Student Last Name	Building IRN	Grade	Summative Race	Gender	Reported Pathway	Teacher ID	Teacher Name	Student EMIS ID
⚠	JR	JUSTIN		001081	12	W	M	A5			29
⚠	OT	KEALY		001081	11	W	F	A5			A2
⚠	JM	SETH		001081	12	W	M	A5			28
⚠	QQ	HANNAH		001081	12	W	F	A5			A2
⚠	DP	ZACHARY		001081	12	W	M	A5			28

[Hide Existing Students]

Preview

5 Records Displayed   Back To Top

Export   Excel Spreadsheet ▾

Export File Format

The fields included in this file are:

- Student State ID
- Student EMIS ID
- Student First Name
- Student Last Name
- Building IRN
- Student Grade Level
- Expected Graduation Year
- Student Ethnicity
- Student Gender
- Student Accommodation
- Student Reported Pathway
- Student Additional Courses
- Teacher ID
- Teacher Name

Export Formats

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	StateStud	EMISId	FirstName	LastName	IRN	GradeLeve	Ethnicity	Gender	Accommo	ReportedI	Additiona	TeacherId	TeacherName	
2	JR	29	JUSTIN		001081	12	W	M		A5				
3	OT	A2	KEALY		001081	11	W	F		A5				
4	JM	28	SETH		001081	12	W	M		A5				
5	QQ	A2	HANNAH		001081	12	W	F		A5				
6	DP	28	ZACHARY		001081	12	W	M		A5				