



ProgressBook StudentInformation Import/Export Guide



ProgressBook®
StudentInformation

Ohio

ProgressBook StudentInformation Import/Export Guide

(This document is current for v18.4.0 or later.)

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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
18.4.0	Home School Import – Attendance	10	Updated description of files, table detailing the home school attendance import file layout, and description of potential import errors.
18.4.0	Home School Export – Attendance	81	Updated description of files and table detailing the home school attendance export file layout.
18.3.0	ATT2SIS Import	3	Added note regarding headers.
18.3.0	LOAGRADE Import	19	Added note regarding headers.
18.3.0	State Student ID Import	32	Added note regarding headers.
18.3.0	Student Email Import	34	Added image and text to reflect new warning message. Added note regarding headers.
18.3.0	Pre-Ident for Pearson Educational Measurement Export	102	Updated image and text to reflect that only students who are required to pass all parts of the OGT assessment are included and that users can now select an ad-hoc membership to further narrow down the students returned in the export.
18.3.0	Pre-Ident for OELPA Export	105	Updated image and text to reflect new Also include ELPA21 screener students from this Ad-Hoc membership drop-down list and Only these students field.
18.2.0	Student Email Import	34	Added new section.
18.2.0	Transportation Import	35	Added table detailing the transportation import file layout.
18.2.0	GradeBook Export	50	Removed section.
18.2.0	General Edulog Format	74	Removed section.
18.2.0	DataMap Export	150	Removed section.
18.2.0	Entire Guide	N/A	Updated all images and text.

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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

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 yyyyymmdd)
- 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 yyyyymmdd)
- 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**.

Type	Value
No Absence Reason Found	T

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.

StudentInformation > SIS > Student > Attendance > School Absences

Student's School Absences

From this screen, you can display, add, change and delete data pertaining to student absences.

Start Date: 8/28/2017 End Date: 6/1/2018 Go Student Absence Intervention

Daily Attendance Period Attendance

[Show Full Year Attendance Statistics]

Add Absence

<input type="checkbox"/>	Date	Calendar	Absence Level	Absence Type	Reason	Note	Time In	Time Out	Comment
<input type="checkbox"/>	Jan 22, 2018	GR - GRADUATES/EARLY RELEASE	Non-Absence	K - HI			01:00 PM		Record created by data import process
<input type="checkbox"/>	Dec 14, 2017	GR - GRADUATES/EARLY RELEASE	Full Absence	A - EXCUSED					

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 a JVS to a Home School. Any school (not just Home Schools) can use the **Home School Import**.

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 course history file layout must be as follows with the starting point of the field and length in parenthesis. Default names are likely to be **StudentMarks000000.SEQ** (StudentInformation) or **ALIEN_MARK_XXXX.SEQ** (JVSGRADASL), where **000000** is the Home School District IRN or **XXXX** is the Home School 4-letter code.

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 yyyyymm]
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	

Import Formats

Field Name	Position	Description
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]
-- BLANK --	350 - 357	Filler
CreditRatioDenominator	358 - 360	[Integer, formatted ###0, right justified]
CreditFlex	361	

Field Name	Position	Description
IsDualCredit	362	“Y” = 1 “N” = 0 “*” = null (blank)
IsCollegePrep	363	“Y” = 1 “N” = 0 “*” = null (blank)

StudentInformation > Management > Import/Export > Home School Import [Find Students] [Go To]

Import Data from Students' Vocational Schools

This screen will import files from students' vocational schools

Course History | Attendance | Students | Imported Marks History

The file can contain up to five term marks. Please select student marks information for each of the term marks that will be imported.

Mark	Term	Mark Type	Credit Type
Term 1 Mark	-- Not Imported --	-- Not Imported --	-- Not Imported --
Term 2 Mark	-- Not Imported --	-- Not Imported --	-- Not Imported --
Term 3 Mark	-- Not Imported --	-- Not Imported --	-- Not Imported --
Term 4 Mark	-- Not Imported --	-- Not Imported --	-- Not Imported --
Term 5 Mark	-- Not Imported --	-- Not Imported --	-- Not Imported --

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

Marks Import Options:

- Ignore Area Of Study If No Match To Existing Values
- Ignore Subject Area If No Match To Existing Values
- Remove Pluses And Minuses From Imported Alpha Marks

Sending School IRN: -

Import File:

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

Note: When importing files created by the **JVSGRADASL** program in SIS/POISE, there is only rarely a **Term 3** or **Term 4** mark, and the **Final** is **Term 5**.

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 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 check box to import records with no match on **Area of Study** (**Area of Study** is left blank) and include an import verification message. De-select this check box 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 check box to import records with no match on **Subject Area** (**Subject Area** is left blank) and include an import verification message. De-select this check box 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 check box to remove **+** and **-** from any alpha marks in the import. For example, an **A+** becomes an **A**. De-select this check box to leave **+** and **-** on any alpha marks in the import.

Sending School IRN (required) – Enter the IRN of the school providing the marks data you wish to import. The entity name associated with the IRN automatically displays in the adjacent field.

Click  for assistance with the search for the IRN by accessing the ODE IRN Search.

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 parenthesis. Default names are likely to be **StudentAttendance.000000-XXXXXXXXXX.SEQ**, where **000000** is the home school **District IRN** and **XXXXXXXXXX** 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.

Import Formats

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

Find Students [] [Go To] []

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 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. 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.



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.
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 students file layout must be as follows in tab-delimited (.txt file) format.

Column Title	Characters	Comments
Social Security number		Numeric, xxxxxxxx format
Filler		
Last name	40	Required, alphanumeric
First name	40	Required, alphanumeric
Filler		
Filler		
Sex	1	Required, valid options are M or F
Birth date		Required, MM/DD/YYYY format
Local ethnicity	40	Alphanumeric, must match ethnicity name of receiving school
Grade		Required, XX format
Filler		
Filler		
Street address	40	Required, alphanumeric
City	40	Required, alphanumeric
State	2	Required, alphabetic, XX format, must be capital letters
Zip code	9	Required, numeric, 5 or 9 numbers
Phone	10	Numeric, (xxxxxxxxxx) or (xxx)xxx-xxxx format
Filler		
Contact type	40	Alphanumeric, must match contact type name of receiving school
Filler		
Contact name	40	Alphanumeric, will load into Last Name field only
Contact title		Valid options are Mr., Mrs., Ms. or Dr.
Filler		
Filler		
Filler		
Contact street address	40	Alphanumeric
Contact city	40	Alphanumeric
Contact state	2	Alphabetic, must be capital letters
Contact Zip code	9	Numeric, 5 or 9 numbers can be used
State student ID	9	2 alphabetic and 7 numeric, must be capital letters
Filler		
Filler	6	
Filler		
Native language		XXX format, must be capital letters

Column Title	Characters	Comments
Disadvantagement		Valid options are **, 1, 2 or 3
Filler		
Filler		
Filler		
Filler		
Filler		
Filler	6	Required, enter 123456
Filler		
Disability Code		Required; valid options are **, 01, 02, 03, 04, 05, 06, 08, 09, 10, 12, 13, 14, 15, or 16
Filler		
Home Language	4	XXX format, must be capital letters
Hispanic/Latino	1	Y or N; case sensitive
Race White	5	True or False, case sensitive
Race Black	5	True or False, case sensitive
Race Asian	5	True or False, case sensitive
Race American Indian	5	True or False, case sensitive
Race Pacific Islander	5	True or False, case sensitive
Summative Race	1	Required; valid options are H, M, W, B, A, I, or P; case sensitive
County of Residence	2	

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

No additional information is needed to import Student data

Import Mode: Perform Import and Create Verification File
 Create Verification File Only, Do Not Perform Import

Admission Date: 7/1/2017

Admission Reason:

Student Status:

EMIS Situation: 5 - Resident attending Full Time

Admitted From IRN: ***** - *****

District Relationship: 1 - Stud. rcvg instr. in whole/part from rep. dist

How Received: * - Not Applicable

District of Residence: 043505 - Ashland City SD

Percent of Time: 100 **Percent of Time must be greater than 0 and less than or equal to 100**

How Received IRN: ***** - *****

Tuition Type: N - Non-tuition student (default)

Attending Building IRN: [Select Attending Building IRN]

Assigned Building IRN: *****

County of Residence:

Sent To 1: Reason: NA - Not sent to another district

Sent To 2: Reason: NA - Not sent to another district (default)

IRN: ***** - *****

IRN: -

Percent of Time: 0

Percent of Time:

Import File: Browse

Import

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 *****.

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 JVS schools
- 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

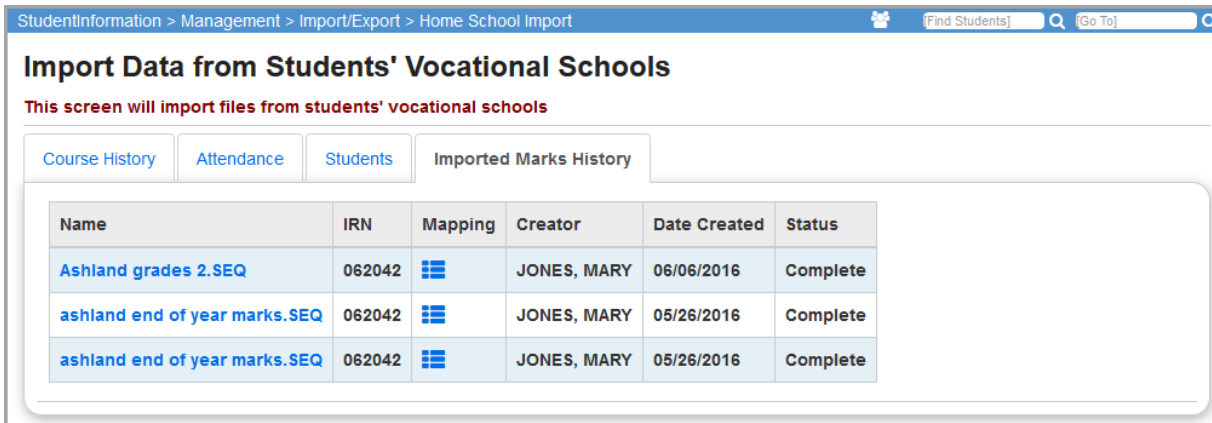
A list of all students in the import file that could not be imported displays. You cannot import students whose SSN or EMIS ID already exist in the school or district.

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.

The imported marks history file should have a name similar to this: **StudentMarks045xxx.SEQ**. The last six numbers of the file represent the Home School’s district IRN.



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.

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.

When you click , the mapping grid displays.

The screenshot shows a window titled "Imported Marks History - Mapping" with a "Sending School IRN: 001081" label. Below the label is a table with the following data:

Mark	Term	Mark Type	Credit Type
Term 1 Mark	GP1	GP	Progress 1
Term 2 Mark	GP2	GP	Progress 2
Term 3 Mark	GP3	GP	Progress 3
Term 4 Mark	GP4	GP	Progress 4
Term 5 Mark	FIN	FIN	Earned

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.

LOAGRADE Import

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

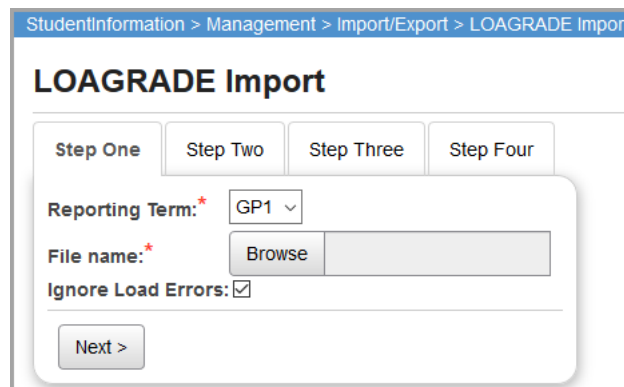
Schools may use a variety of third-party grade book packages external to the StudentInformation application. You can transfer data to StudentInformation if the grade book program can create a file in the following format. This process was called LOAGRADE in SIS and is used to convert the file created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



The screenshot shows the 'LOAGRADE Import' interface. At the top, a breadcrumb trail reads 'StudentInformation > Management > Import/Export > LOAGRADE Import'. Below this, the title 'LOAGRADE Import' is displayed. The interface features four tabs: 'Step One', 'Step Two', 'Step Three', and 'Step Four', with 'Step One' currently selected. The form includes the following fields and controls:

- Reporting Term:** A dropdown menu with 'GP1' selected.
- File name:** A text input field with a 'Browse' button to its left.
- Ignore Load Errors:** A checkbox that is checked.
- Next >** A button at the bottom left of the form.

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

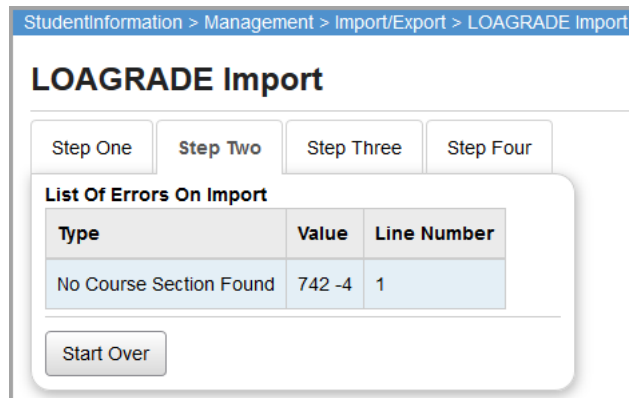
File name – Click **Browse** to locate the file you wish to import. The file does not need a specific file name or extension.

Ignore Load Errors – Select this check box 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. De-select this check box 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.
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** check box 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** check box, 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** check box 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 check box 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.

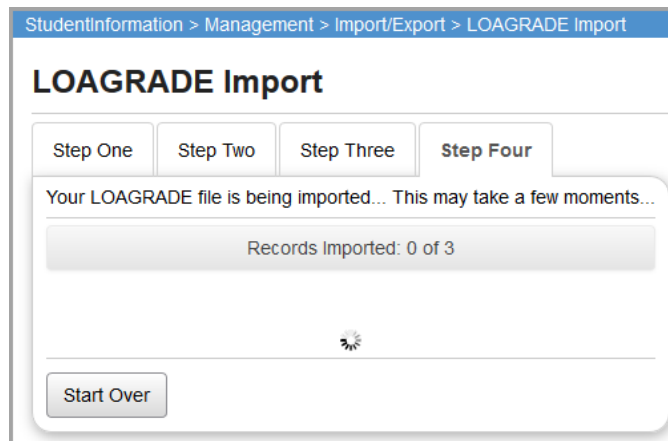
Mark Type for Comments (required) – Select the proper mark type for comments. The drop-down list is populated with values that correspond to the chosen **Reporting Term for Comments**.

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

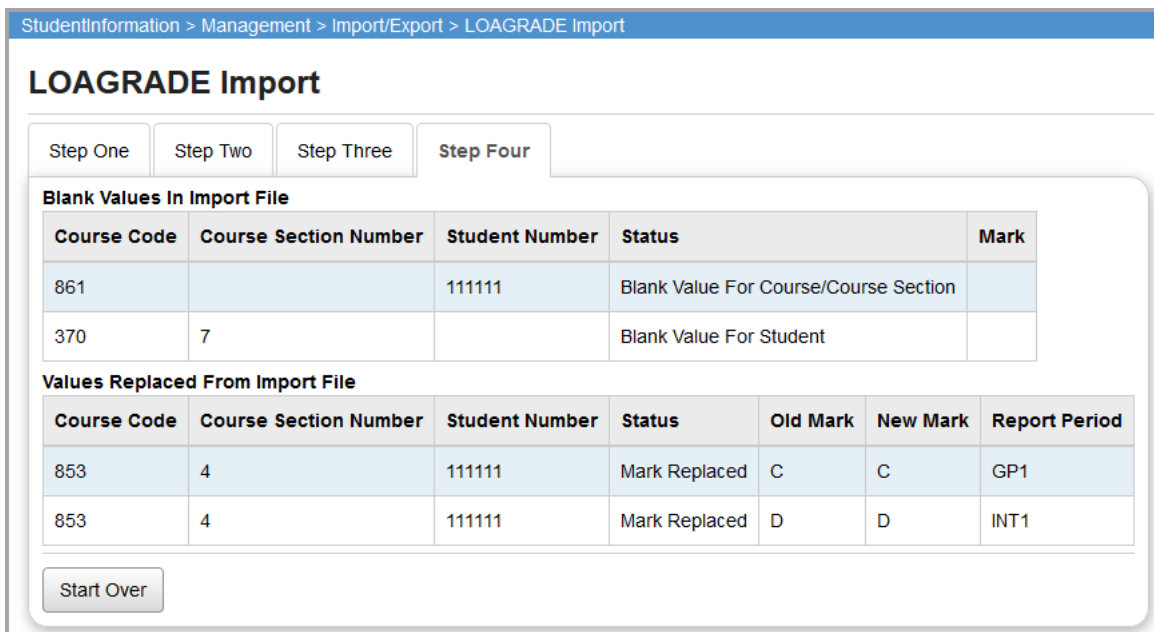
Next> – Click to process the file and go to **Step Four**. The processing step may take a few minutes.

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 five locker combinations per locker. You can generate the imported file from the **Locker Administration Menu** on the **School Building Administration** screen.



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

1. Click **Choose File**.
2. Browse to the lockers and combinations 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).

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

Lockers\Combinations Import

Invalid Data found, please review spreadsheet. ×

Error	Column	Value	Row Number
LocationId was not found	ReferenceLocation	0010	13
LockerStatusId is invalid	LockerStatus	u	13

Number of Rows Updated: 12

No file chosen

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.

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

Special Education Import (SpS)

Please select the SpS file to import.

District: Ashland City Schools
 School Year: 2016-2017
 Import Method: Physical File
 File name: * Browse

Run Options:

- Student Attributes (FD)
- Student Program (GQ)
- Student Special Education Events (GE)
- Student Special Education Graduation Requirement (FE)
- Student Achievement Test
- Student Ohio Graduation Test
- Student Kindergarten Readiness Assessment
- Student Next Generation Assessment (GN)
- Student End of Course Exam (GE)

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.

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

Special Education Import (SpS)

Please select the SpS file to import.

District: Ashland City Schools
 School Year: 2016-2017

Import Method: Physical File

File name: *

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.

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

Special Education Import (SpS)

Please select the SpS file to import.

District: Ashland City Schools
 School Year: 2016-2017

Import Method: Transfer From Special Services

Please choose an available import

Please choose an available import

- [6/29/2017 2:19:59 PM] SA27490455_D043505_FY2018.txt
- [7/20/2017 10:39:17 AM] S050526239_D043505_FY2018.txt
- [7/20/2017 11:34:08 AM] SA27801083_D043505_FY2018.txt
- [7/26/2017 11:29:46 AM] SA27189054_D043505_FY2018.txt

Student Program (GQ)

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.

The file has been loaded except for the following records				
Record Number	Record Status	Sort Type	EMIS StudentID Number	Issue
@@@@@@@@	A	GI	11111111	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 yyyyymmdd>. 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

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

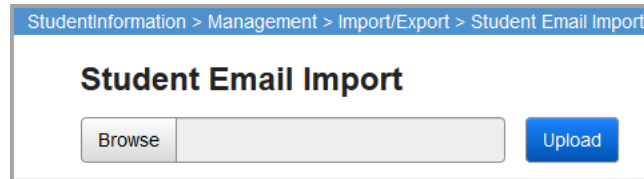
Verify – Click to execute the import. The verification messages include a **Result Code** (translation shown in the following table). The most current result codes can be found in the *SSID User Manual* located on the [Ohio Department of Education website](#).

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 <u>not</u> 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 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 does not need 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.

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

List Of Errors On Import

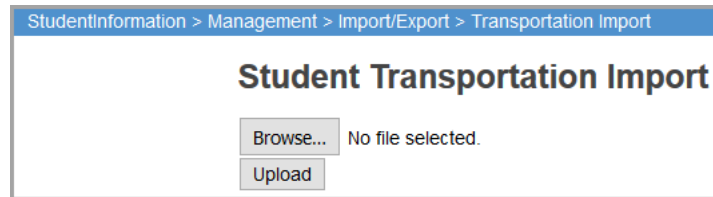
Line Number	Student Number	Email Address	Message
1	199999	some-email-0@example.org	Invalid Student Number.
9	109008	some-invalid-email	Invalid Email Address Format.
15	109014	www.example.org	Invalid Email Address Format.
18	109017	anotherinvalidemail.something	Invalid Email Address Format.

Start Over

Transportation Import

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

You can import a spreadsheet listing the transportation record with school bus assignments from the **Transportation Import** screen. The data in the spreadsheet populates the **Transportation** tab on the **Edit Student Profile** screen.



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

The transportation file layout must be as follows in an Excel file (.xlxs).

Column Title	Characters	Comments
StudentNumber		Required, numeric
ParkingPermit	8	Alphanumeric
AssignedSpaces	30	Alphanumeric
VehicleDescription	65	Alphanumeric
LicensePlate	12	Alphanumeric
VehicleDescription2	65	Alphanumeric
LicensePlate2	12	Alphanumeric
VehicleDescription3	65	Alphanumeric
LicensePlate3	12	Alphanumeric
DriversLicenseNumber	20	Alphanumeric
Comments	200	Alphanumeric
IsStudentDriver		Boolean: 0 or 1; T or F; True or False; Y or N; Yes or No
IsStudentBussed		Boolean: 0 or 1; T or F; True or False; Y or N; Yes or No
IsStudentWalker		Boolean: 0 or 1; T or F; True or False; Y or N; Yes or No
DistanceToSchool	50	Alphanumeric
BusNumber	8	Alphanumeric
TranCntWkM		Boolean: 0 or 1; T or F; True or False; Y or N; Yes or No
TranCntWkT		Boolean: 0 or 1; T or F; True or False; Y or N; Yes or No
TranCntWkW		Boolean: 0 or 1; T or F; True or False; Y or N; Yes or No
TranCntWkR		Boolean: 0 or 1; T or F; True or False; Y or N; Yes or No
TranCntWkF		Boolean: 0 or 1; T or F; True or False; Y or N; Yes or No
DistanceTransported	4	Alphanumeric
SecondBusNumber	8	Alphanumeric

Column Title	Characters	Comments
PrimaryStopLocation	200	Alphanumeric
AltStopLocation	200	Alphanumeric
PrimaryBusRoute	200	Alphanumeric
AltBusRoute	200	Alphanumeric
PrimaryPickupTime		Military Time (18:20) or AM/PM (06:20 AM, 06:20 PM)
AltPickupTime		Military Time (18:20) or AM/PM (06:20 AM, 06:20 PM)
PrimaryDropOffTime		Military Time (18:20) or AM/PM (06:20 AM, 06:20 PM)
AltDropOffTime		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

No file selected.

Export Formats

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)

StudentInformation > Management > Import/Export > AIR Export

AIR Export

From this screen you can create an AIR export file.

i A home district must choose the JVS district and JVS to include in the extract.

JVS District:*

JVS:*

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

i Use the filters below to choose the students within the district to include in the extract:

<p>Schools Available</p> <div style="border: 1px solid #ccc; padding: 2px; min-height: 30px;"> WLEL - WEST LIBERTY-SALEM LOCAL ELEME WLHS - WEST LIBERTY-SALEM MS/HS WLAS - WLS-Adriel School </div>	← → ⇐ ⇒	<p>Schools Chosen</p> <div style="border: 1px solid #ccc; padding: 2px; min-height: 30px;"> </div>
<p>Grade Levels Available</p> <div style="border: 1px solid #ccc; padding: 2px; min-height: 30px;"> IN - INFANT 0-2 yrs PS - PS KG - KG 01 - 01 </div>	← → ⇐ ⇒	<p>Grade Levels Chosen</p> <div style="border: 1px solid #ccc; padding: 2px; min-height: 30px;"> </div>
<p>Student Statuses Available</p> <div style="border: 1px solid #ccc; padding: 2px; min-height: 30px;"> A - ACTIVE WLS RESIDENT STUDENT ANFO - Active Non-Res Foster Placed ANOE - Active Non-Res Open Enrolled AS - Active Student </div>	← → ⇐ ⇒	<p>Student Statuses Chosen</p> <div style="border: 1px solid #ccc; padding: 2px; min-height: 30px;"> </div>

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

Export

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

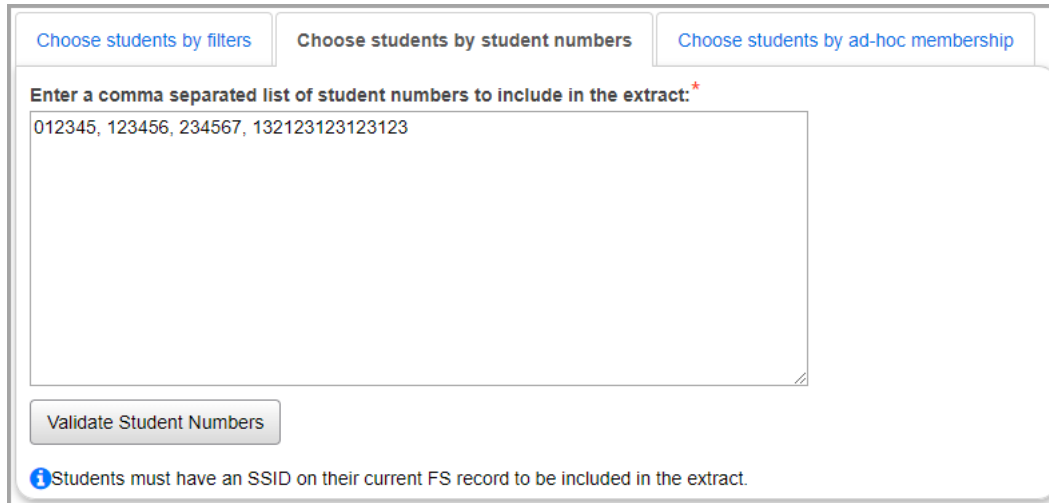
Schools Available (optional) – In the **Schools Available** dual listbox on the left, select the schools you wish to include, then click → to move them to the **Schools Chosen** dual listbox on the right. (You can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move 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.

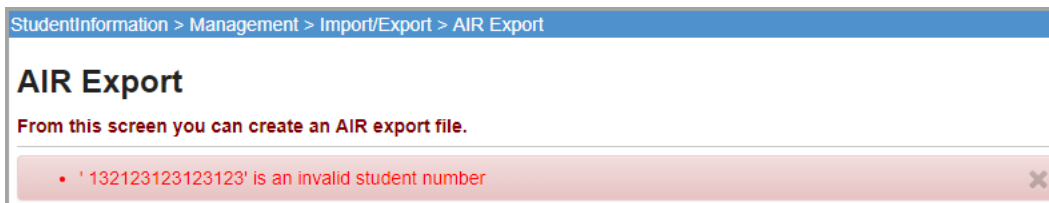
Note: *Students must have an SSID on their current FS record to be included in the extract.*

Choose students by student numbers

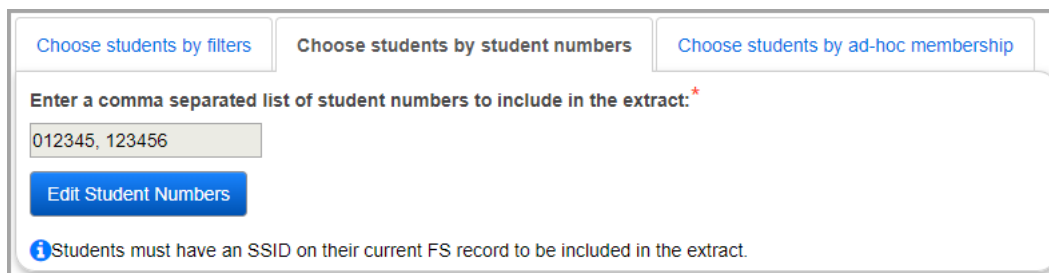


1. In the field, enter student numbers separated by a comma.
2. Click **Validate Student Numbers**.

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



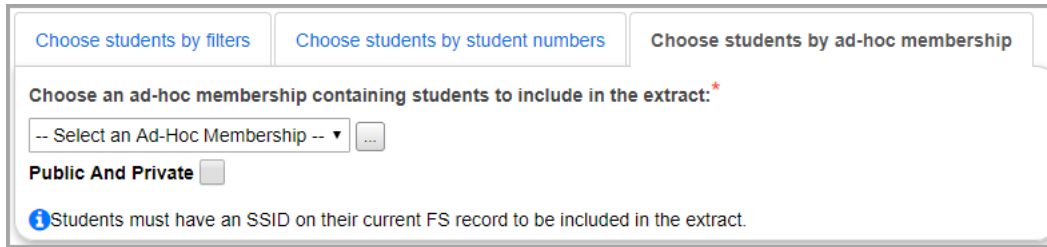
If the student numbers are valid, you receive validation.



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



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.

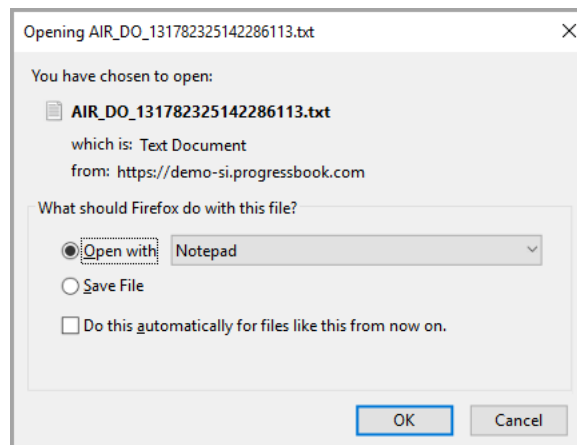
You can click  to create a new ad-hoc membership. You are redirected to the **Ad Hoc Memberships** screen where you can create a new ad-hoc membership and then return to the **AIR Export** screen **Choose students by ad-hoc membership** tab.

Select the **Public and Private** check box 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.



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

Export Formats

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

The screenshot shows a Notepad window titled 'AIR_ASHC_13178387404943705 - Notepad'. The text is a fixed-length file with columns for district, school, name, and student information. The columns are: District (e.g., 0435050010815ADoc), School (e.g., City SD), Name (e.g., ABDELHADY, MARIAM), and Student ID (e.g., A01012001FHE4623933).

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.
165	184	20	Student First Name	Required field. Alpha. The given name of the student.

OHIO TEST				
Record Description for Student Data Files				
Start Position	End Position	Field Length	Field Name	Comments/Description
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 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.

AIR Export – JVS District in Context

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

StudentInformation > Management > Import/Export > AIR Export

AIR Export

From this screen you can create an AIR export file.

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

i Use the filters below to choose the students within the district to include in the extract:

Schools Available	Schools Chosen
UVBR - Bradford Satellite	
UVCO - Covington Satellite	
UVFA - Fairlawn Satellite	
UVFL - Fort Loramie Satellite	

Grade Levels Available	Grade Levels Chosen
09 - 09	
10 - 10	
11 - 11	
12 - 12	

Student Statuses Available	Student Statuses Chosen
A - ACTIVE RES	
C - CONDITIONAL	
CD - CREDIT DEFICIENT	
D - DELETED	

Home Schools Available	Home Schools Chosen
000621 - Summit Acdy Transition High Da	
000752 - Anna High School	
000919 - Arcanum High School	
002220 - Bellefontaine High School	

Include only students admitted after:

i Students must have an SSID on their current FS record to be included in the extract.
i Students must have a Home School IRN set on the student profile to be included in the extract.

Export

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

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

Use the filters below to choose the students within the district to include in the extract:

<p>Schools Available</p> <div style="border: 1px solid gray; padding: 2px; min-height: 40px;"> UVBR - Bradford Satellite UVCO - Covington Satellite UVFA - Fairlawn Satellite UVFL - Fort Loramie Satellite </div>	<p>Schools Chosen</p> <div style="border: 1px solid gray; padding: 2px; min-height: 40px;"></div>
<p>Grade Levels Available</p> <div style="border: 1px solid gray; padding: 2px; min-height: 40px;"> 09 - 09 10 - 10 11 - 11 12 - 12 </div>	<p>Grade Levels Chosen</p> <div style="border: 1px solid gray; padding: 2px; min-height: 40px;"></div>
<p>Student Statuses Available</p> <div style="border: 1px solid gray; padding: 2px; min-height: 40px;"> A - ACTIVE RES C - CONDITIONAL CD - CREDIT DEFICIENT D - DELETED </div>	<p>Student Statuses Chosen</p> <div style="border: 1px solid gray; padding: 2px; min-height: 40px;"></div>
<p>Home Schools Available</p> <div style="border: 1px solid gray; padding: 2px; min-height: 40px;"> 000621 - Summit Acdy Transition High Da 000752 - Anna High School 000919 - Arcanum High School 002220 - Bellefontaine High School </div>	<p>Home Schools Chosen</p> <div style="border: 1px solid gray; padding: 2px; min-height: 40px;"></div>

Include only students admitted after:

ⓘ Students must have an SSID on their current FS record to be included in the extract.
 ⓘ Students must have a Home School IRN set on the student profile to be included in the extract.

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**.

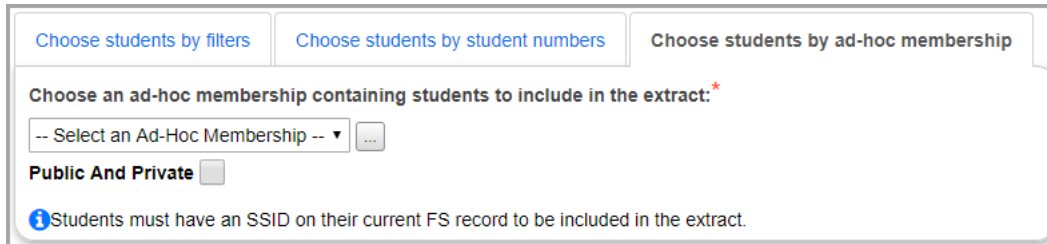
If any of the student numbers are invalid, you receive an error message:

If the student numbers are valid, you receive validation.


- (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.

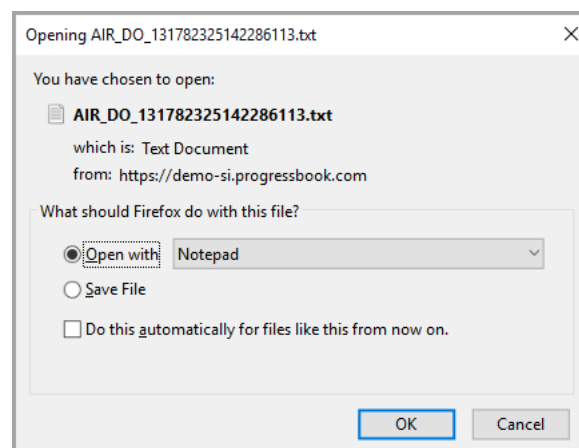
You can click  to create a new ad-hoc membership. You are redirected to the **Ad Hoc Memberships** screen where you can create a new ad-hoc membership and then return to the **AIR Export** screen **Choose students by ad-hoc membership** tab.

Select the **Public and Private** check box 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.

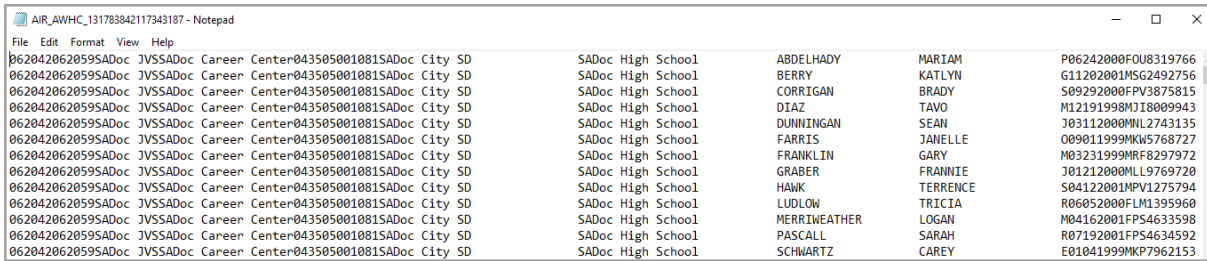
Export

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.

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

Battelle For Kids Export

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

School Information

Export

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.



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

StudentInformation > Management > Import/Export > Discipline Letter Export (DISCDT) Find Students | Go To

Discipline Letter Export (DISCDT)

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

Discipline Export Data

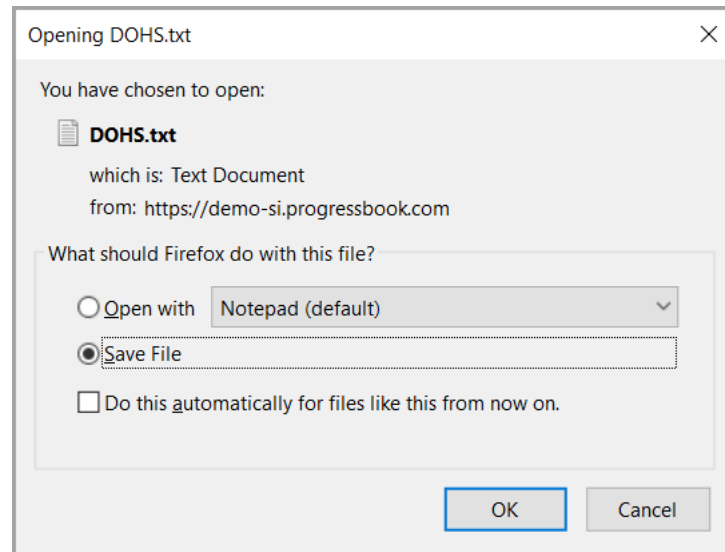
Student Number	LastName	Incident Date	Incident Description	Infraction Code	Infraction Description	Infraction Referrer	Action Code	Action Description	Number Of Days	Action Start	Action End	Demerits	Action Date	Policy Description
4302023	Sharp	9/13/2017 1:54:00 PM	Hit another student.	03	Fighting/Violence 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 de-select the **Needs Letter** check box 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.

Student Number	SADoc	School Name	Student Last Name	Student First Name	Parent Name	Address	Address 2	City	State	Zip	Incident Date	Incident Description
4302023	SADoc	High School	Sharp Daryl	Heather Sharp	1310 Pine Ave	SADoc OH	44320-0000	9/13/2017	1:54:00 PM			Hit another stu
4302012	SADoc	High School	Pierce Deshawne	Carolyn Pierce	1156 Valley Drive	SADoc OH	44320-0000	9/13/2017	1:54:00 PM			
4302016	SADoc	High School	Burton Darlene	Catherine Burton	1212 Walnut Drive	SADoc OH	44320-0000	9/13/2017	1:54:00 PM			
4302026	SADoc	High School	Goodwin Denny	Gloria Goodwin	1352 Jefferson Ave	SADoc OH	44320-0000	9/13/2017	1:54:00 PM			Disrupt

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

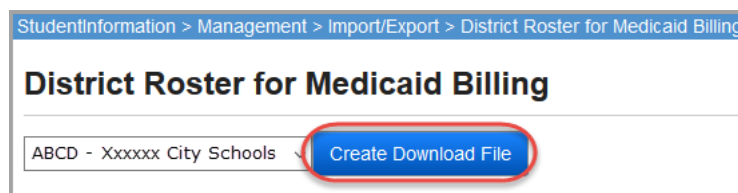
This export creates a file that includes all students in a district that are active and enrolled at some point during the reporting week for the school year in context. This export is used when collecting and reporting Medicaid eligibility information from the previous school year.

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

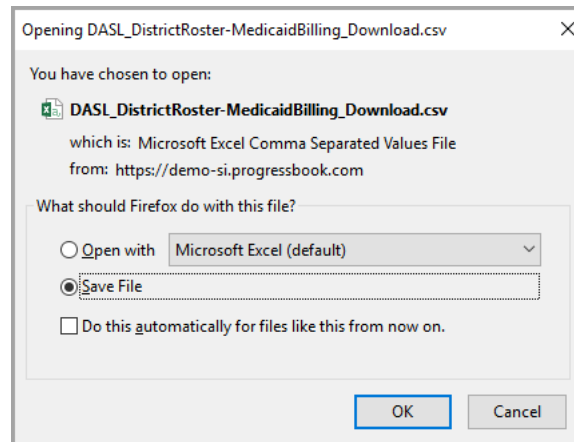
1. Place a school in context that is within the school district for which the Medicaid billing export is being run.

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

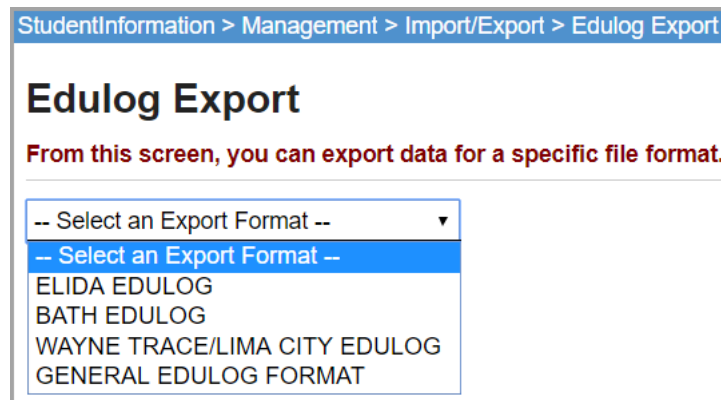
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Student12698	LEVI	14456	#####	7.16E+08	645 S Main St		Lima	OH	45804-124	3	Elida Elerr	ELEE	36350			
2	Student12786	BRANDEN	14417	#####	7.16E+08	645 S Main St		Lima	OH	45804-124	10	ELIDA HIG	ELHS	10199			
3	Student13639	KERSTEIN	13395	#####	7.13E+08	645 S Main St		Lima	OH	45804-124	11	ELIDA HIG	ELHS	10199	2/4/2016	2/3/2017	
4	Student13359	MAX	14015	#####	7.13E+08	645 S Main St		Lima	OH	45804-124	10	ELIDA HIG	ELHS	10199			
5	Student14116	TYLER	13015	#####	7.1E+08	645 S Main St		Lima	OH	45804-124	10	ELIDA HIG	ELHS	10199			

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.

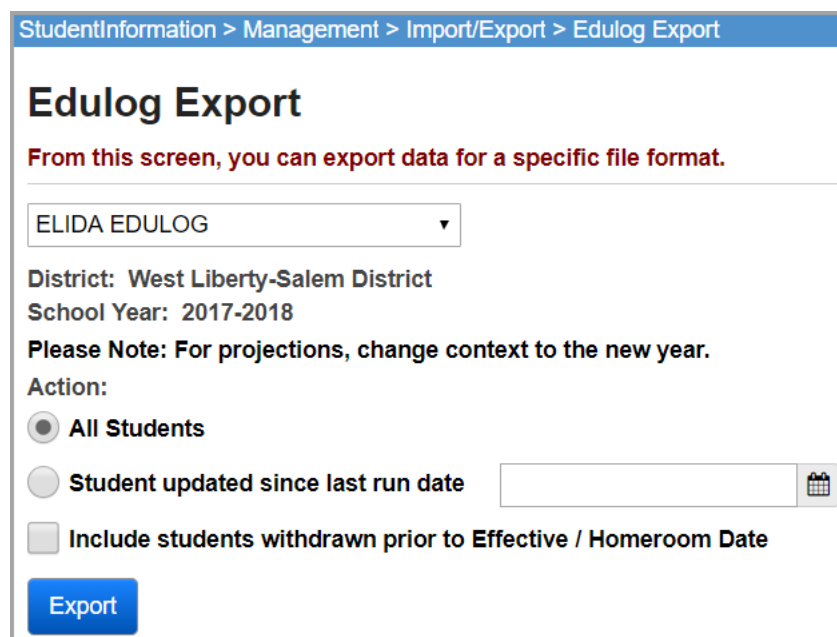
Note: When you run the Edulog export before the first day of school, it uses the first day of school to look up the EMIS FS and FD data.



The screenshot shows the 'Edulog Export' screen with a breadcrumb trail: StudentInformation > Management > Import/Export > Edulog Export. The title is 'Edulog Export' and a red instruction reads: 'From this screen, you can export data for a specific file format.' A dropdown menu is open, showing the following options: '-- Select an Export Format --', '-- Select an Export Format --', 'ELIDA EDULOG', 'BATH EDULOG', 'WAYNE TRACE/LIMA CITY EDULOG', and 'GENERAL EDULOG FORMAT'.

Elida Edulog

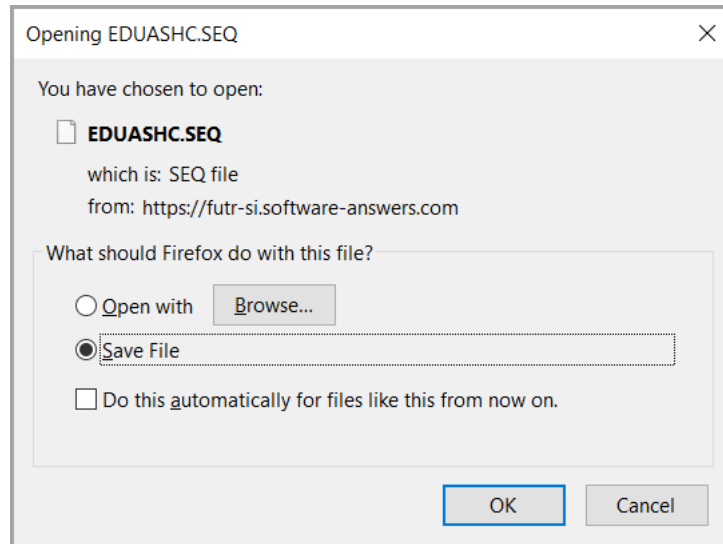
Navigation: StudentInformation – Management – Import/Export – Edulog Export – ELIDA EDULOG



The screenshot shows the 'Edulog Export' screen for ELIDA EDULOG. The breadcrumb trail is: StudentInformation > Management > Import/Export > Edulog Export. The title is 'Edulog Export' and the red instruction reads: 'From this screen, you can export data for a specific file format.' A dropdown menu is set to 'ELIDA EDULOG'. Below this, the following information is displayed: 'District: West Liberty-Salem District', 'School Year: 2017-2018', and a note: 'Please Note: For projections, change context to the new year.' Under the heading 'Action:', there are three radio button options: 'All Students' (selected), 'Student updated since last run date' (with an adjacent date picker), and 'Include students withdrawn prior to Effective / Homeroom Date' (with an adjacent checkbox). A blue 'Export' button is located at the bottom left.

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.

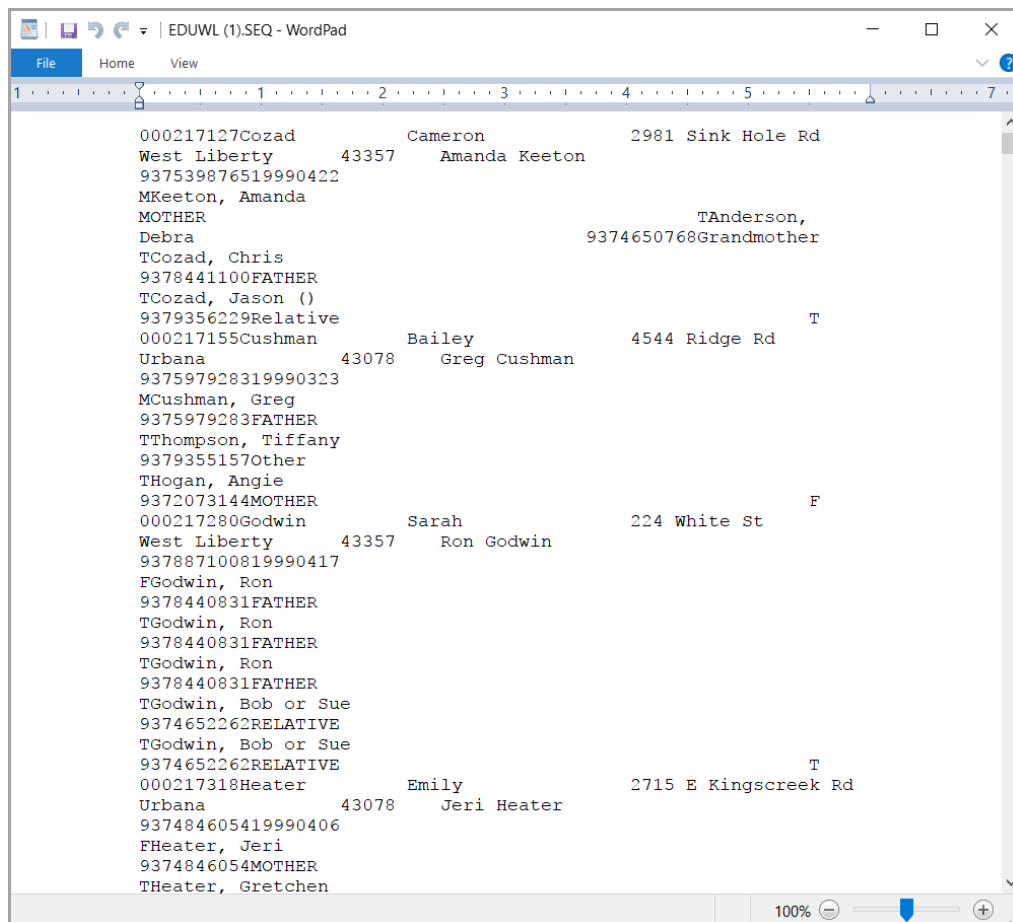


OK – Click to this file to your hard drive or network drive.

The file is fixed-width and left-justified, with spaces for padding. The file layout will be 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.

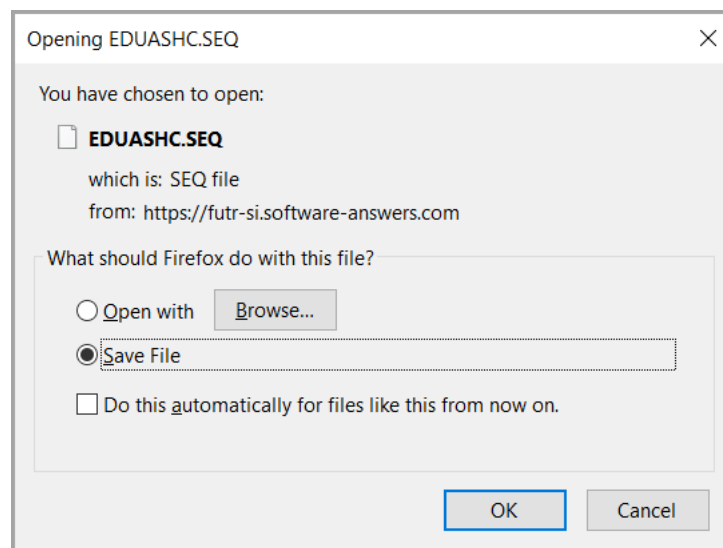


BATH Edulog

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.

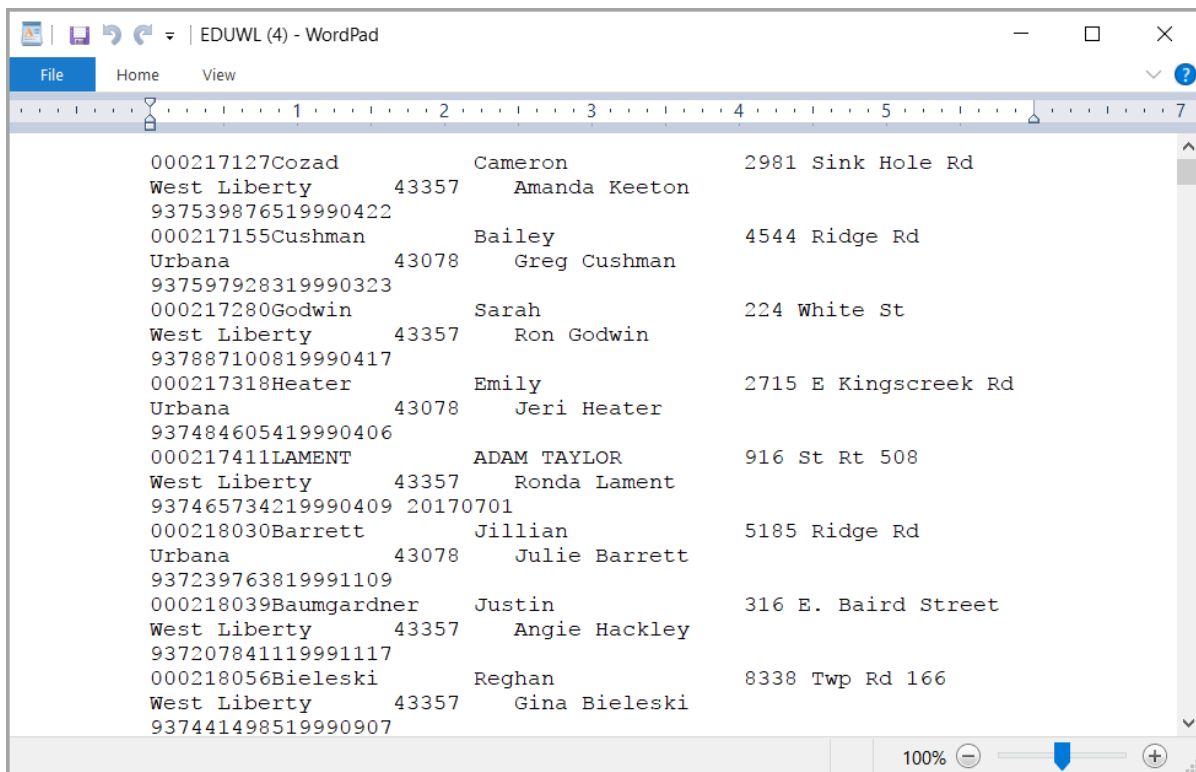


OK – Click to save this file to your hard drive or network drive.

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

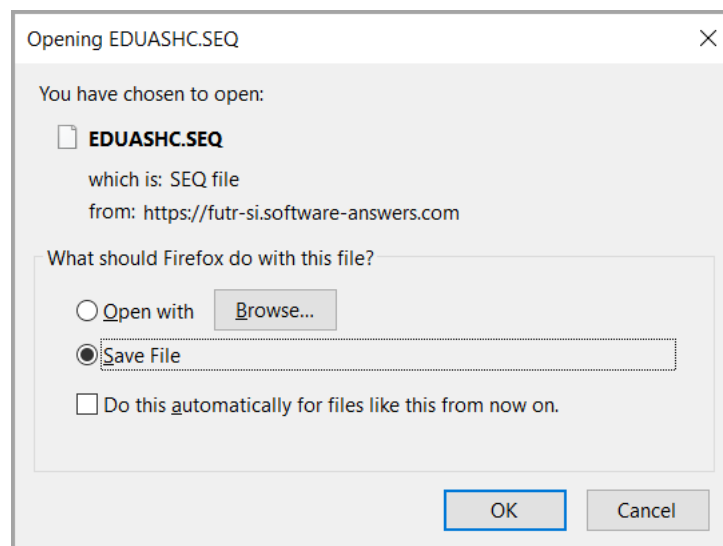
Student updated since last run date

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.



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 yyyyymmdd)
- 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)

File	Home	View
000225380LaFollette F20070126275132869 000 201709195	Nevaeh WLEL	238 E Newell Street A 20175D - WLEL
00025381Lowood M20070105274130541 000 201710235	Taran WLEL	4024 Hillside Dr o 2017 WLEL
000225400Mueller F20070702282135962 000 201709105	Alyssa WLEL	3324 Clark Rd A 20175A - WLEL
000226200Burden F20080326295136554 000 201709055	Jaylie WLEL	234 Miller St Apt E A 20174D - WLEL
000226226Dooley F20080422296136337 000 201709115	Mylee WLEL	8350 Twp Rd 195 A 20174D - WLEL
000226527LaFollette M20080302294133619 000 201002015	Paul WLEL	238 E Newell St A 20174B - WLEL
000226535Michael M20070113 000 201710035	Jonathan WLEL	8163 Wesley Chapel Rd A 20174B - WLEL
000226555Nance M20080324295133781 000 201712195	Gaven WLEL	2195 Sinkhole Rd A 20174C - WLEL
000226800Sprinkle F20071128 000 201703275	Sophia WLEL	283 Ricketts Rd A 20174B - WLEL
000227008Ault F20080807301139821 000 201708295	Maddie WLEL	1041 Mennonite Church Rd I 2017 WLEL
000227015Barger M20090513278159128 000 201703275	Liam WLEL	4893 N US Hwy 60 A 20172B - WLEL
000227021Butler	Julius WLEL	158 Tracemore Lane West Liberty OH 43357

eTranscripts

The eTranscript Transfer extracts students' high school transcript data so that you can submit them electronically to U.S. colleges and universities participating in the eTranscript initiative.

When preparing to transfer eTranscript data, you can use the following screens to select options and see the data you are sending before you send it:

GPA Set Options (FJ) Screen

Navigation: StudentInformation – Management – Import/Export – eTranscript – GPA Set Options (FJ)

If you plan to send Student Academic Performance Summary (FJ) records in the transfer select the cumulative and/or single year GPA sets you want to include in the FJ transfer.

Cumulative GPA Sets – In the dual listbox on the left, select the cumulative GPA sets 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 cumulative GPA sets between the two dual listboxes.)

Single Year Only – In the dual listbox on the left, select the single year GPA sets 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 single year GPA sets between the two dual listboxes.)

StudentInformation > Management > Import/Export > eTranscript > GPA Set Options (FJ)

GPA Set Options (FJ)

From this screen, you can transfer Period (E) eTranscript records.

Cumulative GPA Sets

2017-2018 1st Quarter	↔	2017-2018 1st semester
2017-2018 2nd quarter	↔	
2017-2018 3rd quarter	↔	
2017-2018 4TH ESTIMATE	↔	

Single Year Only

2017-2018 1st Quarter	↔	2017-2018 1st semester
2017-2018 2nd quarter	↔	
2017-2018 3rd quarter	↔	
2017-2018 4TH ESTIMATE	↔	

Submit Cancel

Click **Submit** to process the transfer.

Graduation Core Summary Record (GC) Screen

Navigation: StudentInformation – Management – Import/Export – eTranscript – Graduation Core Summary Record (GC)

If you plan to send Student Core Summary (GC) records in the transfer, you can view each student's GC record information on this screen.

Note: If you have not yet created GC records, you must click **Update** to create these records to include in the eTranscript transfer. A grid displays a list of students with GC records created.

To view a student's GC record, in the row of the student, click **Details**.

StudentInformation > Management > Import/Export > eTranscript > Graduation Core Summary Record (GC)

Graduation Core Summary Record (GC)

From this screen, you can verify eTranscript Graduation Core Summary Record (GC) records.

Request Type

Update Graduation Core Summary Record

	EMIS Id	Student Name
Details	123456789	SCHWARTZ, FARRIS

The student's GC record details display. To view credit information for a particular CORE area, in the row of the area, click **Select**.

SCHWARTZ, FARRIS

	CORE Area Code	CORE Area Count	Credits Courses In-Progress	Credit Amount Projected Courses	Credits Deficient*
Select	CTA	1.000000	0.000000	0.000000	99.990000
Select	ENG	2.000000	0.000000	0.000000	99.990000
Select	FLR	1.000000	0.000000	0.000000	99.990000
Select	MTO	2.000000	0.000000	0.000000	99.990000
Select	PHE	0.750000	0.000000	0.000000	99.990000
Select	SCL	1.000000	0.000000	0.000000	99.990000
Select	SCP	1.000000	0.000000	0.000000	99.990000
Select	SOH	1.000000	0.000000	0.000000	99.990000
Select	SOO	1.000000	0.000000	0.000000	99.990000
	N/A	10.75	0	0	0

Values of 99.99 are not required for graduation and are not included in total.

At the bottom of the window is a listing of courses by CORE area code that the student has taken, is taking, or is scheduled to take, along with their credit values.

SCHWARTZ, FARRIS

	CORE Area Code	CORE Area Count	Credits Courses In-Progress	Credit Amount Projected Courses	Credits Deficient*
Select	CTA	1.000000	0.000000	0.000000	99.990000
Select	ENG	2.000000	0.000000	0.000000	99.990000
Select	FLR	1.000000	0.000000	0.000000	99.990000
Select	MTO	2.000000	0.000000	0.000000	99.990000
Select	PHE	0.750000	0.000000	0.000000	99.990000
Select	SCL	1.000000	0.000000	0.000000	99.990000
Select	SCP	1.000000	0.000000	0.000000	99.990000
Select	SOH	1.000000	0.000000	0.000000	99.990000
Select	SOO	1.000000	0.000000	0.000000	99.990000
	N/A	10.75	0	0	0

Values of 99.99 are not required for graduation and are not included in total.

CORE Area Count:

Course Name	CORE Area Count	GradeLevelCourseTaken	Manually Entered
042-60-ENGLISH 10	1.000000	10	No
039-50-ENGLISH 9	1.000000	09	No

Credits Courses In-Progress:
No Records for this Student

Credit Amount Projected Courses:
No Records for this Student

eTranscript Transfer

Navigation: StudentInformation – Management – Import/Export – eTranscript – eTranscript Transfer

1. On the **Request Type** tab, click **Next**.

The screenshot shows a web application window titled "StudentInformation > Management > Import/Export > eTranscript > eTranscript Transfer". The main heading is "eTranscript - Transfer Period (E)". Below the heading is a red instruction: "From this screen, you can transfer Period (E) eTranscript records." There are two tabs: "Request Type" (active) and "Program Selection". Under the "Request Type" tab, there is a radio button selected next to "Transfer eTranscript Data (E)". At the bottom of the form, there are two buttons: "Next >" (which is circled in red) and "Cancel".

2. On the **Program Selection** tab, select the check box beside each student and/or staff record you want to include in the transfer. Or, to include all records, select the **Select all transfers** check box.
3. In the **Transfer Type** section, select a file transfer type as follows:
 - **Flat file transfer** – Creates a flat file that you must manually load into the Data Collector.
 - **Flat file transfer for Data Collector** – Creates a flat file, moves the flat file into the Data Collector, and stores it in a subdirectory named with your district's unique district code. (This is the most commonly selected option.)

4. Click **Submit**.

StudentInformation > Management > Import/Export > eTranscript > eTranscript Transfer

Transfer eTranscript Data (E)

From this screen, you can transfer Period (E) eTranscript records.

Request Type | Program Selection

- Select all transfers
- eTranscript - Staff Contact (CD)
- eTranscript - Staff Relationship (CH)
- eTranscript - Student Academic Performance Summary (FJ)
- eTranscript - Student Assessment (FA)
- eTranscript - Student Attendance Summary (FK)
- eTranscript - Student Attribute - no date (FN)
- eTranscript - Student Attributes (FD)
- eTranscript - Student Contact Address (FG)
- eTranscript - Student Contact Record (FF)
- eTranscript - Student Core Summary (GC)
- eTranscript - Student Course Academic Performance History (FH)
- eTranscript - Student Demographics (GI)
- eTranscript - Student Special Ed Graduation (FE)
- eTranscript - Student Standing (FS)

Transfer Type:*

Flat file transfer

Flat file transfer for Data Collector

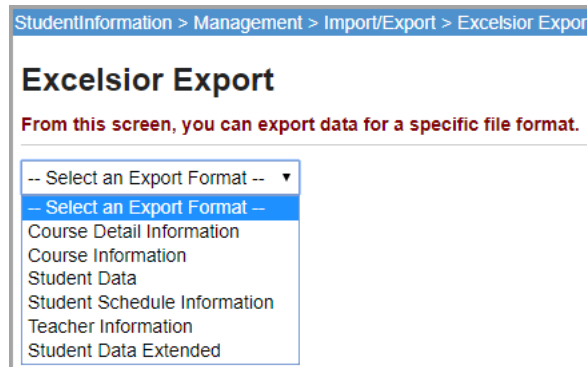
< Back Submit Cancel

A confirmation message displays, indicating the eTranscript job has been submitted.

Excelsior Export

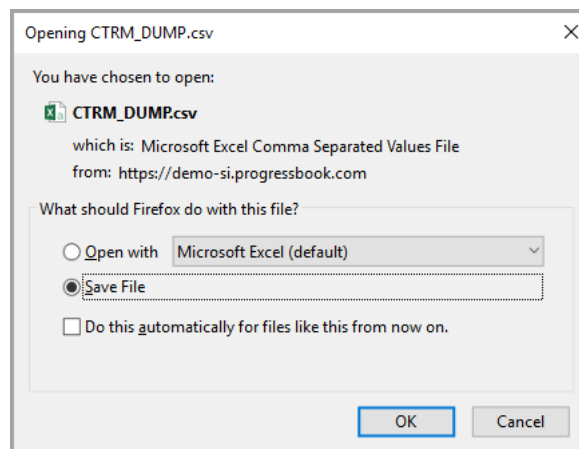
Navigation: StudentInformation – Management – Import/Export – Excelsior Export

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 check box 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

	A	B	C	D	E
1	340	101	1	1	406
2	340	101	2	2	406
3	340	101	4 C		406
4	340	101	6 L		406
5	340	102	1	1	406
6	340	102	2	2	406
7	340	102	3	3	406
8	340	102	5 D		406
9	340	102	6 L		406
10	340	102	7 M		406
11	SMUC	104	23	3	403
12	SMUC	105	23	3	403
13	SMUC	106	4 C		403
14	251	114	22	2	424
15	251	114	24 C		424
16	251	115B	22	2	424
17	251	115B	24 C		423
18	251	118	24 C		424
19	251	120	23	3	424

Course Information Format

StudentInformation > Management > Import/Export > Excelsior Export

Excelsior Export

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

Course Information ▼

Artificial Course: Filter Not Used ▼

Course Type: C - Class ▼

Export

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

	A	B	C	D
1	101	1000	130	ART 1
2	102	1000	130	ADV ART
3	103	500	65	CERAMICS/SCULPT
4	104	500	65	CERAMICS/SCULP2
5	105	500	65	ADV CER/SCULP
6	106	1000	130	SCULPT/3D DES
7	113	500	65	ACCOUNTING 1A
8	114	500	65	ACCOUNTING 1B
9	115A	500	65	ADV ACCOUNTING
10	115B	500	65	ADV ACCOUNTING

Student Data Format

StudentInformation > Management > Import/Export > Excelsior Export

Excelsior Export

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

Student Data

Student Statuses Excluded Student Statuses Included

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

Export

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 430;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 430;925-1579	**			282-04-2896		00/00/0000
12	324572	Allison, Angeline	10	#####	F	Lindsay Allison	3343 Stone Quarry F	Urbana, OH 430;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 430;631-5826	**			294-08-4098		00/00/0000
15	3.61E+08	Arnold, Camron	8	#####	M	Erin Arnold	4751 Ridge Rd	Urbana, OH 430;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

StudentInformation > Management > Import/Export > Excelsior Export

Excelsior Export

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

Student Schedule Information ▾

Artificial Course: Filter Not Used ▾

Course Type: C - Class ▾

Get scheduling info based on current Schedule Term:

Export

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 check box 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

Export Formats

- 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



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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	3.6E+08	Abke, Elia	12	#####	F	Lynette Bir 421 Sidney West Liber 935-3688 **							1/3/2018	00/00/0000			WLHS	0	0	0					
2	220022	Adams, Gi	10	#####	F	Kim Adams 6466 N Lui Cable, OH 508-1378 **						278-06-3203		00/00/00C10B - Hage	WLHS	0	1.5	0	0	3.9472	1.5625	3.9472	1.5625		
3	324068	Adams, Ju	11	#####	M	Jennifer Ai 5914 Hick West Liber 869-8173 **						284-06-1489		00/00/00C11C - S. Ne	WLHS	1	12	0	0	3.7827	1.625	3.7827	1.625		
4	323996	Adams, M	8	#####	F	Kim Adam 6466 N Lui Cable, OH 43009 **						283-08-6880		00/00/00C8C - Moell	WLHS	0	2.5	0	0	4	1.25	4	1.25		
5	223100	Aldo, Nao	7	#####	F	Michelle / 4249 Twp West Liber 539-1292 **						270-11-2062		00/00/00C7C - S.Sper	WLHS	0	11	0	0	2.7217	1.5	2.7217	1.5		
6	221010	Aldo, Natl	9	#####	M	Michelle / 4249 Twp West Liber 539-1292 **						302-06-2607		00/00/00C9B - LENK	WLHS	0	9.5	0	0	2.2857	1.25	2.2857	1.25		
7	220032	Alexander	10	#####	F	Chester Al 103 N Det West Liber 887-8000 **						284-06-1487		00/00/0000	WLHS	0	14	0	0						
8	220040	Alford, Al	10	#####	F	Loretta Alf 6465 Twp West Liber 878-5970						491-19-0091		00/00/00C10E - Wolf	WLHS	0	7	0	2	3.614	1.5625	3.614	1.5625		
9	222055	Alford, Sk	8	#####	M	Loretta Alf 6465 Twp West Liber 878-5970						495-21-1615		00/00/00C8D - Staple	WLHS	0	1	0	1	2.666	1.25	2.666	1.25		
10	324749	Allen, Elije	6	#####	M	Peggy Aller 4641 Gam Urbana, O 925-1579 **						WEST LIE 286-11-02: 7/1/2017		00/00/00C6D - Symm	WLHS	0	8.5	0	0	2.8	0.75	2.8	0.75		
11	324746	Allen, Tho	12	#####	M	Peggy Aller 4641 Gam Urbana, O 925-1579 **						282-04-2896		00/00/00C12D - Seyn	WLHS	0	10.5	0	0	3.4175	1	3.4175	1		
12	324572	Allison, Ar	10	#####	F	Lindsay All 3343 Stoni Urbana, O 605-9079 **						282-06-8507		00/00/00C10D - C. Sr	WLHS	0	1	0	0	3.1724	1.8125	3.1724	1.8125		
13	220044	Ames, Juli	10	#####	F	Sarah Ame 3086 St Rt West Liber 465-4120 **						289-06-5310		00/00/00C10D - C. Sr	WLHS	0	3.5	0	0	3.8883	1.5	3.8883	1.5		
14	324072	Angles, All	8	#####	F	Jennifer Gi 3935 Hillsi Urbana, O 631-5826 **						294-08-4098		00/00/00C8C - Moell	WLHS	0	7	0	0	3.6117	1.25	3.6117	1.25		
15	3.6E+08	Arnold, Cc	8	#####	M	Erin Arnolc 4751 Ridge Urbana, O 448-7966								00/00/00C8D - Staple	WLHS	0	6	0	0	2.334	1.25	2.334	1.25		
16	324424	Asbury, Er	6	#####	F	Belinda As 4723 E St F Cable, OH 653-5715 **						WEST LIE 284-13-80f 7/1/2017		00/00/00C6B - Unger	WLHS	0	0	0	0	3.335	0.75	3.335	0.75		
17	323234	Athy, Aida	9	#####	M	Shannon C1337 Kenn Urbana, O 508-7317						276-08-8757		00/00/0000	WLHS	0	8.5	0	1						

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.

StudentInformation > Management > Import/Export > Findlay Dialer Export

Auto Dialer Export For Findlay (Attendance)

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

-- Select an Export Format -- ▾

-- Select an Export Format --

PHON version 1

PHON version 2

There are two formats available for use.

PHON Version 1

StudentInformation > Management > Import/Export > Findlay Dialer Export

Auto Dialer Export For Findlay (Attendance)

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

PHON version 1

Absence Type

A - EXCUSED
ALT - Alternative School
B - BRIEF
CV - COLLEGE VISIT

Export Fields

Phone Student Name Period 2 Absence Type Grade Level
 Student ID Period 1 Absence Type Period 3 Absence Type

Export

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

StudentInformation > Management > Import/Export > Findlay Dialer Export

Auto Dialer Export For Findlay (Attendance)

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

PHON version 2 ▼

Absence Type

A - EXCUSED	←	→	
ALT - Alternative School	←	→	
B - BRIEF	←	→	
CV - COLLEGE VISIT	←	→	

Export Fields

Phone Student Name Period Absence Reason Period Absence Note

Student ID Period 1 Absence Type

[Export](#)

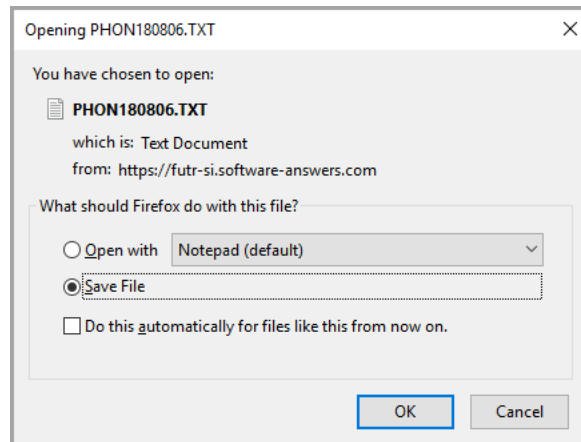
The **PHON version 2** export returns students' first absence period for the current date.

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; de-select 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 by the JVS to export the marks and attendance data from the JVS to the home school. The created export files should be processed in SIS.

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.

StudentInformation > Management > Import/Export > Home School Export

Export Data to Provide to Students' Home Schools

This screen will create export files for students' home schools

Course History **Attendance**

For each marking pattern, select the marking pattern rules to use for the exported marks

Marking Pattern	Term 1 Mark	Term 2 Mark	Term 3 Mark	Term 4 Mark	Final Mark
First 9 Weeks	-- Blank --	-- Blank --	-- Blank --	-- Blank --	-- Blank --
1ST SEMESTER ONLY COURSES	-- Blank --	-- Blank --	-- Blank --	-- Blank --	-- Blank --
Second 9 Weeks	-- Blank --	-- Blank --	-- Blank --	-- Blank --	-- Blank --
2ND SEMESTER ONLY COURSES	-- Blank --	-- Blank --	-- Blank --	-- Blank --	-- Blank --
Third 9 Weeks	-- Blank --	-- Blank --	-- Blank --	-- Blank --	-- Blank --
Fourth 9 Weeks	-- Blank --	-- Blank --	-- Blank --	-- Blank --	-- Blank --
ALL YEAR COURSES	-- Blank --	-- Blank --	-- Blank --	-- Blank --	-- Blank --

Primary Student Id for Export: State Student ID (SSID) EMIS ID

Home District:

Export

! If the selected Home District contains multiple high schools, then the Export file will contain 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.

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 JVS. 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 yyyyymm]
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]
MarkAlpha4	220 - 222	

Field Name	Position	Description
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	[Boolean, Y or N]
IsCollegePrep	363	[Boolean, Y or N]
InHonorRoll	364	[Boolean, Y or N]
LocationIrn	365	

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. The home school attendance export includes **Days Attended** and **Hours Attended** and splits absences into excused and unexcused.

StudentInformation > Management > Import/Export > Home School Export

Export Data to Provide to Students' Home Schools

This screen will create export files for students' home schools

Course History Attendance

Primary Student Id for Export: State Student ID (SSID) EMIS ID

Home District:* -- Select School --

Student Status

A - ACTIVE WLS RESIDENT STUDE
 ANFO - Active Non-Res Foster Place
 ANOE - Active Non-Res Open Enroll
 I - INACTIVE

Ad-Hoc:
 -- Select an Ad-Hoc Membership --

Public And Private

Export

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** check box 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.

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-XXXXXXXXXX.SEQ**, where **000000** is the home school **District IRN** and **XXXXXXXXXX** 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: <ol style="list-style-type: none"> 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 **Homerom 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.

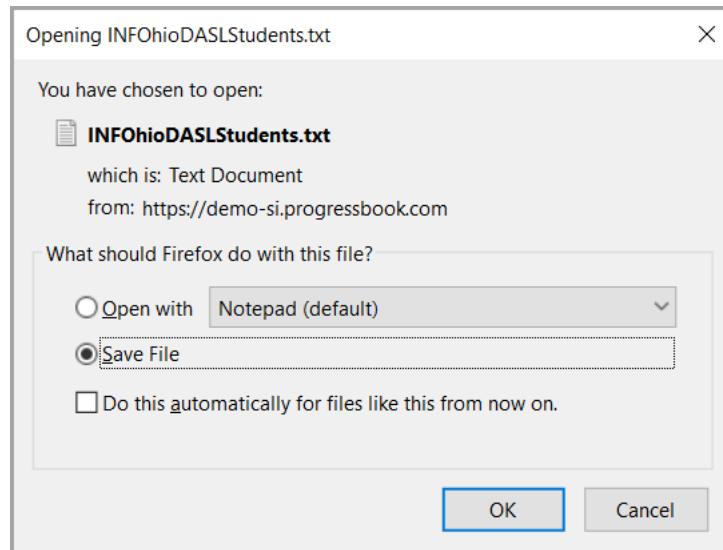
Export Fields – The check boxes are selected by default; de-select the fields you do not wish to export. In the export file, each field is enclosed in quotation marks and separated from other fields by |. Check with your librarians to determine the fields they wish to include in the export file.

- **Homeroom** – The **Homeroom** check box 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 have an annual record in the current school year as well as a LIVE EMIS time period record. EMIS time period records are created for all students regardless of whether a district reports to EMIS or not. If a student is not included in the file and it is not because of the student’s status code, then you should check the student’s admission history detail records to make sure that the student has a record for the current school year. Navigate to **StudentInformation – SIS – Student – Admission History – Edit History Details** and check for a record in the current school year.

Note: Student status codes determine whether or not a student is included in the file. On the **Student Status Code Maintenance** screen, any status code defined with an **Overall Student Status** of **Inactive** or **Deleted** are not included in the file. This may include students who are residents attending elsewhere if they use a separate status code that is **Inactive** for these students. Navigate to **StudentInformation – Management – School Administration – School Codes Administration – Student Status Codes** to view the status codes configurations.

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.



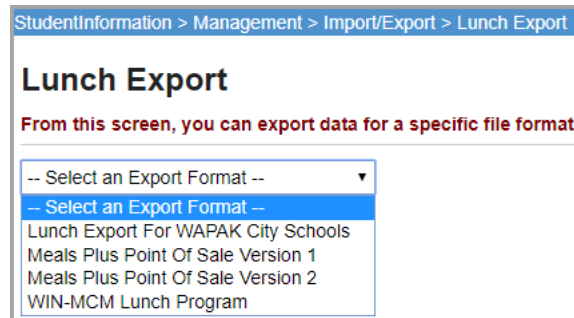
Special Notes on the Export File

- 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

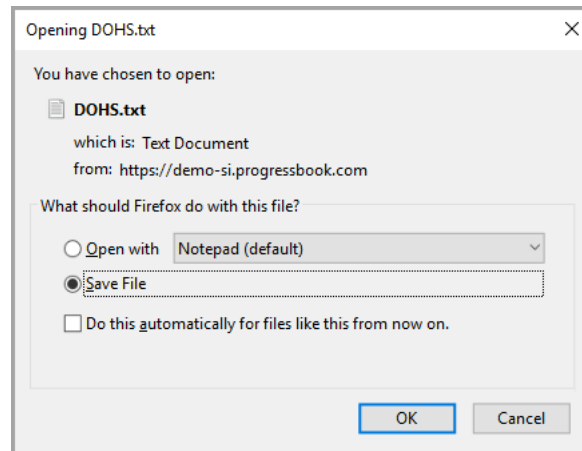
Navigation: StudentInformation – Management – Import/Export – Lunch Export – Lunch Export for WAPAK City Schools

The screenshot shows the 'Lunch Export' screen for WAPAK City Schools. The breadcrumb trail is 'StudentInformation > Management > Import/Export > Lunch Export'. Below the title, there is a red instruction: 'From this screen, you can export data for a specific file format.' A dropdown menu is set to 'Lunch Export For WAPAK City Schools'. There are two dual listboxes: 'Student Statuses Excluded' on the left and 'Student Statuses Included' on the right. The 'Student Statuses Excluded' listbox contains: 'A - ACTIVE WLS RESIDENT STUDENT', 'ANFO - Active Non-Res Foster Placed', 'ANOE - Active Non-Res Open Enrolled', and 'I - INACTIVE'. Below the listboxes is the 'Export Fields' section with the following checked items: Student Number, City, Phone, Grade Code, Last Name, State, Parent Name, Teacher Code, First Name (Middle), Zip, Gender, SSN, Address, Area Code, Birthdate, School Code, and Address 2. An 'Export' button is located at the bottom left.

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 \rightarrow 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; de-select the check boxes you do not wish to export. These fields refer to information found on the **Edit Student Profile** screen. The **Teacher Code** check box 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 yyyyymmdd)
- 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)

WLHS (1) - Notepad					
File	Edit	Format	View	Help	
323968	Varner	Jack(Nathaniel	12864 Twp Rd 165		West Liberty OH
	9374412482		M2005031406 277116098WLHS		
324360	Kilbride	Meghan(Elizabeth	2900 E St Rt 296		Urbana OH
	9374845706		F2005031007 277114955WLHS		
324364	Starkey	Cameran	142 E St Rt 296		Urbana OH
	9372073165		F1999072812 283047536WLHS		
324807	Preece	McKinley	1497 N Ludlow Rd		Urbana OH
	9375086551		F2001062710 283061539WLHS		
324808	Preece	Justin	1497 N Ludlow Rd		Urbana OH
	9375086551		M2001062710 283061540WLHS		
921553	Payne	Orianna(Ann Mi	216 Reynolds St		West Liberty OH
	9374073540		F2005121006 290113043WLHS		
325013	Wells	Danielle	7342 St Rt 245		North Lewisburg OH
	9377651384		F2002011410 WLHS		
325040	Nott	Dillon(Robert)	2989 N US Hwy 68		Urbana OH
	9374073990		M2002062110 301060524WLHS		
220574	Louck	Hannah	154 Dellinger Rd		Urbana OH
			F2002080410 282089918WLHS		
218529	Louck	Ely	154 Dellinger Rd		Urbana OH
			M1999091512 286046134WLHS		
360921876	Mayse	Jessica(Anne)	5926 Twp Rd 188		West Liberty OH
			F1998111412 272044833WLHS		
360922044	Garris	Valerie	1		North Lewisburg OH
			F2004070108 WLHS		
360922046	Knight	Andrew(Reese)	198 Twp Rd 30 E		West Liberty OH
	9378443287		M2004060407 299081801WLHS		
360922047	Knight	Tyler(James)	198 Twp Rd 30 E		West Liberty OH
	0370443287		M2004060407 299081801WLHS		

Meals Plus Point of Sale Version 1

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

StudentInformation > Management > Import/Export > Lunch Export

Lunch Export

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

Meals Plus Point Of Sale Version 1

Student Statuses Excluded

- A - ACTIVE WLS RESIDENT STUDENT
- ANFO - Active Non-Res Foster Placed
- ANOE - Active Non-Res Open Enrolled
- I - INACTIVE

Student Statuses Included

-

Export Fields

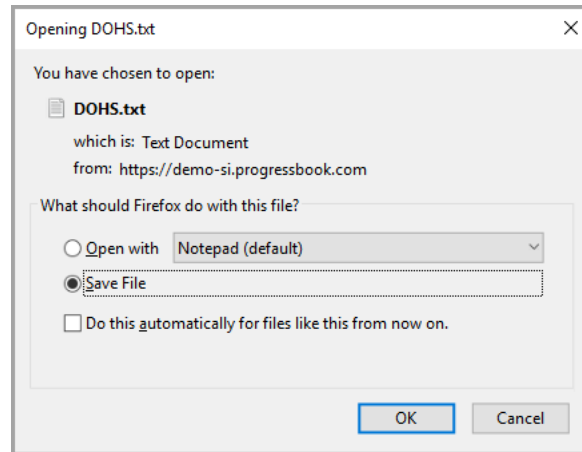
<input checked="" type="checkbox"/> Student Number	<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/> Grade Code	<input checked="" type="checkbox"/> Address 2
<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/> Birthdate	<input checked="" type="checkbox"/> Parent Name	<input checked="" type="checkbox"/> Address 3
<input checked="" type="checkbox"/> Middle Name	<input checked="" type="checkbox"/> Homeroom Teacher Last Name	<input checked="" type="checkbox"/> Address	

Export

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; de-select the check boxes 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)

Address	First Name	Last Name	Phone Number	Teacher Name
218717 Brennan	Eric	Oder	06071999	12Ryin Oder
430 Pimtown Rd				West Liberty, OH 43357
218240 Deana	Abreal	Dappert	06122000	12Tonya Dappert
3190 Stone Quarry Rd				Urbana, OH 43078
324123 Logan	Reece	Boling	12052000	11Diana Boling
8536 Co Rd 5 S				West Liberty, OH 43357
921553 Orianna	Ann Michelle	Payne	12102005	06
216 Reynolds St				West Liberty, OH 43357
360922021Ashley	Elizabeth	King	03162000	09William King
3939 St Rt 508				Bellefontaine, OH 43311
217155 Bailey	Austin	Cushman	03231999	12Greg Cushman
4544 Ridge Rd				Urbana, OH 43078
324360 Meghan	Elizabeth	Kilbride	03102005	07
2900 E St Rt 296				Urbana, OH 43078
221858 Megan	Marie	Richardson	11062002	09Jennifer Richardson
5316 US Hwy 68 S				West Liberty, OH 43357
219382 Karley	Faye	Jenkins	10052000	11Daniel Jenkins
3019 McClellan Dr				Urbana, OH 43078
360921702Raegan	Nicole	Bartee	02262001	11Kimberly Bartee
550 Jackson Hill Rd				Urbana, OH 43078
218280 Karli	Elaine	Dowden	11031999	12Mark Dowden
3660 St Rt 245 W				West Liberty, OH 43357
219155 Nathan	Tighe	Daniels	08182000	11Elisha Bostick
6996 Twp Rd 150				West Liberty, OH 43357
324808 Justin		Preece	06272001	10
1497 N Ludlow Rd				Urbana, OH 43078
324976 Kaelen	Breanna	Redden	09231999	12Tonya Redden-Mabry
6916 Twp Rd 166				West Liberty, OH 43357

Meals Plus Point of Sale Version 2

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

StudentInformation > Management > Import/Export > Lunch Export

Lunch Export

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

Meals Plus Point Of Sale Version 2

Student Statuses Excluded

- A - ACTIVE WLS RESIDENT STUDENT
- ANFO - Active Non-Res Foster Placed
- ANOE - Active Non-Res Open Enrolled
- I - INACTIVE

Student Statuses Included

Export Fields

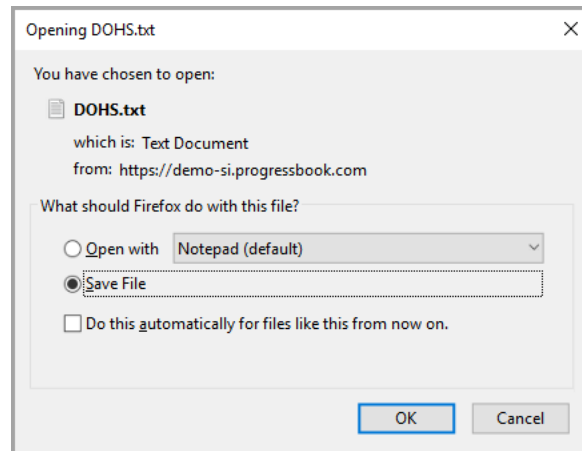
- Student Number
- Birthdate
- Homeroom
- Teacher Last Name
- Address
- First Name
- Gender
- Grade Code
- Address 2
- Middle Name
- Ethnicity
- Parent Name
- Address 3
- Last Name

Export

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; de-select the check boxes 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)

ID	First Name	Last Name	Address	Phone	Email
219499	Thaddeus	Jason Lawrence	1406 Kennard-Kingscreek Rd	06252001MW	Neer 11Tawnya Lawrence Urbana, OH 43078
219395	Eddie	Jason Kolota	225 White St	01142001MW	Neer 11Naomi Kolota West Liberty, OH 43357
324115	Hallie	Elise Strapp	5690 St Rt 68 South	05162000FW	Neer 11Ginger Strapp West Liberty, OH 43357
219985	Zane	Levi Woodruff	2114 Twp Rd 56	10182000MW	Neer 11Tracy Flora Bellefontaine, OH 43311
324068	Justice	Tyler Adams	5914 Hickory Dr	07202001MW	Neer 11Jennifer Adams West Liberty, OH 43357
219360	Gabrielle	Sue Hollar	1607 East Dr	07242000FW	Neer 11Aaron Hollar West Liberty, OH 43357
219760	Arrah	Catherine Sandy	4756 Ridge Rd	09142000FW	Neer 11Stacy Sandy Urbana, OH 43078
219390	Addalyn	Renee Johnson	4331 Bump Rd	02222001FW	Neer 11Greg Johnson Cable, OH 43009
219605	Oliver	Wren McGuire	2516 Church Rd	04232000MW	Neer 11Michael McGuire Urbana, OH 43078
324774	Kaitlyn	Nicole Chamberlain	1111 E St Rt 296	06172001FW	Neer 11Lee Chamberlain Urbana, OH 43078
219440	Gillian	Ray Kite	1120 Jackson Hill Rd	11182000FW	Neer 11Steve Kite Urbana, OH 43078
219960	Naomi	Ruth Williams	2696 Lippincott Rd	05222001FW	Neer 11Shelly Gier West Liberty, OH 43357
219160	Kelsey	Ilene Day	669 Lippincott Rd	12162000FW	Neer 11Jauneth Day Urbana, OH 43078
921667	Hannah	Jalynn Turner	1607 N Briarwood St	06272005FW	Farris 07Ryan Turner West Liberty, OH 43357

WIN-MCM Lunch Program

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

StudentInformation > Management > Import/Export > Lunch Export

Lunch Export

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

WIN-MCM Lunch Program

Student Statuses Excluded

- A - ACTIVE WLS RESIDENT STUDENT
- ANFO - Active Non-Res Foster Placed
- ANOE - Active Non-Res Open Enrolled
- I - INACTIVE

Student Statuses Included

Campus Number:

Export Fields

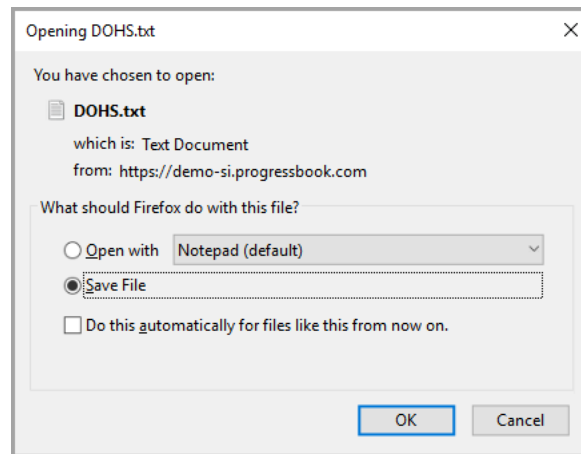
- Campus Number
- First Name
- Grade Level
- Homeroom Name
- Student Number
- Last Name

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; de-select the check boxes 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.

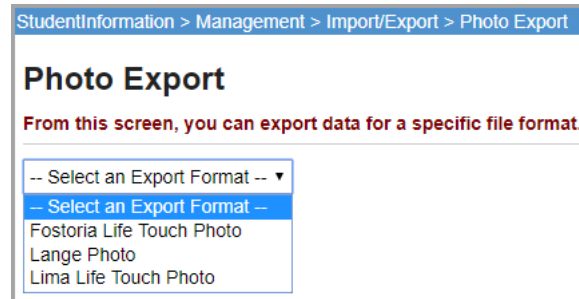
- Campus Number (1, 3)
- Student ID (4, 15)
- Student First Name (19, 16)
- Student Last Name (35, 16)
- Grade Level (51, 2)
- Home Room (53, 6)

218131	Austin	Brammer	1112A	-
218401	Dominic	Kaminski	1111D	-
218855	James	Strunk	11	
218873	Tennyson	Shipton	11	
219100	Hailee	Clifford	1111B	-
219155	Nathan	Daniels	11	
219160	Kelsey	Day	1111C	-
219200	Alexis	Eshelman	11	
219208	Madeline	Estes	1111A	-
219220	Sylvia	Floyd	1111A	-
219249	Desmond	Glunt	11	
219280	Kaylee	Harrison	1111B	-
219299	Mason	Havens	1111D	-
219301	Jordan	Lewis	1111A	-
219342	Hannah	Hiltibran	1111B	-
219360	Gabrielle	Hollar	1111C	-
219370	Halea	Hudson	1111B	-
219382	Karley	Jenkins	11	
219390	Addalyn	Johnson	1111C	-
219395	Eddie	Kolota	1111C	-
219401	Jonathan	McGill	11	
219620	Camden	Miller	1111A	-
219630	Olivia	Milliron	1111B	-

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.

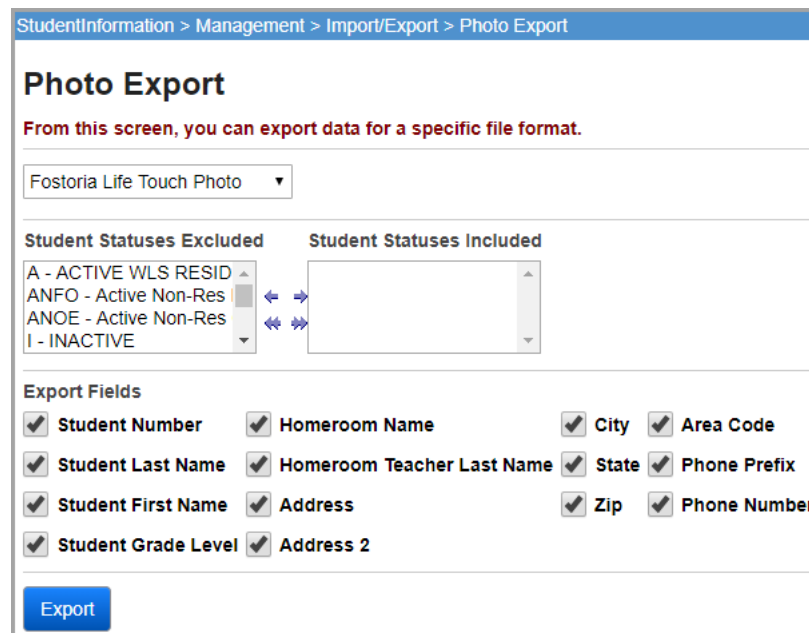


Note: StudentInformation State Support recommends using the **SIS Student Search** screen in place of the photo exports to get the needed data out of StudentInformation.

Fostoria Life Touch Photo Export

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

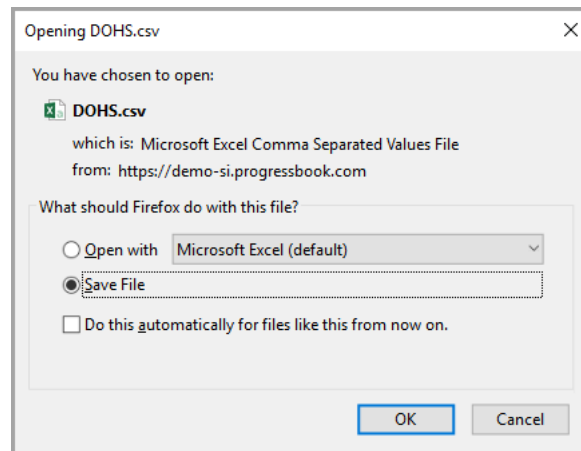
The Fostoria Life Touch Photo Export is used to generate bar codes for the schools and produce a CD containing the student pictures and associated student information.



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; de-select the check boxes 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 Dri	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_f	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

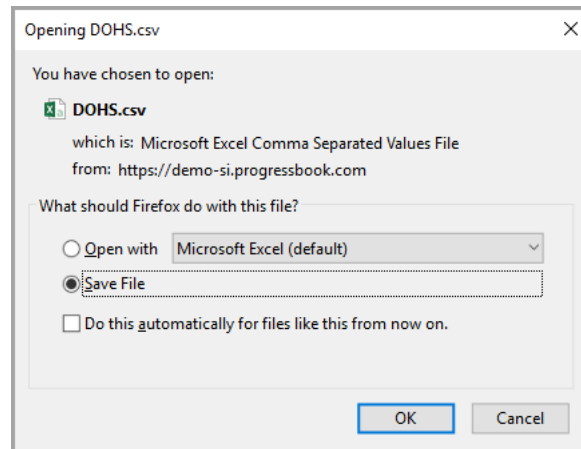
Navigation: StudentInformation – Management – Import/Export – Photo Export – Lange Photo

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; de-select the check boxes 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

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

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.

The screenshot shows a web interface for 'Photo Export'. At the top, a breadcrumb trail reads 'StudentInformation > Management > Import/Export > Photo Export'. The main heading is 'Photo Export'. Below it, a red instruction states: 'From this screen, you can export data for a specific file format.' A dropdown menu is set to 'Lima Life Touch Photo'. There are two dual listboxes: 'Student Statuses Excluded' on the left containing 'D - DELETED', 'I - INACTIVE', 'J - JVS RES', and 'N - NON-RES'; and 'Student Statuses Included' on the right containing 'A - ACTIVE RES'. Arrows between the listboxes allow for moving items. Below these are 'Export Fields' with checkboxes for: Student Number, Student Last Name, Student First Name, Student Grade Level, Homeroom Name, Homeroom Teacher Last Name, Address, Address 2, City, State, Zip, Area Code, Phone Prefix, Phone Number, and Parent Name. All checkboxes are checked. An 'Export' button is at the bottom left.

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; de-select the check boxes you do not wish to export.

Export – Click to execute the export.

The screenshot shows a 'Opening DOHS.csv' dialog box. It states 'You have chosen to open: DOHS.csv which is: Microsoft Excel Comma Separated Values File from: https://demo-si.progressbook.com'. Under 'What should Firefox do with this file?', there are three options: 'Open with Microsoft Excel (default)', 'Save File' (which is selected), and 'Do this automatically for files like this from now on.' There are 'OK' and 'Cancel' buttons at the bottom.

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_Ji	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 Dri	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_f	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

Export Formats

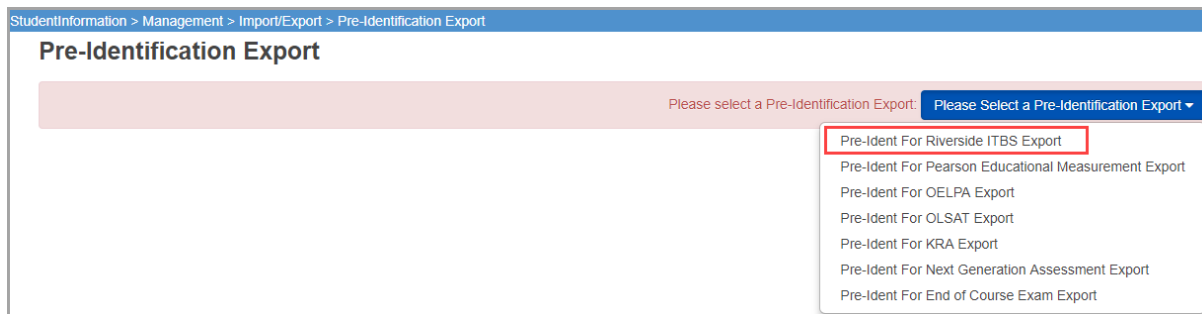
- Birthdate
- Gender
- Grade
- Building (as you enter it in the **Building Name** field)

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**.



The screenshot shows the 'Pre-Identification Export' screen. At the top, there is a breadcrumb trail: 'StudentInformation > Management > Import/Export > Pre-Identification Export'. Below this, the title 'Pre-Identification Export' is displayed. A message 'Please select a Pre-Identification Export:' is followed by a dropdown menu. The dropdown menu is open, showing several options. The first option, 'Pre-Ident For Riverside ITBS Export', is highlighted with a red box. Other options include 'Pre-Ident For Pearson Educational Measurement Export', 'Pre-Ident For OELPA Export', 'Pre-Ident For OLSAT Export', 'Pre-Ident For KRA Export', 'Pre-Ident For Next Generation Assessment Export', and 'Pre-Ident For End of Course Exam Export'.

2. At the top of the **Pre-Ident For Riverside ITBS Export** screen, select the check box beside the school(s) to include in the export. (To select all schools, select the district check box.) 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**.

- 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).

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

- At the top of the **Pre-Ident For Pearson Educational Measurement Export** screen, select the check box beside the school(s) to include in the export. (To select all schools, select the district check box.) A single export file contains data for all selected schools.
- In the **Include the following grades** section, select the check box beside each grade level you wish to include in the export file.
- (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** check box.

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 check box.*

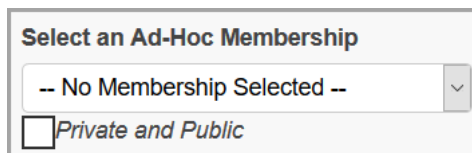
Note: For home schools: *If you are the home school, do not select this check box. If you do, any **Contract Vocational – In** students in your file will generate an error, and you will not be able to upload the file.*

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

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 check box.*

Note: For home schools: *If you are the home school, do not select this check box. 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 only include students from 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** check box.



The image shows a screenshot of a web form. At the top, there is a title "Select an Ad-Hoc Membership". Below the title is a dropdown menu with the text "-- No Membership Selected --" and a small downward arrow on the right. Below the dropdown is a checkbox with the text "Private and Public" next to it.

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 check boxes 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**.

StudentInformation > Management > Import/Export > Pre-Ident For Pearson

[Find Students] [Go To]

Pre-Ident For Pearson Educational Measurement Export

Please Select a Pre-Identification Export ▾

Ashland City Schools *

<input type="checkbox"/> Edison Elementary School	<input type="checkbox"/> Ashland Middle School	<input type="checkbox"/> Ashland High School
<input type="checkbox"/> Taft Intermediate School	<input type="checkbox"/> Reagan Elementary School	

Include the following grades *

12th Grade 13th Grade

Include the following types of students

Contract Vocational - In
 Contract Vocational - Out
 JVS
 Include CVI home school information
 Include JVS home school information

<p>Select an Ad-Hoc Membership</p> <p>-- No Membership Selected -- ▾</p> <p><input type="checkbox"/> Private and Public</p>	<p>Only these students:</p> <p>Comma separated Student Numbers</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>
--	--

File Options: * Download Email

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.

StudentInformation > Management > Import/Export > Pre-Ident For Pearson

Pre-Ident For Pearson Educational Measurement Export

Please Select a Pre-Identification Export

The following students do not have Statewide Student Identifiers

Click **Continue** if you would like to create the export file without these students.
Click the **Student Name** to go to the Student Profile Edit screen.
Click **Refresh** to reload the list.

Refresh Continue Cancel

1 Records Displayed

Grade	District	Building	Student Number	Student Name
12	WL	WLHS	360922081	Abke, Eliana

1 Records Displayed [Back to Top](#)

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:

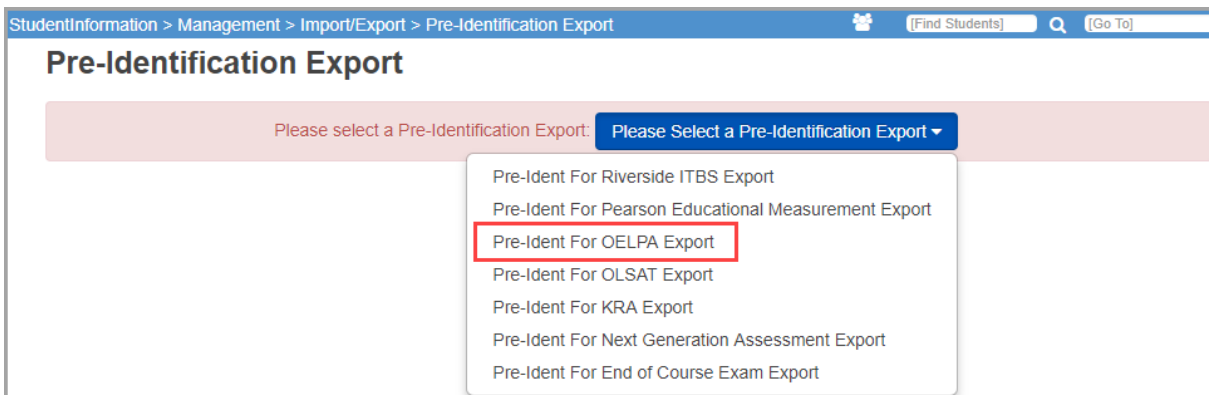
- Students with a state student ID (SSID).
- Students with a **State Equivalent Grade Level** in one of the grade levels chosen on the **Pre-Ident for OELPA** screen on their FD record.
- Students with **L, M, S,** or **Y** in the **Limited English Proficiency** field on their FD record.
- Students with 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 check box beside the school(s) to include in the export. (To select all schools, select the district check box.) A single export file will contain data for all selected schools.
3. In the **Include the following grades** section, select the check box 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** check box.

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 check box.*

Note: For home schools: *If you are the home school, do not select this check box. 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.*

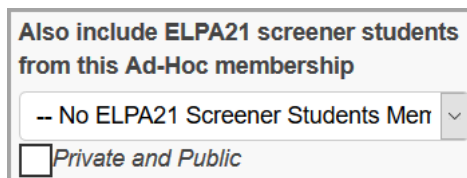
6. (Optional) If you want to include JVS home school information in the export, select the **Include JVS home school information** check box.

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 check box.*

Note: For home schools: *If you are the home school, do not select this check box. 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 ELPA21 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** check box.



Also include ELPA21 screener students from this Ad-Hoc membership

-- No ELPA21 Screener Students Men

Private and Public

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 both 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**.

StudentInformation > Management > Import/Export > Pre-Ident For OELPA [Find Students] [Go To]

Pre-Ident for OELPA Export Please Select a Pre-Identification Export ▾

Ashland City Schools *

<input type="checkbox"/> Edison Elementary School	<input type="checkbox"/> Ashland Middle School	<input type="checkbox"/> Ashland High School
<input type="checkbox"/> Taft Intermediate School	<input type="checkbox"/> Reagan Elementary School	

Include the following grades *

<input type="checkbox"/> 01 - First Grade	<input type="checkbox"/> 02 - Second Grade	<input type="checkbox"/> 03 - Third Grade
<input type="checkbox"/> 04 - Fourth Grade	<input type="checkbox"/> 05 - Fifth Grade	<input type="checkbox"/> 06 - Sixth Grade
<input type="checkbox"/> 07 - Seventh Grade	<input type="checkbox"/> 08 - Eighth Grade	<input type="checkbox"/> 09 - Ninth Grade
<input type="checkbox"/> 10 - Tenth Grade	<input type="checkbox"/> 11 - Eleventh Grade	<input type="checkbox"/> 12 - Twelfth Grade
<input type="checkbox"/> KG - Kindergarten		

Include the following types of students

<input type="checkbox"/> Contract Vocational - In	<input type="checkbox"/> Contract Vocational - Out	<input type="checkbox"/> JVS	<input type="checkbox"/> Include CVI home school information
<input type="checkbox"/> Include JVS home school information			

<p>Also include ELPA21 screener students from this Ad-Hoc membership</p> <p><input type="checkbox"/> -- No ELPA21 Screener Students Men ▾</p> <p><input type="checkbox"/> Private and Public</p>	<p>Only these students:</p> <p>Comma separated Student Numbers</p> <input style="width: 100%; height: 20px;" type="text"/>
---	---

File Options: * Download Email

Test Taken: * Paper Online

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.

StudentInformation > Management > Import/Export > Pre-Ident For OELPA

[Find Students] [Go To]

Pre-Ident for OELPA Export

Please Select a Pre-Identification Export ▾

The following students do not have **Statewide Student Identifiers**

Click **Continue** if you would like to create the export file without these students.
 Click the **Student Name** to go to the Student Profile Edit screen.
 Click **Refresh** to reload the list.

Refresh Continue Cancel

1 Records Displayed

Grade	District	Building	Student Number	Student Name
12	WL	WLHS	[Blurred]	[Blurred]

1 Records Displayed [Back to Top](#)

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.

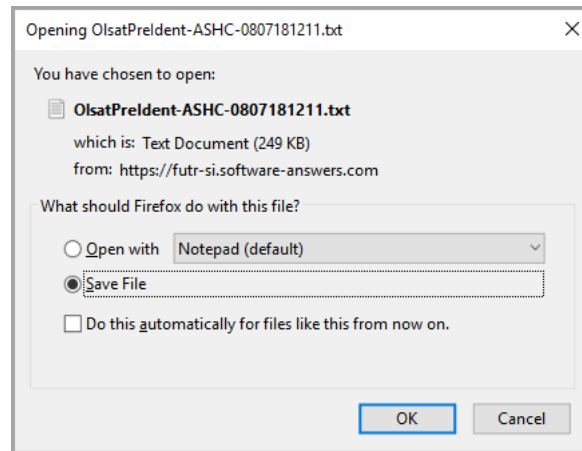
Export Format (required) – Select **Pre-Ident for OLSAT**.

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.

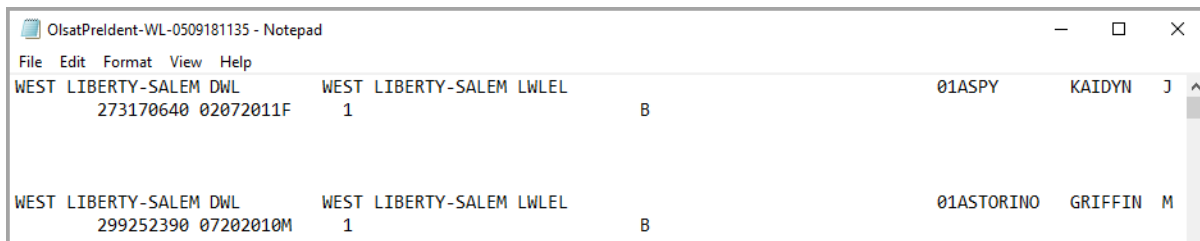
Note: When using this option, you still need to select the appropriate **Grade Levels** check boxes, otherwise, the students are excluded.

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**.

The screenshot shows the 'Pre-Identification Export' screen. At the top, there is a breadcrumb trail: 'StudentInformation > Management > Import/Export > Pre-Identification Export'. Below this, there is a search bar with '[Find Students]' and a 'Go To' button. The main heading is 'Pre-Identification Export'. Below the heading, there is a red banner with the text 'Please select a Pre-Identification Export:'. A dropdown menu is open, showing a list of options: 'Pre-Ident For Riverside ITBS Export', 'Pre-Ident For Pearson Educational Measurement Export', 'Pre-Ident For OELPA Export', 'Pre-Ident For OLSAT Export', 'Pre-Ident For KRA Export' (which is highlighted with a red box), 'Pre-Ident For Next Generation Assessment Export', and 'Pre-Ident For End of Course Exam Export'.

2. At the top of the **Preident For Kra Export** screen, select the check box beside the school(s) to include in the export. (To select all schools, select the district check box.) 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**.

The screenshot shows the 'Preident For Kra Export' screen. At the top, there is a breadcrumb trail: 'StudentInformation > Management > Import/Export > Pre-Ident For KRA'. Below this, there is a search bar with '[Find Students]' and a 'Go To' button. The main heading is 'Preident For Kra Export'. Below the heading, there is a blue banner with the text 'Please Select a Pre-Identification Export'. Below the banner, there is a section for selecting schools. The first section is 'West Liberty-Salem District *' with a checkbox. Below this, there are three checkboxes for individual schools: 'WEST LIBERTY-SALEM LOCAL ELEME...', 'WEST LIBERTY-SALEM MS/HS', and 'WLS-Adriel School'. Below the school selection section, there is a section for 'Choose KRA Pre-Id Type to Export' with a dropdown menu. Below the dropdown menu, there is a section for 'File Options: *' with two radio buttons: 'Download' and 'Email'. At the bottom of the screen, there are two buttons: 'Export' and 'Reset'.

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.

StudentInformation > Management > Import/Export > Preident For Kra

Preident For Kra Export

Please Select a Pre-Identification Export ▾

The following students do not have Statewide Student Identifiers.

Click **Continue** if you would like to create the export file without these students.
 Click the **Student Name** to go to the Student Profile Edit screen.
 Click **Refresh** to reload the list.

Refresh Continue Cancel

1 Records Displayed

Grade	District	Building	Student Number	Student Name
KG	ASHC	ASED		

1 Records Displayed [Back to Top](#)

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:

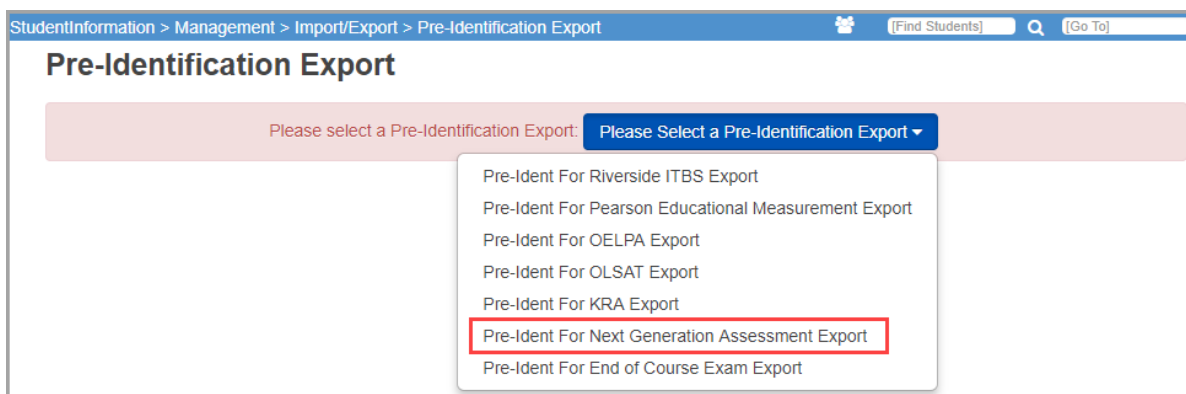
- Ohio's State Tests (OST)
- Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD)

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 check box beside the school(s) to include in the export. (To select all schools, select the district check box.) A single export file will contain data for all selected schools.
3. In the **Include the Following Assessments** section, select the check box 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** check box.

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 check boxes in the **Include the Following Assessments** section, otherwise, the students are excluded.

6. In the **File Options** section, select a file delivery method of **Download** or **Email**.
7. (Optional) If you want to create separate export files for regular and alternate assessments, select the **Separate Files for AASCD** check box.
8. 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*.
9. (Optional) If you want to use a different run date, enter a date or click  to select one.

10. Click **Export**.

StudentInformation > Management > Import/Export > Pre-Ident For Next Generation

Pre-Ident For Next Generation Assessment Export Please Select a Pre-Identification Export ▾

West Liberty-Salem District *

WEST LIBERTY-SALEM LOCAL ELEME... WEST LIBERTY-SALEM MS/HS WLS-Adriel School

Include the Following Assessments

3rd Grade

English Language Arts Mathematics
 Paper Online Paper Online

4th Grade

English Language Arts Mathematics Social Studies

5th Grade

English Language Arts Mathematics Science

6th Grade

English Language Arts Mathematics Social Studies

7th Grade

English Language Arts Mathematics

8th Grade

English Language Arts Mathematics Science

Select an Ad-Hoc Membership for AASCD: Private and Public

Only these students:

File Options: * Download Email Create Separate File for AASCD

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.

StudentInformation > Management > Import/Export > Pre-Ident For Next Generation

[Find Students] [Go To]

Pre-Ident For Next Generation Assessment Export

Please Select a Pre-Identification Export

The following students do not have Statewide Student Identifiers

Click **Continue** if you would like to create the export file without these students.
Click the **Student Name** to go to the Student Profile Edit screen.
Click **Refresh** to reload the list.

Refresh Continue Cancel

2 Records Displayed

Grade	District	Building	Student Number	Student Name
04	WL	WLEL		
12	WL	WLHS	360922081	Abke, Eliana

2 Records Displayed [Back to Top](#)

11. (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**.

12. 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:

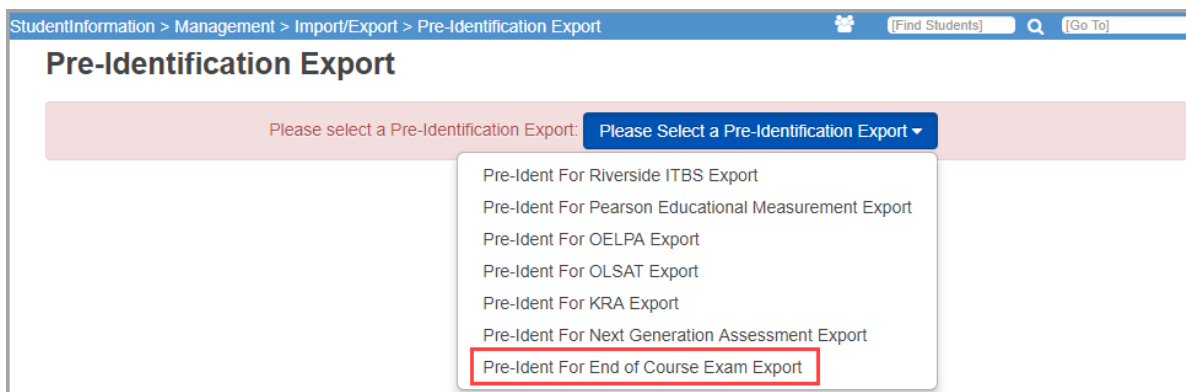
- Ohio's State Tests (OST)
- Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD)

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).

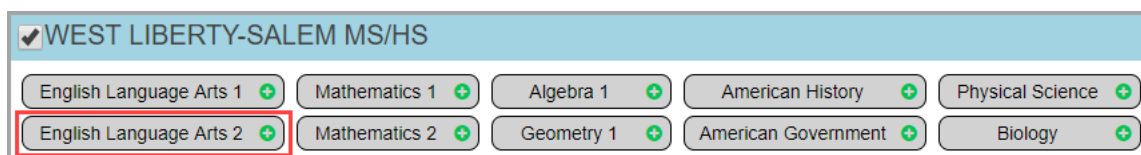
Note: *If you have students who will take the alternate assessment, you need to create an ad-hoc membership for them prior to running this export. (For more information on ad-hoc groups, see the ProgressBook StudentInformation Getting Started Guide.)*

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 check box 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 check boxes 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, de-select the course(s).

WEST LIBERTY-SALEM MS/HS

This page provides the option to Pre-Identify students for this subject exam. You may include students enrolled in the course sections below and/or by Ad-Hoc Membership.

Include Students in the following Ad-Hoc Membership ⓘ

No Membership Selected ▾ Private and Public

Include Students in the following Course Sections ⓘ

▼ 1ST SEMESTER ONLY

405 - 13 - ENGLISH 10 S/1 405 - 16 - ENGLISH 10 S/1 407 - 11 - CP ENGLISH 10...
 407 - 14 - CP ENGLISH 10... 407 - 17 - CP ENGLISH 10...

▼ 2ND SEMESTER ONLY

405 - 27 - ENGLISH 10 S/1 406 - 23 - ENGLISH 10 S/2 406 - 26 - ENGLISH 10 S/2
 408 - 21 - CP ENGLISH 10... 408 - 24 - CP ENGLISH 10... 408 - 27 - CP ENGLISH 10...

▼ ALL YEAR

919 - 5 - INTEGRATED EN... 919 - 7 - INTEGRATED EN...

Test Taken: Paper Online **Add** Cancel

- e. Click **Add**.

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

WEST LIBERTY-SALEM MS/HS				
English Language Arts 1 +	Mathematics 1 +	Algebra 1 +	American History +	Physical Science +
English Language Arts 2 Online	Mathematics 2 +	Geometry 1 +	American Government +	Biology +

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** check box.

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 check box.*

Note: For home schools: *If you are the home school, do not select this check box. 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** check box.

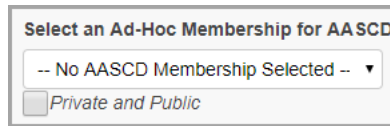
Note: For non-home schools: *If you are not the resident district, you want the home school to receive the information, and you selected to include JVS students, you should select this check box.*

Note: For home schools: *If you are the home school, do not select this check box. 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** check box.




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. In the **File Options** section, select a file delivery method of **Download** or **Email**.
10. (Optional) If you want to create separate export files for regular and alternate assessments, select the **Separate Files for AASCD** check box.
11. (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*.

12. 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*.

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



14. Click **Export**.

StudentInformation > Management > Import/Export > Pre-Ident For End of Course

Pre-Ident For End of Course Exam Export Please Select a Pre-Identification Export ▾

Select Schools and Course Sections to Include in the Export

WEST LIBERTY-SALEM LOCAL ELEMENTARY

English Language Arts 1 + Mathematics 1 + Algebra 1 + American History + Physical Science +
English Language Arts 2 + Mathematics 2 + Geometry 1 + American Government + Biology +

WEST LIBERTY-SALEM MS/HS

English Language Arts 1 + Mathematics 1 + Algebra 1 + American History + Physical Science +
English Language Arts 2 + Mathematics 2 + Geometry 1 + American Government + Biology +

WLS-Adriel School

English Language Arts 1 + Mathematics 1 + Algebra 1 + American History + Physical Science +
English Language Arts 2 + Mathematics 2 + Geometry 1 + American Government + Biology +

Include the Following Types of Students

Contract Vocational - In Contract Vocational - Out JVS
 Include CVI home school information Include JVS home school information

Select an Ad-Hoc Membership for AASCD: -- No AASCD Membership Selected --
 Private and Public

Only these students:
Comma separated Student Numbers

File Options: * Download Email Create Separate File for AASCD Overall Test Taken: Paper Online

12/04/2017

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.

StudentInformation > Management > Import/Export > Pre-Ident For End of Course

Pre-Ident For End of Course Exam Export

Please Select a Pre-Identification Export

The following students do not have Statewide Student Identifiers

Click **Continue** if you would like to create the export file without these students.
Click the **Student Name** to go to the Student Profile Edit screen.
Click **Refresh** to reload the list.

Refresh Continue Cancel

2 Records Displayed

Grade	District	Building	Student Number	Student Name
04	WL	WLEL		
12	WL	WLHS		

2 Records Displayed [Back to Top](#)

15. (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**.

16. 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.

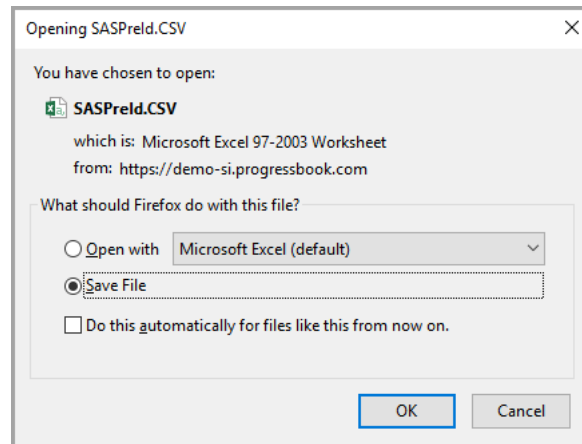
The SAS Pre-Identification Export returns all students in all grade levels enrolled in the current school year.

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

Districts (required) – All districts for the ITC are listed. Select one or more individual district check boxes 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.

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

State Student ID Export

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

Header Fields

IBM User ID: *

Source Building IRN: *

Source District IRN: *

Schools*

SASupport Elementary School

SASupport High School

SASupport Middle School

SATraining1 Elementary School

Social Security Number:

All Digits

Last 4 Digits

Leave Empty

Existing Student Code:

Y - Used to indicate that the student has already been enrolled in an Ohio public school and likely has an existing SID. If Y, record will not be updated.

N - Record will be updated

This Is A Practice Run

Student Options:

Send Only Students With No SSID

Send Only Students With SSID

Send All Students

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 not 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.

i 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

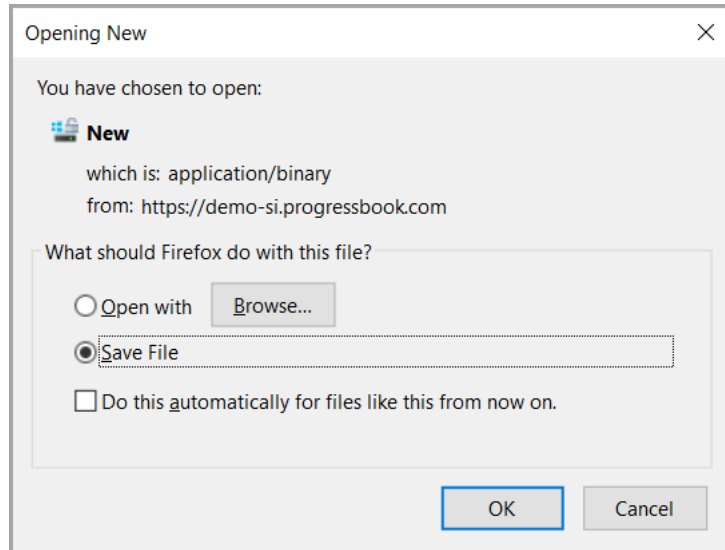
District	Building	Student Number	Student Name	Issue
DO	DOHS	04304027	Adkins, Arpad	Middle Name is not specified, Birthplace City is not specified
DO	DOHS	04314024	Aguilar, Taylen	Middle Name is not specified, Birthplace City is not specified
DO	DOHS	04305029	Alvarado, Gram	Middle Name is not specified, 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.

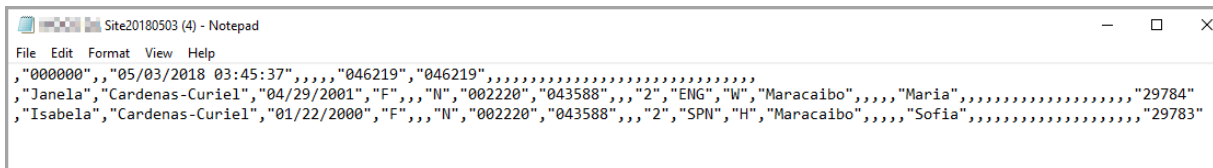
Continue – Click to process the export without any of the listed students included.

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.

The screenshot shows the 'STUFEES Export' interface. At the top, a breadcrumb trail reads 'StudentInformation > Management > Import/Export > STUFEES Export'. Below this, the title 'STUFEES Export' is displayed, followed by the instruction: 'From this screen, you can export data for a specific file format.' The interface includes two date pickers: 'Activity Start Date:' and 'Activity Stop Date:', both set to '5/14/2018'. There are three dual listbox sections: 1) 'Payment Types Available' (listing Amnesty, Drop, Misc Credit, Payment, Refund) and 'Payment Types Selected' (empty); 2) 'Payment Methods Available' (listing Cash, Check, Credit, Online Payment, Transfer Payment) and 'Payment Methods Selected' (empty); 3) 'Accounting Codes Available' (listing various alphanumeric codes) and 'Accounting Codes Selected' (empty). Each section has arrow icons for moving items between the available and selected lists. At the bottom, there are 'Export' and 'Cancel' buttons.

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.)

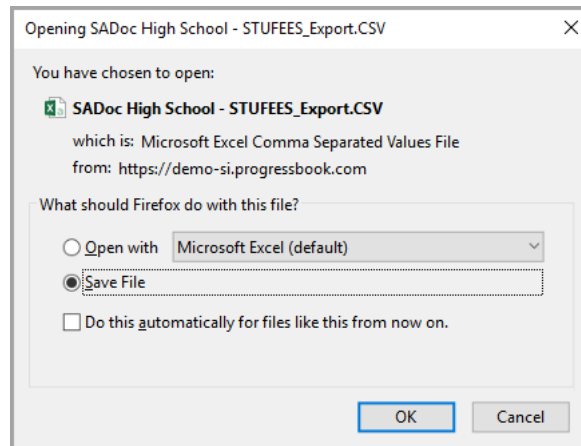
Payment Type(s) (optional) – In the **Payment Methods Available** dual listbox on the left, select the student status you wish to include, then click → to move them to the **Payment Methods Selected** dual listbox on the right. (You can hold down CTRL or SHIFT to make multiple selections and use any 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)

```
File Edit Format View Help
"050",1700,490460,"MCMILLEN, LISA",20170921,"L. MCMILLEN #5176"
"050",1700,790760,"SCHWARTZ, CAREY",20180123,"C. SCHWARTZ #4077"
"050",1700,390389,"PASCALL, SARAH",20171120,"SARAH PASCALL #2692"
"050",1700,490466,"FARRIS, JANELLE",20170925,"JANELLE #3777"
"050",1700,190626,"ABDELHADY, MARIAM",20170929,"MARIAM #8646"
"050",1700,790707,"BERRY, KATLYN",20171109,"KATLYN #7938"
"050",1700,491079,"LUDLOW, TRICIA",20171006,"TRICIA #6702"
"050",1700,804051,"GRABER, FRANNIE",20170921,"F. GRABER #11970"
```

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.

StudentInformation > Management > Import/Export > Terra Nova Export

Terra Nova Export

From this screen, you can export a Terra Nova pre-identification file

[Add New](#)

	School	Grade	Student Status Codes
There are no records to display			

[Export](#)

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

StudentInformation > Management > Import/Export > Terra Nova Export

Terra Nova Export

From this screen, you can export a Terra Nova pre-identification file

The Grade Level was added successfully

[Add New](#)

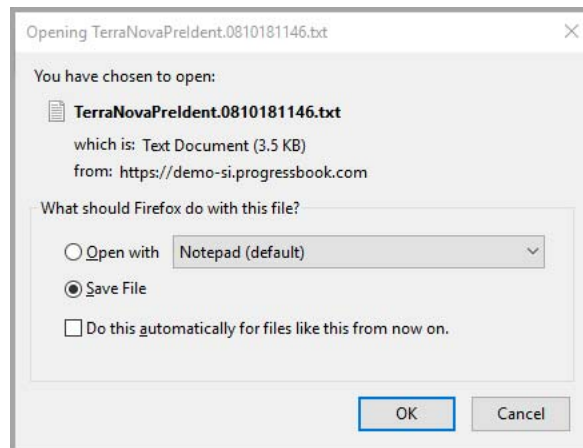
	School	Grade	Student Status Codes
	DOES - SADoc Elementary School	1 - 01	A,N
	DOHS - SADoc High School	9 - 09	A
	DOMS - SADoc Middle School	5 - 05	A

[Export](#)

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, 1 st Edition, 2 nd Edition, and 3 rd 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, 1 st Edition, 2 nd Edition, and 3 rd Edition)	
Position	Description
95-104	<p>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.</p> <p>Note(s): To include the district IRN in the export file, enter the district IRN in the Special Code field.</p> <p>Test – No. of Codes – Positions</p> <p>CAT/5 – 9 – 95-103</p> <p>SABE/2 – 8 – 95-102</p> <p>Terra Nova – 10 – 95-104</p> <p>Terra Nova 2nd Edition – 10 – 95-104</p> <p>Terra Nova Algebra – 10 – 95-104</p> <p>InView – 10 – 95-104</p> <p>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.</p> <p>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.</p>
105-110	Blank

Terra Nova Export File Format (Cat/5, 1 st Edition, 2 nd Edition, and 3 rd 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 2 nd Edition – 058 Terra Nova Complete Battery Plus 2 nd Edition – 059 Terra Nova Complete Battery InView 2 nd Edition – 060 Terra Nova Complete Battery Plus InView 2 nd Edition – 061 Terra Nova Survey 2 nd Edition – 062 Terra Nova Survey Plus 2 nd Edition – 063 Terra Nova Survey InView 2 nd Edition – 064	Terra Nova Survey Plus InView 2 nd Edition – 065 Detroit Terra Nova Survey 2 nd 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 2 nd Edition – 084 Terra Nova Multiple Assessments 2 nd Edition – 091 Terra Nova M.A. with InView 2 nd Edition – 092 Terra Nova M.A. Plus 2 nd Edition – 093 Terra Nova M.A. InView & Plus 2 nd Edition – 094 InView Terra Nova 2 nd Edition – 095 Terra Nova 3 rd Edition Complete Battery – 097 Terra Nova 3 rd Edition Complete Battery Plus – 098 Terra Nova 3 rd Edition Complete Battery InView – 099 Terra Nova 3 rd Edition Complete Battery Plus with InView – 100 Terra Nova 3 rd Edition Survey – 101 Terra Nova 3 rd Edition Survey Plus – 102 Terra Nova 3 rd Edition Survey with InView – 103 Terra Nova 3 rd Edition Survey Plus with InView – 104 Terra Nova 3 rd Edition Multiple Assessments – 105 Terra Nova 3 rd Edition Multiple Assessments with InView – 106 Terra Nova 3 rd Edition Multiple Assessments Plus – 107 Terra Nova 3 rd Edition Multiple Assessments Plus with InView - 108
114-122	Blank	
123	Test Form Cat/5 – “A” Terra Nova 1 st Edition – “A”	Terra Nova 2 nd Edition – “C” Terra Nova 3 rd 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 2 nd Edition AA IEP, Y = Yes, Blank = No
147	Terra Nova 2 nd Edition AA 504, Y = Yes, Blank = No
148	Terra Nova 2 nd Edition AA LEP, Y = Yes, Blank = No
149	Terra Nova 2 nd Edition BB RLA, Blank, 1, 2, or 3
150	Terra Nova 2 nd Edition BB MA, Blank, 1, 2, or 3
151	Terra Nova 2 nd Edition BB SC, Blank, 1, 2, or 3
152	Terra Nova 2 nd Edition BB SS, Blank, 1, 2, or 3
153	Terra Nova 2 nd Edition BB InView, Blank, 1, 2, or 3
154	Terra Nova 2 nd Edition BB Algebra, Blank, 1, 2, or 3
155-250	Blank, for CTB use only

Terra Nova Export File Format (3rd Edition Barcode Layouts)	
Position	Description
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 3 rd Edition Complete Battery – 097 Terra Nova 3 rd Edition Complete Battery Plus– 098 Terra Nova 3 rd Edition Complete Battery InView or PTCS – 099 Terra Nova 3 rd Edition Complete Battery Plus with InView or PTCS – 100 Terra Nova 3 rd Edition Survey – 101 Terra Nova 3 rd Edition Survey Plus – 102 Terra Nova 3 rd Edition Survey with InView – 103 Terra Nova 3 rd Edition Survey Plus with InView – 104 Terra Nova 3 rd Edition Multiple Assessments – 105 Terra Nova 3 rd Edition Multiple Assessments with InView or PTCS – 106 Terra Nova 3 rd Edition Multiple Assessments Plus – 107 Terra Nova 3 rd Edition Multiple Assessments Plus with InView or PTCS – 108
135-136	Test Form Terra Nova 3 rd 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

StudentInformation > Management > Import/Export > Terra Nova Export

Terra Nova Export

From this screen, you can export a Terra Nova pre-identification file

Choose the school and student statuses to include in the extract.

School:

Available Student Statuses Selected

A - ACTIVE RES D - DELETED I - INACTIVE J - JVS RES	[Empty Selected List]
--	-----------------------

Select the grade level formatting options for the extract file.

Formatting options for the Terra Nova

Grade Level:

Achievement Test Level:

Test Form:

Test Id:

Sort Order:

Testing Date:

Teacher: Homeroom Teacher Homeroom Name Period Teacher

Student Number: SSID SSN EMIS Id

Special Code:

Inview:

Scorable Booklet:

ByPass Bubbling of Name:

Performance Assessment:

Writing Assessment:

Formatting options for the Terra Nova 2nd Edition

AA IEP:

AA 504:

AA LEP:

BB RLA:

BB MA:

BB SC:

BB SS:

BB Inview:

BB Algebra:

Formatting options for the Terra Nova 3rd Edition Barcode Label Layout

Program IEP:

Program 504:

Program LEP:

Accom R:

Accom L:

Accom MA:

Accom SC:

Accom SS:

Accom InView:

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 only available 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** check box to see 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 Period N 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 Period N 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**.

[Preview](#)

[\[Hide Existing Students \]](#)

	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

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
- Student Ethnicity
- Student Gender
- Student Accommodation
- Student Reported Pathway
- Student Additional Courses
- Teacher ID

Export Formats

- Teacher Name

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	StateStud	EMISId	FirstName	LastName	IRN	GradeLev	Ethnicity	Gender	Accommo	Reported	Additional	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				