

# Direct Certification Input File for Free and Reduced Procedural Checklist

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The EZ Query – Reports – SIS Student Search function can be used to produce the Direct Certification input file to be submitted to the State Department for Free and Reduced (CRRS).

## Change Log

Date	Section Number/Name	Change Description
5/14/20	Entire document	Review and update

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## Task #1 – Generate Output using EZ Query – Reports – SIS Student Search

1. Navigate to: **StudentInformation » EZ Query » Reports » SIS Student Search**.
2. At the district level, on the **Select Schools** tab, select the applicable buildings by moving them to the right-side box. Click **Next**.
3. On the **Filter Criteria** tab, if you want all the students, click **Next**. If you want to limit the selected students, use the different filter tabs to locate the field(s) you want to filter on. Ex. the Free/Reduced Lunch Status field is on the EMIS tab. Click **Next**.
4. On the **Field Selection** tab, use the selection tabs to mark the fields to include in the output.
  - a. On the **Students** tab, select **First Name, Last Name, Student Number, Birthdate and Gender**.
  - b. On the **Enrollment** tab, select **Home School IRN**.
  - c. On the **Addresses & Contacts** tab, select **Student Home Phone, Mailing Address Street, Mailing Address Street2, Mailing Address City, Mailing Address State, Mailing Address Zip, Primary Contact First Name, and Primary Contact Last Name**.
  - d. On the **EMIS – FS-Standing** tab, select **District of Residence**.
  - e. Click **Next**.
5. On the **Summary** tab, under **File Download Options**, for the **File Download Type**, select **TAB** and for the **Download Method**, select **Download**. Click **Finish**.
6. A Download File pop-up screen will display. Click **Download File**. Click **Save** to save the file to your desktop. When the download is complete, click **Finish**.



The input file must be tab-delimited and have the fieldnames in the header record. The required fields are **lastname**, **firstname**, and **dateofbirth**. If you supply any other data, the header must contain the fieldname. The fieldname must match their list.



The data in the input file must match the corresponding ODE data for the student to appear in the output file. The IRN is exempt from this rule, this is not needed to be compared. The IRN is there for your information in the output file.

# Task #2 – Import the File into Excel to Manipulate the Data

1. Open **Excel**.
2. On the **main menu bar**, click **Data**. Under **Get Data**, click **From Text/CSV**.
3. Locate the EZ Query output file that was saved to your desktop. Select the file and click **Import**. In the **Text Import Wizard**:
  - a. Step 1 – Leave the File Origin at 1252: Western European (Windows).
  - b. Step 2 – Leave the Delimiter set to Tab.
  - c. Step 3 – Leave the Data Type Detection set to Based on first 200 rows.
  - d. Click **Load**.

Now the data is in an excel spreadsheet. Rearrange the columns so they are in the correct order. You will need to add blank columns for the following: middleinitial and parentmiddleinitial. You will also need to change the column headers to match the list. Once you are finished, save the file as type **Text (Tab delimited) (\*.txt)**.

Example:

lastName	zip	districtcode1	dateofbirth	childgender	middleinitial	parentlastname	parentfirstname	parentmiddleinitial	address1	address2	city	state
Student103271	555555555	CASSIDY	7/27/1995			SCOTT & MONICA	645 S Main St		Lima OH	45804-1241		M
Student103275	555555555	DUSTAN	10/11/1994			THOMAS	645 S Main St		Lima OH	45804-1241		M
Student103279	555555555	RANDY	11/9/1994			CARLIN	645 S Main St		Lima OH	45804-1241		M
Student103281	555555555	KIONNA	3/10/1995			BUNNY	645 S Main St		Lima OH	45804-1241		F
Student103283	555555555	RONALD	11/23/1995			DONALD	645 S Main St		Lima OH	45804-1241		M

## Direct Certification File FieldNames

lastname  
 firstname  
 dateofbirth  
 middleinitial  
 parentlastname  
 parentfirstname  
 parentmiddleinitial  
 address1  
 address2  
 city  
 state  
 zip  
 childgender  
 phonenumber

## EZ Query FieldNames

lastname  
 firstname  
 birthdate  
  
 primarycontactlastname  
 primarycontactfirstname  
  
 mailingaddressstreet  
 mailingaddressstreet2  
 mailingaddresscity  
 mailingaddressstate  
 mailingaddresszip  
 gender  
 student home phone