



Home School Export and Import of Marks and Attendance / Student Import Procedural Checklist

Change Log

Date	Section Number/Name	Change Description
2/8/21	Task 2: step 7	Override location IRN
2/6/20	Appendix A	Add Appendix A
10/2/19	Entire Document	Review and Update
2/6/19	Entire Document	Update screenshots Attendance File Layout updated for hours

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What is the Home School Export?

The Home School Export is the process used to export marks and attendance data out of one school into another school. The Home School Export can be used by any type of school, including community schools, JVS, non-public, etc.



What is the Home School Import?

The Home School Import is the process used to import student's marks and attendance sent by another school. The Home School Import can be used by any type of school, including community schools, JVS, non-public, etc.



The Home School Import of Course History creates manual cohi records on the Student Course History screen. Any cohi created by the import will have the following in the Comments sections of the cohi record:

Comments:	Loaded through the Home School Import screen
------------------	--



The Home School Export will only include courses that are a course type of Class, Post Secondary, or Vocational.



Effective FY09 Combined Year End EMIS Attendance for JVSD students is no longer reported. Home School can still import attendance for JVS students so the attendance prints on the student's transcript.



At year-end State Support recommends exporting 1st Sem Avg marks again along with 2nd Sem Avg and Final marks. By exporting 1st Sem Avg again any manual changes made to the 1st Sem Avg marks at the JVS will be updated at the home school.

Import/Export of Course History

Task #1 - Home School Export of Course History

The **Home School IRN** field on the General tab of a Student's Profile determines which school districts show in the dropdown on the Home School Export page. The Home School IRN field allows you to enter an IRN for a district or building, but only building IRNs will be recognized by the Home School Export.



1. Change context to the JVS building and the current school year.
 2. Navigate to **StudentInformation** » **Management** » **Import/Export** » **Home School Export**.
 3. You will be on the first tab named **Course History**.
 4. The dropdowns will be populated according to the marking pattern rules at of the school in context. Please consult the Home School to determine which marks they want sent over before continuing.
- NOTE: Marking patterns with no rules selected will not export.
NOTE: An error message will display reminding users that at least one mark must be selected for some row (or they will get an empty file):

At least one mark must be selected

- a. Example: Some Home Schools want the Semester Average, and 1st Semester Final marks sent over at the end of 1st Semester. Other Home Schools want only the 1st Semester Averages sent over.
- b. Since a separate export file is created for each Home School, the JVS can tailor each file to the Home School's specific needs.
- c. In the screenshots in this section, 1st semester has just ended and the JVS is going to export the 1st Semester Average for all year and 1st semester only classes and 1st Semester Final grades to the Home School.
- d. The **Marks** tab lists each of the JVS's marking patterns. The JVS in the screen shot has 2nd Semester only, 1st Semester only, and All Year courses.

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
Full Year	-- Blank -- ▾	-- Blank -- ▾	-- Blank -- ▾	-- Blank -- ▾	-- Blank -- ▾
Semester 1	-- Blank -- ▾	-- Blank -- ▾	-- Blank -- ▾	-- Blank -- ▾	-- Blank -- ▾
Semester 2	-- Blank -- ▾	-- Blank -- ▾	-- Blank -- ▾	-- Blank -- ▾	-- Blank -- ▾

- e. In this scenario, the Home School wants 1st Semester Average and 1st Semester Final marks sent over.
- f. In the **Term 1 Mark** dropdown for 1st Semester Courses, choose **1st Semester Average**.

- g. Leave the **Term 2 Mark** dropdown for 1st Semester Courses blank.
- h. Leave the **Term 3 Mark** dropdown for 1st Semester Courses blank.
- i. Leave the **Term 4 Mark** dropdown for 1st Semester Courses blank.
- j. In the **Final Mark** dropdown for 1st Semester Courses, choose **Final**.
- k. Since 2nd semester hasn't started and there are no grades to export leave all the 2nd semester marking pattern dropdowns blank.
- l. In the **Term 1 Mark** dropdown for All Year Courses, choose 1st **Semester Average**.
- m. Leave the **Term 2 Mark** dropdown for All Year Courses blank.
- n. Leave the **Term 3 Mark** dropdown for All Year Courses blank.
- o. Leave the **Term 4 Mark** dropdown for All Year Courses blank.
- p. Leave the **Final Mark** dropdown for All Year Courses blank since the courses are not completed yet and there no final grades to import.

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
Full Year	Sem1 ▾	-- Blank -- ▾	-- Blank -- ▾	-- Blank -- ▾	-- Blank -- ▾
Semester 1	Sem1 ▾	-- Blank -- ▾	-- Blank -- ▾	-- Blank -- ▾	Fin ▾
Semester 2	-- Blank -- ▾	-- Blank -- ▾	-- Blank -- ▾	-- Blank -- ▾	-- Blank -- ▾

- 5. Next, choose to export by **State Student ID (SSID)** or **EMIS ID**.
 - a. Whenever possible, choose to export by SSID versus EMIS ID. A student in multiple districts must have the same SSID, but can have varying EMIS IDs at each district.
 - b. If you choose SSID and a student does not have an SSID, the export will use the EMIS ID. If a student does not have an EMIS ID or SSID that export field will be blank.
 - c. If the school is a non-public and does not use SSIDs, the JVS would want to do the export by EMIS ID. If they choose SSID for the export file then nothing would be imported to the non-public school since they do not use SSIDs.
- 6. In the **Home District** dropdown, choose the Home School District you are exporting the grades for. Remember: The dropdown is populated based on what is appears in the **Home School IRN** field on the Student Profile General tab.
- 7. Click **Export**.
 - a. A file is created.
 - b. Save the file to your desktop.
 - c. The file will be named **StudentMarks045xxx**. The last six numbers of the file represent the Home School's district IRN.
 - d. Email the file to the Home School, if necessary.



The file layout can be found at the end of this section.

Task #2 – Verify and Import the course history file received from the JVS into the Home School



Helpful Hint:

Before beginning the import make sure you have a clear understanding of which marks are in the file. Open the file from the JVS using Notepad and compare the file's content to the file layout so you know which marks are in the file before you import the marks. For example: The JVS sent over 1st Sem Avg as Mark 1 and Final as Mark 5. Mark 2,3, and 4 are blank.



If a district has several high school buildings, the export file sent by the JVS will need to be separated into a separate file for each building. The file sent by the JVS is already sub-divided by building so all you need to do is cut and paste each section of the original file into a separate file for each building.

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

1. Change context to the Home School and the current school year.
2. Navigate to : **StudentInformation** » **Management** » **Import/Export** » **Home School Import** .
3. Now you are on the first tab named **Course History**.
 - a. Map the marks in the file to the appropriate **Term, Mark Type, and Credit Type**.
 - b. In this scenario, we will load the marks as 1st Sem Averages and Finals.
 - c. After reviewing the marks file in Task #1, we determined that the JVS exported a 1st sem average mark in the Mark 1 slot and a Final mark in the Mark 5 slot. Mark slots 2,3,and 4 are empty.
 - d. The following screenshot shows how the home school will load the grades.

Mark	Term	Mark Type	Credit Type
Term 1 Mark	Semester 1	Avg - Avg	Progress 2
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	Final	Fin - Final	Earned

- e. Every grade in the mark 1 slot in the file will be loaded as Sem1 AVG, mark type – average, and credit type – progress2.
- f. All grades in the mark 5 slot of the file will be loaded as final marks, mark type – final, and earned credit.

4. Next, the **Import Mode** section.
 - a. First, we want to check the file for errors.
 - b. Choose **Create Verification File Only, Do Not Perform Import**
5. The next section is named **Primary Student Identifier for Import**.
 - a. Choose either **State Student ID (SSID)** or **EMIS ID**. Your selection will be determined by which ID the JVS used in the export file. If the JVS exported by SSID then you will need to do the import by SSID.
6. The next section is named **Marks Import Options**.
 - a. State Support recommends leaving the checkboxes in the Ignore Area of Study If No Match to Existing Values and Ignore Subject Area If No Match To Existing Values options.
 - b. If the school does not want the pluses and minuses from the JVS (A-, C+, etc) then make sure to mark the box next to the Remove Pluses And Minuses From Imported Alpha Marks option.
7. The next section is named **Override Location IRN**.
 - a. Enter the corresponding IRN **only** if you wish to override the LocationIRN value in the import file. The entity name associated with the IRN automatically displays in the adjacent field.
8. The last section is named **Import File**.
 - a. Click **Browse** and locate the file from the JVS.
9. Click **Import**.
10. Choose to open the file.
11. Error messages will appear at the top of the report and records that will be imported will display in the 2nd section.

```

StudentMarksVerificationFile_ELHS[1] - Notepad
File Edit Format View Help
Import Error List
"Student Number","Student Name","Error Message"
"FE5505978","Student66567, MICAIAH","Student not found"

Valid Import Records
"Student Number","Grade Level Code","Last Name","First Name","called Name","SSID Or EMISID","CourseCode","CourseName"
"1431","12","Student66440","JACOB","", "FF1249362","70053","ALG 2","050781","ALG 2","ALG 2","ALG 2","5/1/2009 12:00:"
"1431","12","Student66440","JACOB","", "FF1249362","75026","CHEMISTRY","050781","CHEM","CHEMISTRY","CHEMISTRY","5/1/"
"1431","12","Student66440","JACOB","", "FF1249362","66015","ENGLISH 4","050781","ENGLISH4","ENGLISH 4","ENGLISH 4"
"1431","12","Student66440","JACOB","", "FF1249362","12006","INT DES TECH2","050781","IDT2","INT DES TECH2","INT DES"
"1431","12","Student66440","JACOB","", "FF1249362","60002","WORLD CULTURES","050781","WORLD","WORLD CULTURES","WORLD
  
```

12. Review and correct the errors. In the screenshot above Student66567 was not found. This is because StudentInformation could not find a student with the same SSID at the home school.
13. Now we are ready to import the marks.
14. Repeat the steps above, but this time choose *Perform Import and Create Verification File* in the **Import Mode** section.
15. The last section is named **Import File**.
 - a. Click **Browse** and locate the file from the JVS.
16. Click **Import**.
 - a. Open the file or save it to your computer.
 - b. If the file contains any errors that were not corrected in the task above, they will be listed at the top of the file.

- c. The most common error message is **"XX3638769", "KESS, DAVID", "Student not found"**.
 - d. StudentInformation was unable to locate the student in the file. Either the student does not exist at the Home School or the SSID does not match.
 - e. Nothing will be imported for students who are not found.
17. Next, verify the marks were actually imported in course history.
- a. Pick several students at random from the import file.
 - b. Navigate to **StudentInformation » SIS » Student » Course History » Student Course History** and make sure the marks were imported.
 - c. Hint: Make sure you have **All** selected in the **Credit Type** filter on the course history page so you can see the quarter and average marks that were imported and not just the earned credit.
 - d. If you notice the marks were not imported as the right term or mark type, you can delete the course history records that were imported. Navigate to **StudentInformation » Management » Import/Export » Home School Import** and go to the **Imported Marks History** tab. You can view the import audit records for the school year in context. Identify the row with the file that corresponds to the marks that need deleted. To view the mapping that was used when the marks were imported, click on the **Mapping** icon. Once the row is identified, click on the **trash can** icon. You will see a confirmation of how many records are going to be deleted. Once deleted, the import audit record will still display and be updated with the name of the person who deleted the marks and the date the records were deleted. The delete will be for the entire file. There is not a way to delete just certain records that were contained in an import file. Also, there are no security restrictions on deleting the imported marks. This will be available to anyone who has access to the Home School Import screen.
 - e. If you notice the marks were not imported as the correct progress level, you can redo the import and the marks will be overridden with the new progress level as long as the term and mark type are the same.
 - f. If you notice the marks were imported with pluses and minuses and realize you should have stripped the pluses and minuses, you can perform the import again with the option marked to **Remove Pluses and Minuses From Imported Alpha Marks** or vice versa. The marks will be overridden and will not create double entries as long as you choose the same term and mark type as you did when you originally imported the file.



Congratulations! You have just imported the marks from the JVS to the Home School.



If the grades imported from the JVS are numeric marks, the export file from the JVS will contain the numeric mark and alpha equivalent according the Marks

Maintenance scale 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, but a mark of B+ at the Home School, the 90.00 will be imported into the Home School equivalent to an A. **In other words the Home School Marks Maintenance scale is ignored for numeric marks.**



F.Y.I.

Marks given at the JVS must also be on the Home School's Mark Maintenance page. However, the marks do not need to be the same point value. Example: JVS gives a mark of P worth four points. The Home School does not give a mark of P, but still needs to enter the mark on their Mark Maintenance page. The Home School can enter the P mark and give it a point value of zero.



F.Y.I.

Difficulty points given at the JVS must also be on the Home School's Difficulty Point Scale and Course Difficulty Maintenance pages.



F.Y.I.

If the JVS has an EMIS Location IRN populated on the course record, this IRN will be included in the import file and will display on the student's course history records so the home school will not have to manually update these records. If there is not an EMIS Location IRN on the course record, the import will use the Sending School IRN as it always has done in the past.



F.Y.I.

If you need to redo any exports for the 18/19 school year, any courses at the JVS that have the EMIS Location IRN will be loaded with that IRN and school name which could cause duplicates if the IRN was not changed on the record at the home school when it was initially loaded.

Marks File Layout:

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

		###0.000000, right justified]
EarnedCredit3	209-219	[Decimal, formatted ###0.000000, right justified]
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, 0.000000, right justified]
EarnedCredit5	280-290	[Decimal, 0.000000, right justified]
LevelOfDifficulty	291-298	
CourseCode	299-314	
EMISSubject	315-320	
-- BLANK --	321-322	filler
EMISSubjectAreaCredit	323-325	
-- BLANK --	326-330	filler
CORESubjectArea	331-333	
-- BLANK --	334-341	filler
CourseCredit	342-349	[Decimal, formatted 0.000000, right justified]
-- BLANK --	350-357	filler
CreditRatioDenominator	358-360	[Integer, formatted ###0, right justified]
CreditFlex	361	
IsDualCredit	362	"Y" = 1 "N" = 0 "*" = null (blank)
IsCollegePrep	363	"Y" = 1 "N" = 0 "*" = null (blank)
IsHonorRoll	364	"Y" = 1 "N" = 0 "*" = null (blank)
LocationIRN	365-370	[String, formatted 000000]
LocationName	371-420	

IsNCAACoreCourse	421	[Boolean, Y or N]
CollegeLocationIRN	422-427	[Decimal, formatted 000000]
CollegeLocationName	428-477	
EndOfCourseAssessmentArea	478-485	
CollegeCreditsEarned	486-493	[Decimal, formatted 0.000000]

Import/Export of Attendance

Task #1 - Home School Export of Attendance

The JVS typically exports attendance at mid-year and at year-end. When the JVS attendance is imported into the Home School, an entry is created on the student's External Absences page in StudentInformation, which will print on the student's transcript.

1. Change context to the JVS building and the current school year.
2. Navigate to **StudentInformation** » **Management** » **Import/Export** » **Home School Export**.
3. Go to the second tab named **Attendance**.
4. Choose the **Primary Student ID for Export**.
 - a. Just like the Marks Export, you will want to choose State Student ID (SSID) whenever possible since a student in multiple districts must have the same SSID, but can have differing EMIS IDs.
5. In the **Home District** field, choose the Home School you are exporting the attendance for.
6. In the **Student Status** dual select, choose the statuses you would like to export or else leave the filter blank.
7. If you would like to perform the export for an Ad-Hoc, select the membership from the **Ad-Hoc** dropdown.
8. Click **Export**.
 - a. A zip file is created.
 - b. The zip file will be named **StudentAttendance045xxx**. The last six numbers of the file represent the home school's district IRN.
 - c. Save the file to your desktop and email it to the home school, if necessary.

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 RES
D - DELETED
H - HOLD
I - INACTIVE

Ad-Hoc:

-- Select an Ad-Hoc Membership --

Public And Private

Export

Task #2 – Verify and Import the Attendance file received from the JVS into the Home School

1. Change context to the Home School and the current school year.
2. Navigate to : **StudentInformation** » **Management** » **Import/Export** » **Import**.
3. Go to the second tab named **Attendance**.
4. The first section is named **Import Mode**.
 - a. State Supports suggests you first do option 2 first, which is **Create Verification File Only, Do Not Perform Import**.
 - b. Please Note: There is no reason to perform the third option named **Perform Student Identifier Check Only, Do Not Perform Or Create Verification File** because when you choose the second option, it also performs the Student Identifier Check.
 - c. The **Create Verification File Only, Do Not Perform Import** option allows you see if there are any errors on the file and correct the errors before performing the actual import.
5. The next section is named **Primary Student Identifier for Import**.
 - a. Choose either **State Student ID (SSID)** or **EMIS ID**. Your selection will be determined by which ID the JVS used in the export file. If the JVS exported by SSID then you will need to do the import by SSID.
6. The last section is named **Import File**.
 - a. Click **Browse** and locate the file from the JVS.
7. Click **Import**.
 - a. A file is created.
 - b. Open the file or save it to you computer.
 - c. If the file contains any errors, they will be listed at the top of the file.
The most common error message is "**XX3638769**", "**KESS, DAVID**", "**Student not found**".
 - d. StudentInformation was unable to locate the student in the file. Either the student does not exist at the Home School or the SSID does not match.
 - e. You can edit the file and delete the student from the file if he does not belong to the Home School, or edit the file and correct the SSID, or ignore the error and continue on with the import. Note: If the error is ignored, the student's attendance will not be imported.
8. Now that we have verified the file, we are ready to perform the actual import.

9. Repeat the steps above, but this time choose the **Perform Import and Create Verification File** option.
10. Click **Import**.
11. Open the file or save it to you computer.
 - a. If the file contains any errors, they will be listed at the top of the file.
 - b. The most common error message is "XX3638769", "KESS, DAVID", "Student not found".
 - c. StudentInformation was unable to locate the student in the file. Either the student does not exist at the Home School or the SSID does not match.
 - d. Nothing will be imported for students who are not found.
12. Next, verify the attendance was actually imported into the student's External Absences page.
 - a. Edit the import file and choose several students at random.
 - b. With one of the student's in context, navigate to **StudentInformation** » **SIS** » **Student** » **Attendance** » **External Absences** and verify an external absence entry was created for the JVS and this school year.
 - c. When you import attendance again at the end of the year, the absences will be added to the entry already created. StudentInformation will not create a double entry.



Congratulations! You just imported Attendance to the Home School.

Import Data from Students' Vocational Schools

This screen will import files from students' vocational schools

Course History
Attendance
Students
Imported Marks History

Perform Import and Create Verification File

Import Mode: **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:*

Attendance File Layout

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, the export uses the SSID if the SSID is present or the EMIS ID if the SSID is not present. When you select to export by EMIS ID, the export uses the EMIS ID if the EMIS ID is present or the SSID if the EMIS ID is not present.
Attended	20/29 right justified	10	The sum of all calendar days minus absence days. Examples as follows: 1. Student's calendar day indicates 1 actual day of attendance and the student does not have an absence record on calendar day. The student is given 1 actual day of attendance. 2. Student's calendar day indicates 0.5 actual days and student does not have an absence record. The student is given 0.5 days of attendance for the calendar day. Student's calendar indicates 1 actual day of attendance and student has an absence record indicating 0.5 days of absence. The student is given $1 - 0.5 = 0.5$ days of attendance on the calendar day.
AttendedHours	30/39 right justified	10	Sum of all calendar hours minus absence hours.
Absence Excused	40/49 right justified	10	Sum of all absence days marked as excused.
AbsentExcusedHours	50/59 right justified	10	Sum of all absence hours marked as excused.
Absence Unexcused	60/69 right justified	10	Sum of all absence days marked as unexcused.
AbsentUnexcusedHours	70/79 right justified	10	Sum of all absence hours marked as unexcused
Tardy	80/89 right justified	10	The number of absence records marked tardy.
OutOfSchoolSuspAbsenceHours	90/99	10	Sum of all absence hours marked

Field	Start Position/End Position	Length	Comments
	right justified		as Out of School Suspension
School Year	104/107	4	School year of absence data. This is not the fiscal year of the absence data.
Student Name	112/143	32	Student name (last name, first name)

v3.0											
030080	AB4267244	96.95	552.53	2.00	11.50	7.05	39.47	7.00	0.00	2018	SANCHEZ, ANNA
030080	RG4747465	96.71	550.08	2.91	16.71	6.39	36.72	1.00	0.00	2018	THORNTON, SHANE
030080	GE7361442	99.62	566.82	4.38	25.18	2.00	11.50	0.00	0.00	2018	NASH, ALFREDO
030080	OH4347547	99.87	568.23	6.00	34.50	0.13	0.77	6.00	0.00	2018	MARSH, THEODORE
030080	PL7648231	98.64	562.27	2.48	14.25	4.88	26.98	7.00	0.00	2018	DENNIS, CARL
030080	RW5382860	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2018	FREDERICK, ALFRED
030080	PI9708890	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2018	PRICE, DEBRA
030080	KP3196654	108.00	621.00	0.00	0.00	1.00	5.75	0.00	0.00	2018	BRADY, MARIO



Student Import



Can be used to bulk register the following examples:

- Students from a non-StudentInformation district
- Students from another StudentInformation ITC
- Sixty preschool kids starting in the fall



All students are registered on the Default Calendar and a Primary Contact is created, if one is entered in the file.



The student import will find a strict match if the student's Social Security #, EMIS ID, or SSID match.

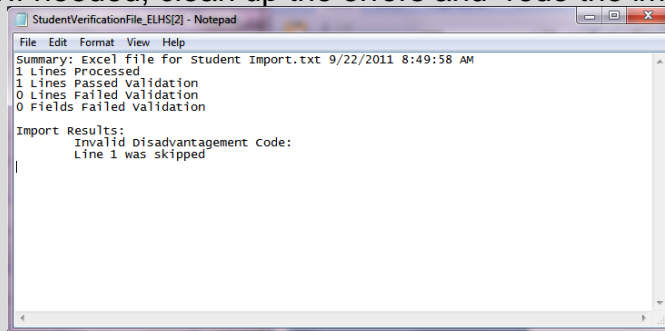


If a file is reimported duplicate students will be created, without warning, if the student's Social Security #, EMIS ID or SSID is not used in the file. The Student Import was not designed to find possible matches.

1. Open the Excel file for Student Import found on the documentation site under Procedural Checklists – Student section (**File Layout for Student Import**).
2. Starting with line 2 of the Excel file and enter the information of the students that need registered.
 - a. Pay close attention to required fields, data lengths, and capitalization.
3. Rename the file (example: importaug12) and save it to your preferred location as Save as type: **Text (Tab delimited)**.
4. With the building in context, navigate to **StudentInformation » Management » Import/Export » Home School Import.**
5. Choose the **Students** tab.
6. In the **Import Mode** section, choose **Perform Import and Create Verification File**.
7. Enter an **Admission Date**, **Admisison Reason** and **Student Status**.
8. NOTE: The **Admitted From IRN** field is enabled and required for students newly enrolled after July 1 with an admission reason 3, 6 or 7. Joint Vocational School Districts (JVSDs) and Education Service Centers (ESCs) are required to report ***** in this field. This field is defaulted to ***** and disabled when re-registering a student into a building in the same district as the building from which the student was withdrawn. This field is disabled and given a value of ***** when the school or district in

context is a Joint Vocational School District (JVSD) or Educational Service Center (ESC).

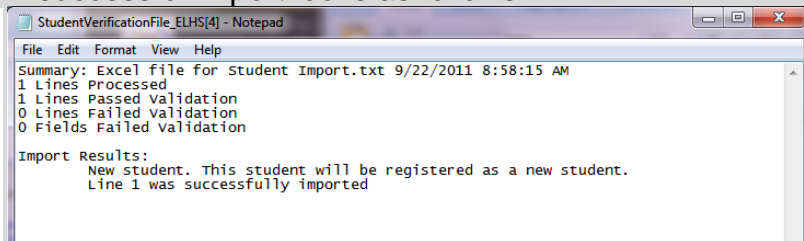
9. The **EMIS Situation** and remainder of the fields are pulled from the Registration Defaults page. Choose a different **EMIS Situation**, if desired.
10. Browse for the file and click **Import**.
11. The following message will appear: *Are you sure you want to import this information* – click **OK**.
12. On the file download pop-up, click **Open** to view the verification file.
13. If needed, clean up the errors and redo the import.



```
StudentVerificationFile_ELHS[2] - Notepad
File Edit Format View Help
Summary: Excel file for Student Import.txt 9/22/2011 8:49:58 AM
1 Lines Processed
1 Lines Passed validation
0 Lines Failed validation
0 Fields Failed validation

Import Results:
  Invalid disadvantage code:
  Line 1 was skipped
```

14. A successful import looks as follows



```
StudentVerificationFile_ELHS[4] - Notepad
File Edit Format View Help
Summary: Excel file for Student Import.txt 9/22/2011 8:58:15 AM
1 Lines Processed
1 Lines Passed validation
0 Lines Failed validation
0 Fields Failed validation

Import Results:
  New student. This student will be registered as a new student.
  Line 1 was successfully imported
```

15. Verify the students were imported by searching for several of them.

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: * 7/1/2018

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

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

Attending Building IRN: 022178 - Madison High School

County of Residence:

District of Residence: 049452 - Madison Local SD

How Received IRN: ***** -

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

Assigned Building IRN: *****

Sent To 1:

Reason: NA - Not sent to another district

IRN: ***** -

Percent of Time: 0

Sent To 2:

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

IRN: -

Percent of Time: 0

Import File: *

Student File Layout:

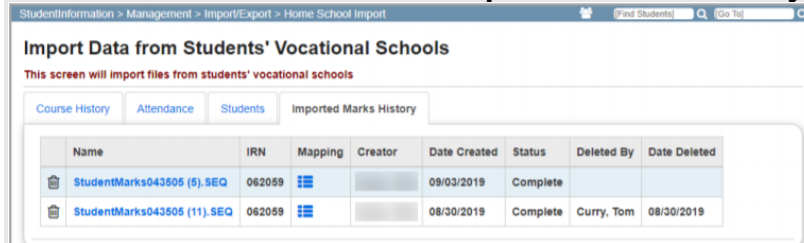
Column	Column Title	Valid options:
A	1. SS#	(999999999)
B	2. Filler	
C	3. Last Name – REQUIRED	(1-40 alpha-numeric)
D	4. First Name – REQUIRED	(1-40 alpha-numeric)
E	5. Filler	
F	6. Filler	
G	7. Sex – REQUIRED	M or F
H	8. Birth Date – REQUIRED	(MM/DD/YYYY)
I	9. Local Ethnicity	(1-40 alpha-numeric NOTE: must match Ethnicity name of receiving school)
J	10. Grade – REQUIRED	(99)
K	11. Filler	
L	12. Filler	
M	13. Street Address – REQUIRED	(1-40 alpha-numeric)
N	14. City – REQUIRED	(1-40 alpha-numeric)
O	15. State – REQUIRED	(XX)
P	16. Zip Code – REQUIRED	(5 or 9 numeric)
Q	17. Phone	(5555555555) or (555)555-5555
R	18. Filler	
S	19. Contact Type Name	(1-40 must match Contact Type Name of receiving school)
T	20. Filler	
U	21. Contact's Name	(1-40 NOTE: will load into Last name field only)
V	22. Contact's Title	(valid options are: Mr. Mrs. Ms. Dr.)
W	23. Filler	
X	24. Filler	
Y	25. Filler	
Z	26. Contact's Address	(1-40 alpha-numeric)
AA	27. Contact's City	(1-40 alpha-numeric)
AB	28. Contact's State	(XX – must be capital letters)
AC	29. Contact's Zip Code	(5 or 9 numeric)
AD	30. SSID	(XX9999999 – must be capital letters)
AE	31. Filler	
AF	32. Filler	

AG	33. Filler	
AH	34. Native Language	(XXX- must be capital letters)
AI	35. Disadvantagement	(**,1,2,3) Will default to ** if nothing filled out in file
AJ	36. Filler	
AK	37. Filler	
AL	38. Filler	
AM	39. Filler	
AN	40. Filler	
AO	41. Filler	
AP	42. Filler	
AQ	43. Disability Code	(valid options are: **,01,02,03,04,05,06,08,09,10,12,13,14,15,16) Will default to ** if nothing filled out in file
AR	44. EMIS ID	(X00000000 or 000000000)
AS	45. Home Language	(XXX – must be capital letter)
AT	46. Hispanic/Latino	(Y or N – case sensitive)
AU	47. Race White	(TRUE or FALSE - case sensitive)
AV	48. Race Black	(TRUE or FALSE - case sensitive)
AW	49. Race Asian	(TRUE or FALSE - case sensitive)
AX	50. Race American Indian	(TRUE or FALSE - case sensitive)
AY	51. Race Pacific Islander	(TRUE or FALSE - case sensitive)
AZ	52. Summative Race – REQUIRED	(A, B, I,P, W, M, H - case sensitive)
BA	53. County of Residence	(00 – use two digit numeric county code)

Appendix A: Removing Imported Marks

Occasionally districts will need marks removed from student records due to importing them with incorrect mapping or with the wrong IRN.

1. Change context to the home school building and the school year the marks were loaded into.
2. Navigate to **StudentInformation** » **Management** » **Import/Export** » **Home School Import**.
3. Go to the fourth tab named **Imported Marks History**.



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

	Name	IRN	Mapping	Creator	Date Created	Status	Deleted By	Date Deleted
🗑️	StudentMarks043505 (5).SEQ	062059	📄		09/03/2019	Complete		
🗑️	StudentMarks043505 (11).SEQ	062059	📄		08/30/2019	Complete	Curry, Tom	08/30/2019

4. Click on the icon in the mapping column to view how the course history was imported.
5. After confirming the file to be deleted, click on the **trash can** icon.
6. You will receive the message 'Are you sure you want to deleted all imported marks from **StudentMarksxxxxx.SEQ.txt**?'
7. Click **OK**.
8. All marks loaded when that file was imported have been removed.