

Importing Students into PowerSchool for Next Year

1. Download the Student_Import_Template.txt file from the Student Services Public Wiki: <https://wiki.nwoca.org/display/sispub/Import+Templates>
2. Create the full-year term for next year in PowerSchool.
 - a. School > Years & Terms > New
 - b. Edit the new term and enter the Import File TermID
3. Obtain the FTEID for the school(s) for Next Year.
 - a. System > Direct Database Export (DDE) > Select the FTE (159) table.
 - b. Search for records that match one of your schoolIDs and where the YearID = the new year ID. (2013-2014's yearID = 23)
 - c. Click on "Search All ____ records in this table".
 - d. Example:

Search FTE

SchoolID	=	16568
YearID	=	23

Search only in records belonging to Holgate Middle/High School

Search all 15 records in this table Search within the current 0 records only.

- e. Once the records matching your selection criteria have been found, click on "List View". The FTEID appears in blue in the "ID" column. You may have more than one FTE record, depending on how many FTE's were set up for the selected school. Look for the record where the Name matches your fulltime students' FTE. Example:

List Records: FTE

Records: 3

ID	SchoolID	YearID	FTE_Value	Name	Description
1. <u>251</u>	16568	23	0	Non-Attending	
2. <u>252</u>	16568	23	0	Half-Time	
3. <u>253</u>	16568	23	0	Full Time FTE	

4. Prepare the Import File:

- a. Launch Excel. Click “**File**”, then “**Open**”. Browse for the Student Import Template file that you saved to your computer. Search for “All Files”, not just excel files. The Text Import Wizard should appear.
 - b. On the first screen, verify that the “Delimited” button is selected, and click “Next”.
 - c. On the second screen, verify that “Tab” is the selected delimiter and click “Next”.
 - d. On the third screen, in the Data Preview window, slide the scroll bar to the right as far as possible, then hold down the Shift key and click in the right-most column, then click on “Text” for “Column Data Format”.
 - e. Click “Finish”.
5. Populate the Import File:
- a. It is recommended to populate the **Student_Number** column.
 - To find the highest student_number in the Students table in your server, at the Start Page, select System > Direct Database Export (DDE), then the Students table. Click on “Select All ___ Records in this table”. Click on “Export Records”. In the box for field names, enter student_number and then click Submit. Open the file with Excel and sort the Student_number column in descending order.
 - Enter a number that is higher than this in the first cell in your import file. In the next row, enter the next consecutive number, and in the next row, enter the next consecutive number. Select these three cells, then drag the lower right corner of the selection box down to the last row in your file. Excel should populate the column with increasing consecutive numbers in this pattern.
 - b. Required columns are A through R, with the exception of “I”, which is the student SSN. Importing the SSN is optional.
 - c. The **SchoolID** is the PowerSchool School Number.
 - Go to the District Office > District > Schools/School Info.
 - d. The **Grade_Level** column should contain ‘0’ (zero) for Kindergarten students; -1 for Preschoolers, and 1,2,3, etc. for other grade levels.
 - e. For “**Gender**”, enter either an “M” or an “F”.
 - f. Place the **FTEID** that you obtained in step 3 in the FTEID column for all students.
 - g. **EntryDate** should be the first day of the NEXT school year.
 - h. **ExitDate** should be the day AFTER the last day of the NEXT school year.
 - i. The **Enroll_Status** column should contain ‘-1’.
 - j. The **Sched_NextYearGrade** column is not required for pre-registered students for the next school year, but optionally may be populated.
 - k. Save the import file as a tab-delimited text file.

6. Import the Students:

- a. Select the School to receive the new students. Select the NEXT YEAR's term.
- b. Special Functions > Importing & Exporting > Quick Import
 - Select the Students table
 - Field Delimiter = Tab
 - End of Line Marker = CR
 - Select the appropriate Character Set: if your computer is a Mac, select Mac Roman ; if your computer is a PC, select "Windows Ansi".
 - Browse for the import file.
 - Check the box, "Suggest Field Map".
 - Click "Import".
 - The next page will display the columnheaders from the import file on the left, and the field names in PowerSchool on the right. Verify that all columns are mapped to a field in PowerSchool.
 - Check the box, "Check to Exclude the First Row".
 - In the lower portion of the page, under "If the file being imported contains a student number that matches a student number already in PowerSchool, how would you like it handled?", verify that this option is selected: "Do not process that line from the file being imported"
 - Check "Allow Updates of Enrollment Status".

Note: The student number is required in all import files. All information is keyed off of the student number field.

If the file being imported contains a student number that matches a student number already in the PowerSchool system, how would you like it handled?

Do not process that line from the file being imported.

Update the student's record with the information from the file being imported (Note: even if you have this option selected, if the student is in a different school, the information will not be updated).

Generate a new, unique student number for the student (from the range specified below) and import the data from the import file.
 New student numbers are generated at random from within this range: -

Synchronize Mode (Warning: This will transfer out all Students who are not found in the file being imported. Do not use this unless you know exactly what you are doing!)

Allow Update of Enrollment Status (Warning: Don't use this unless you know exactly what you are doing!)

- Click "Submit".

7. As PowerSchool processes the import file, messages will appear on your screen. Make note of any red messages, as these need attention, as the import failed for the student. For any student successfully imported, a message will appear in black.