

Special Education Record Import Process

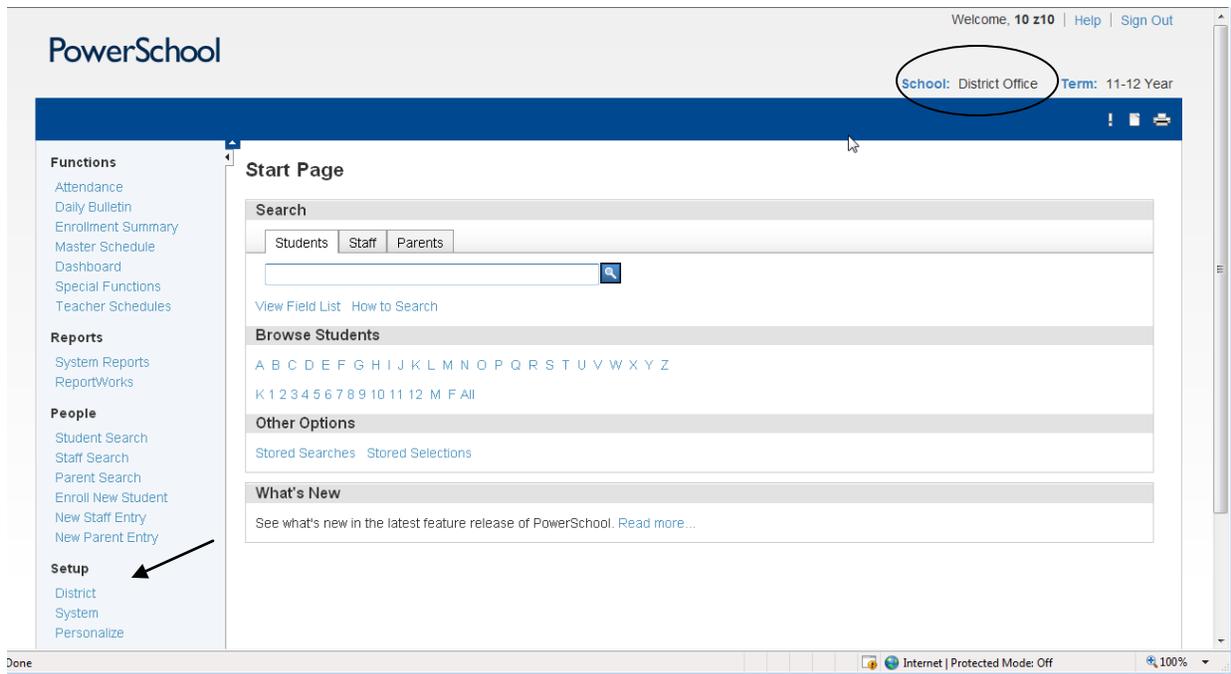
The import of Special Education records into PowerSchool will require a process that is different than other imports completed thus far.

Note: It is very important you prepare the data well prior to attempting import. There is no option to 'update' on the import of this data. If a record for a student gets imported, the only way it can be updated is using the PowerSchool interface. The records can not be updated with an additional import.

Preparation

Consider how you want the Special Education entries to be grouped for reporting and other purposes. For example, if you want to select all IEP records in one criteria, you may want to create a generic IEP such as xIEP, entry within the Special Programs setup. Some districts choose to enter all their Special Ed records under one Special Program called "Special Education". By using a more defined grouping, it seems the options to select and report are better.

Set your School to District, and then select District under Setup.

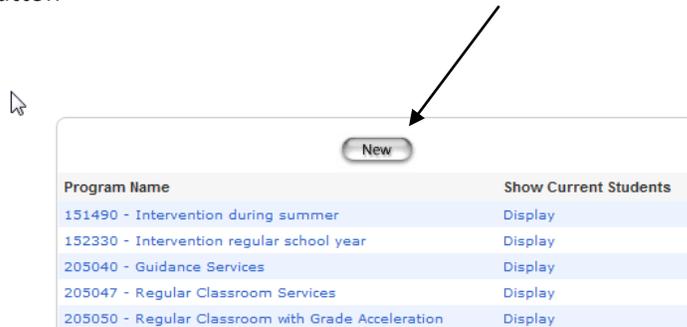


Once in the District setup, select Special Programs

Scheduling/Reporting Ethnicity Codes	Define global Ethnicity Codes for Scheduling and Reporting
Schools/School Info	Create and define schools.
Special Programs	Define special membership groups such as special ed.
Years & Terms	Define term names and abbreviations with term beginning and ending dates.

Click on the 'new' button

Special Programs



Add the entries you have chosen for your district. Here is an example of how one district decided to enter their records. Every district has the option of setting this up differently.

The screenshot shows a table with two columns: 'Program Name' and 'Show Current Students'. The first two rows are highlighted with a red box.

500001 - Previous Drop-out, our district	Display
500002 - Previous Dropout, Other District	Display
ACNST	Display
APSTC	Display
ARFRL	Display
AxETR	Display
AxIEP	Display

Continue to enter the new Special Programs as desired at your district. You must check the box for "qualifying as a special education program". Do not check "all" reporting terms, check those that apply.

Preparing the data

Open the spreadsheet provided by NWOCA. In this spreadsheet it is not necessary to open it in 'text' format to preserve the leading zeroes on the SchoolID field. The leading zeroes are not critical in that particular field.

Remove the column with 'TimeStamp' in the heading.

It is critical the columns of this spreadsheet not be rearranged, thus must remain in the exact order you receive the file in. The data can be sorted by row, but can not be sorted by column.

In the column labeled "ProgramName" you must enter the exact value you used as the program name when entered under the Special Program function. Capitalization and spacing are critical; these values have to be exact. Each row of data must have a value.

↓

A2		fx			
	A	B	C	D	
1	ProgramName	EnterDate	ExitDate	ExitReaso	Sc
2		8/25/2010			
3		11/18/2010			
4		6/4/2009			
5		6/4/2009			
6		6/4/2009			
7		8/20/2010			

Dates have to be in this format in any date field: mm/dd/yyyy

You'll see here the ProgramName values match what was entered by the district.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	ProgramName	EnterDate	ExitDate	ExitReaso	SchoolNu	GradeLev	StudentNi	Comment	ProgramR	Employee	ProgramP	DateType	OutcomeI	NonComp C
2	AxIEP	8/25/2010			66677	-1	175145					RIEP	IE51	
3	AxIEP	11/18/2010			66677	-1	675445					RIEP	IE51	
4	ARFRL	6/4/2009			66677	0	688544					RFRL		
5	AxIEP	10/7/2010			10238	-1	705225					IIEP	IE51	
6	ACNST	6/4/2009			66677	0	688522					CNST	CNGT	
7	AxETR	6/4/2009			66677	0	688555					IETR	ET15	

Save the spreadsheet in either tab delimited or CSV format. Either can be imported.

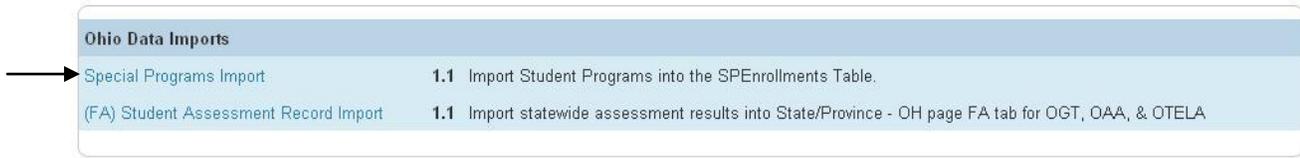
Import

Return to the District setup page, scroll to the bottom and select Data Import System

Ohio State Information	Description
Building/District Information	General Information Report(s) Setup
Career-Technical Class Correlations	Career-Technical Education Correlated Class Record (CV) Setup
Local Classroom Code Mappings	Mapped Local Classroom Code Record (CM) Setup
Data Import System	Ohio Data Imports

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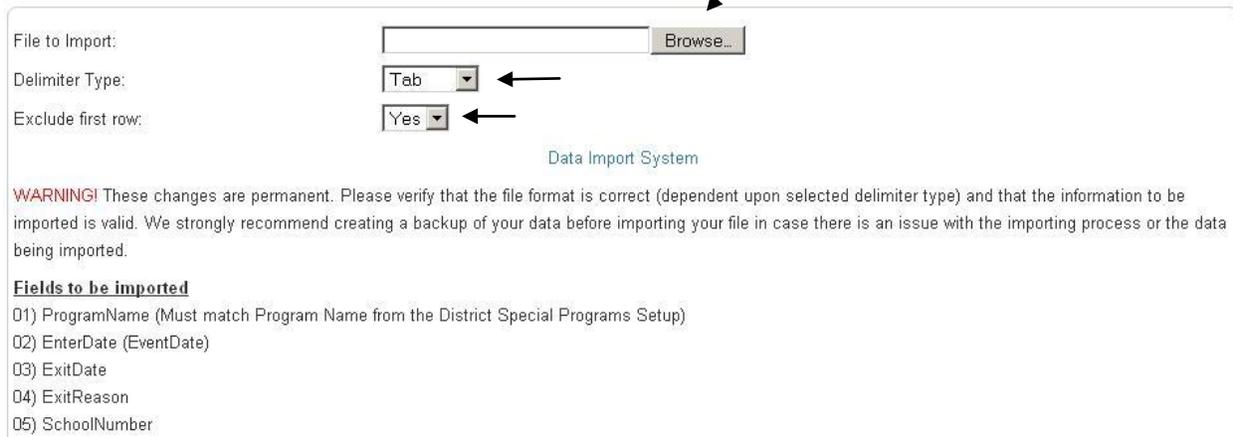
A single option will show up, select the Special Programs Import:
Ohio Data Import System



Ohio Data Imports	
Special Programs Import	1.1 Import Student Programs into the SPEnrollments Table.
(FA) Student Assessment Record Import	1.1 Import statewide assessment results into State/Province - OH page FA tab for OGT, OAA, & OTELA

The import entry screen for this process will be different than any import screen seen thus far in PowerSchool. This import is a blind process, where you enter a file name and select the Delimiter Type and leave the Exclude first row set to 'Yes'. Then click the 'import' button at the bottom. You will not get a field mapping or any chance to verify the information. YOU MAY NEED TO UPDATE THE DELIMITER TYPE TO COMMA DEPENDING ON HOW YOU SAVED THE FILE.

Import Special Programs File



File to Import:

Delimiter Type:

Exclude first row:

Data Import System

WARNING! These changes are permanent. Please verify that the file format is correct (dependent upon selected delimiter type) and that the information to be imported is valid. We strongly recommend creating a backup of your data before importing your file in case there is an issue with the importing process or the data being imported.

Fields to be imported

- 01) ProgramName (Must match Program Name from the District Special Programs Setup)
- 02) EnterDate (EventDate)
- 03) ExitDate
- 04) ExitReason
- 05) SchoolNumber

Records not imported will display in red. If the errors in red indicate an import for a record was unsuccessful, a second attempt at importing those records only can be completed. The entire spreadsheet can not be re-imported. If the red errors indicate some other type of error, the errors will have to be evaluated and a determination made as to whether the record needs to be added in PowerSchool or manual updates to the record are needed.

Return to the Start Page. Select a student whose Special Education records you just added. Scroll to the Special Programs under Enrollment to view these records.