

Importing Local Attendance Pattern **

Select the students. That you need to have the local attendance pattern set to **
All other students can be updated using the normal student field group function.

Use Quick Export.

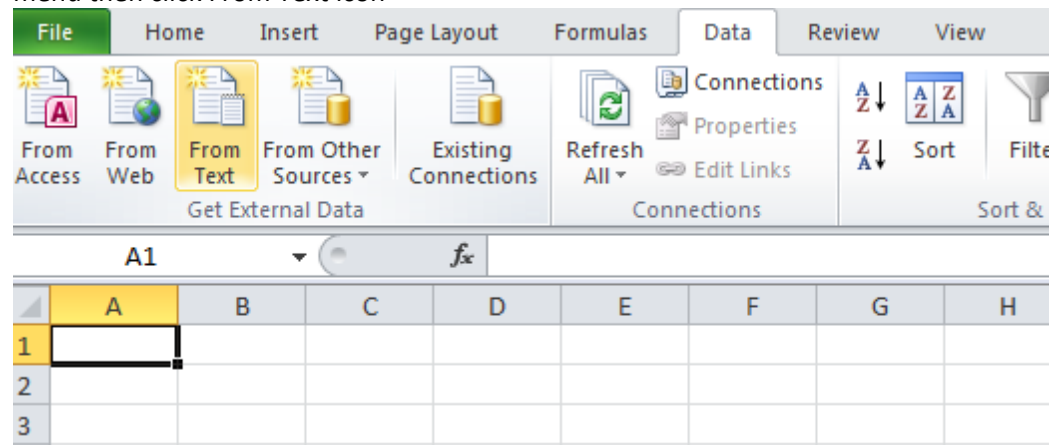
Include fieldname: ID

Any other fields are optional.

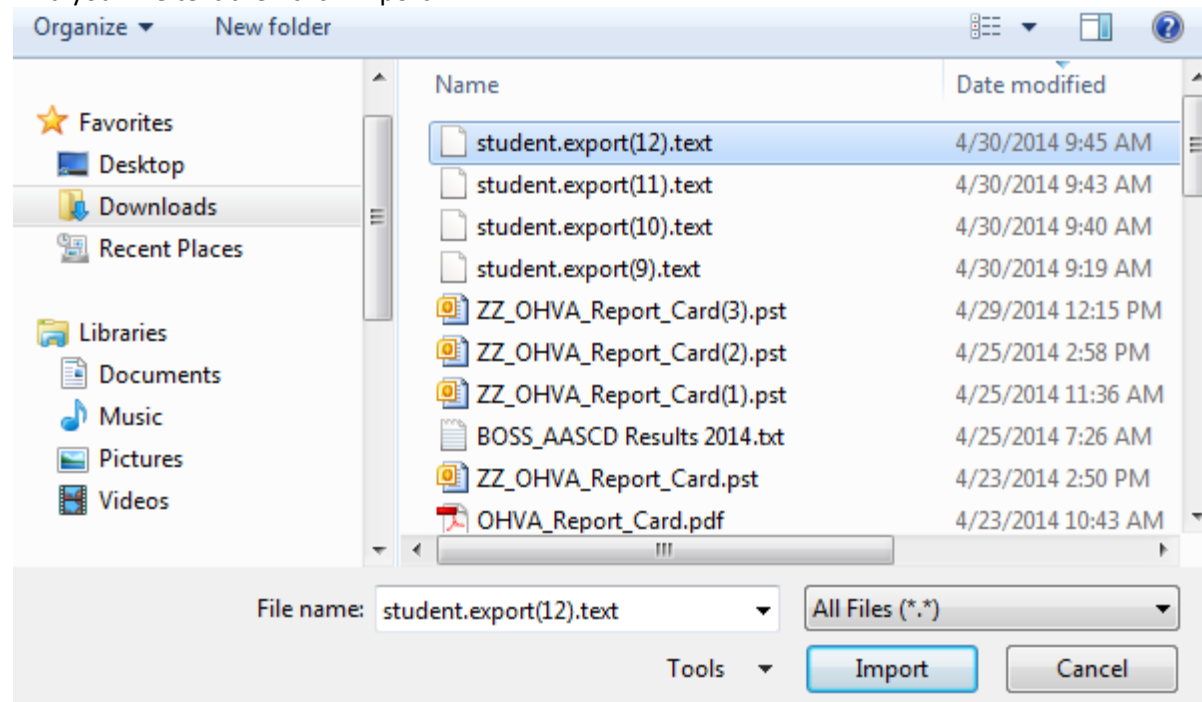
Save as tab-delimited text file.

Launch Excel; pull in the tab-delimited text file. Format the column(s) as Text (this process is pretty much the same at the ACT/SAT process we documented for 14N reporting)

Next open Excel and then import this file into Excel as TEXT – to preserve any leading zeros in the dates and so on. Click the Data option on the menu then click From Text icon



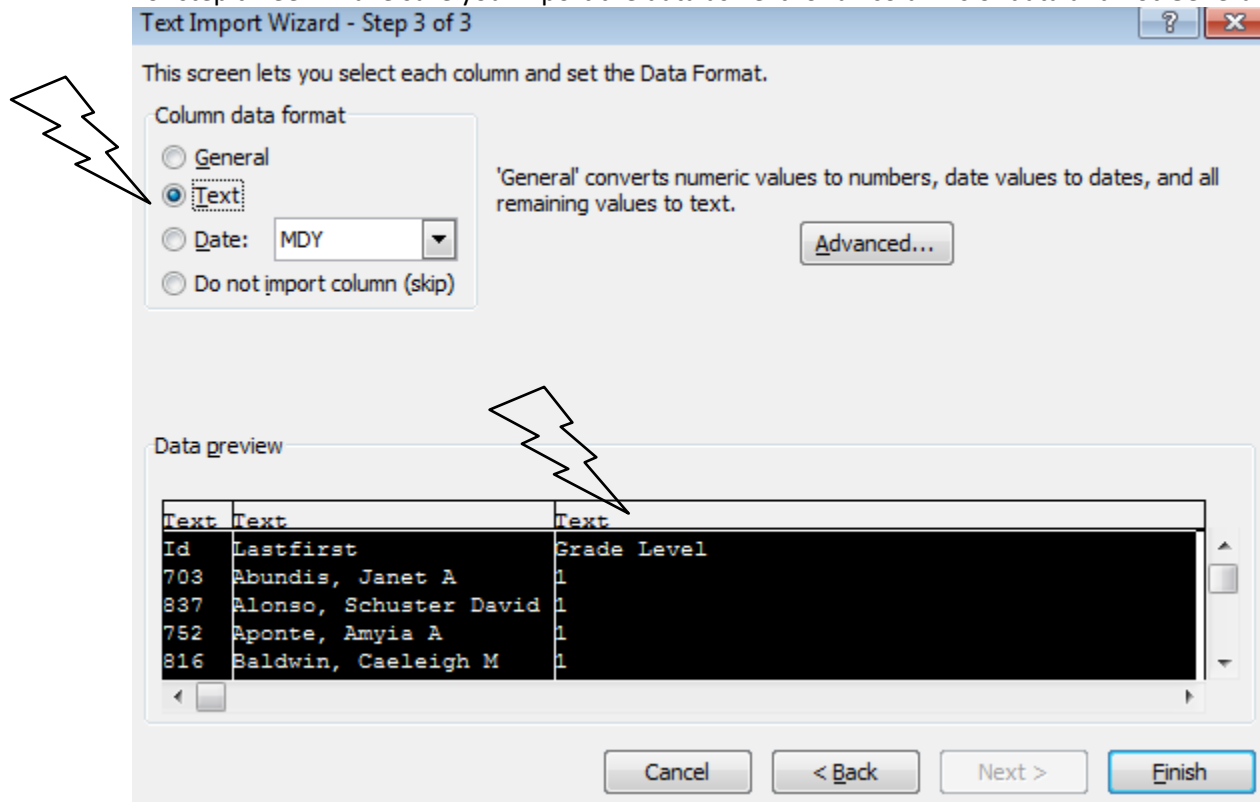
Find your file text then click Import



For step one – click Next

For step two - click Next (providing you chose Tab during your export from PS – otherwise updated to your choice when you created your file)

For step three – Make sure you import the data as Text for all columns of data and not General



Add a column next to the ID. Header: S_OH_STU_FD_X.LOCAL_ATT_PATTERN

Populate this column with: ** and copy this down to all cells in the column.

Remove any optional columns, keeping only the ID and the S_OH_STU_FD_X.LOCAL_ATT_PATTERN columns.

	A	B
1	Id	S_OH_STU_FD_X.Local_Att_Pattern
2	703	**
3	837	**
4	752	**
5	816	**
6	842	**
7	901	**

Save file as tab-delimited text.

To Import, go to the School > Special Functions > Importing and Exporting > Data Import Manager

Source: Click Browse to locate your import file.

Import Into: Choose from the drop down list: S_OH_STU_FD_X & click NEXT.

Data Import Manager

Select Source and Target

Source: Test_Kid.text

Import Into:

Field Delimiter: Character Set:

If you do not see S_OH_STU_FD_X in the drop down you will need to turn on importing on your server.

Go to District>District on left menu>Miscellaneous and make sure you have one of these options checked for where you intend to import

Allow importing in district office mode
(not recommended; can be dangerous)

Allow importing into custom database tables at the school level

Next screen is the mapping screen. Map the ID field to:

Map Columns

Import File Column	PowerSchool Field
Id	<input type="text" value="S_OH_STU_FD_X.StudentsDCID"/>
S_OH_STU_FD_X.LOCAL_ATT_PATTERN	<input type="text" value="S_OH_STU_FD_X.Local_Att_Pattern"/>

Click Next.

Select Options

Check to exclude the first row (contains headers).

If a record in the import file matches an existing record in the database, how would you like that record processed?

Do not process record

Update existing record

Choose the Update Existing Record option. Click Import.

Once this is done, you will see the "***" attendance pattern in the FD record for students in the import file:

(FD) Effective Date Record Transfer Info	
Current Year FD Records All FD Records	
Effective End Date	Current
State Grade Level Equivalent	12
Local Attendance Pattern	**

