

How to... Re-load Last Year's Student Attendance Codes

If your school reported unique attendance codes in L0 last year, you can quickly reload these into L0 for the current school year with these directions.

1. Log into L0
2. From the L0 dashboard, change the **SCHOOL YEAR** with the dropdown
3. Hover over **REPORTS** and click on **INFORMATION/WARNING REPORTS**
4. Use the **SELECT DATA TYPE** field dropdown to tap on **STU/ATTEND CODES**
5. Tap on **DOWNLOAD ALL...**

NYS-Level 0 **NYSED.gov**

New York State Education Dept. - Level 0

Elect. Import Manual Input L1-Data Reports Admin Help Log Off

User Account: Tracy Davey (tdavey). Current Session Expires on 1/31/2024

Current # of users logged on: 3 View Profile Info View/Update My Profile Info

District: School Year: School Year Ending 2024-06-30 School Year Ending 2024-06-30 School Year Ending 2023-06-30

Reports
Information/Warning Reports
Data Quality Reports
Dashboard

Download Chosen Report to: ☒ .txt file ☐ .csv file **Download**

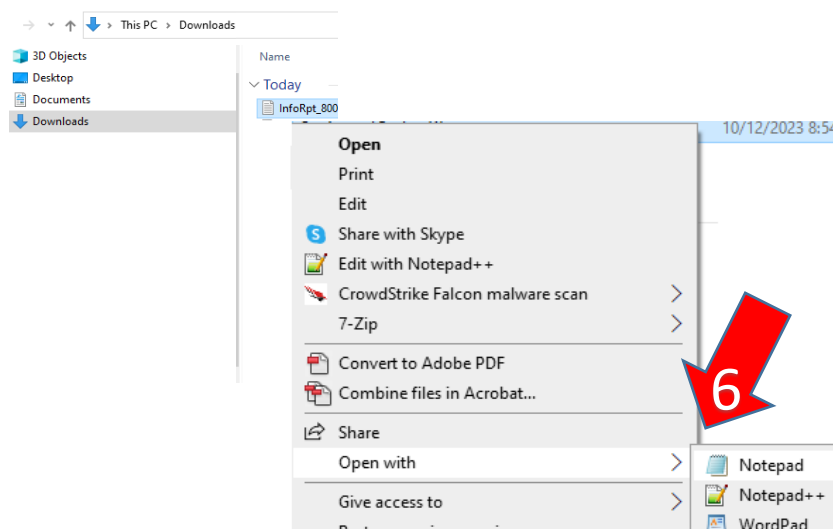
Information/Warning Reports

Any findings displayed in these reports represent possible problems that should be researched. Nothing in these reports will ever prevent any data from being sent to Level 1. The 'Download All Records' button allows you to download all records for the selected data type for the current district and school year.

Select Data Type (capitalized types indicate active info checks)
Stu/Attend/Codes **Run Report** **Download All Stu/Attend/Codes Records** ☒ .txt ☐ .csv

You can now edit the CSV file directly.

6. Find the downloaded file right-click
On the file name and tap on
OPEN WITH Notepad
or another text editor.

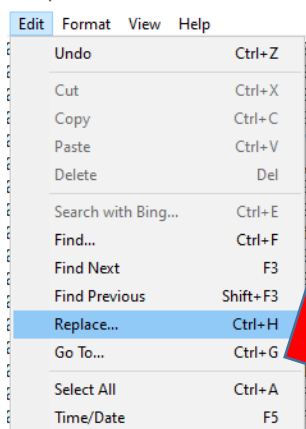


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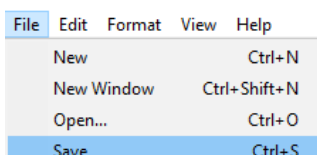
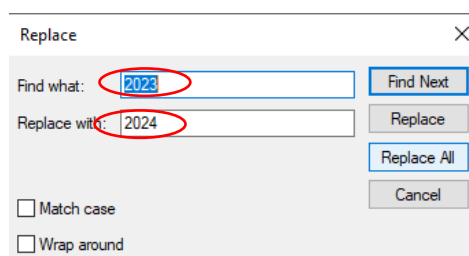
Only the school year needs to be updated.

7. Hover over EDIT and tap on REPLACE

```
*InfoRpt_80070183_StuAttendCodes (1) - Notepad
File Edit Format View Help
"800####", "", "AE1000", "", "AE1000", "", "", "E", "Excused", "2023-06-30", "STUDENT", ""
"800####", "", "AE2000", "", "AE2000", "", "", "E", "Excused", "2023-06-30", "STUDENT", ""
"800####", "", "AU1000", "", "AU1000", "", "", "U", "Unexcused", "2023-06-30", "STUDENT", ""
"800####", "", "AU2000", "", "AU2000", "", "", "U", "Unexcused", "2023-06-30", "STUDENT", ""
"800####", "", "Excused", "", "E", "", "E", "Excused", "2023-06-30", "STUDENT", ""
"800####", "", "E2000", "", "E2000", "", "", "E", "Excused", "2023-06-30", "STUDENT", ""
"800####", "", "IA1000", "", "IA1000", "", "", "PRSNT-IN", "Present In School", "2023-06-30", ""
"800####", "", "IA2000", "", "IA2000", "", "", "PRSNT-IN", "Present In School", "2023-06-30", ""
```



8. Enter the years: FIND (last) and REPLACE (new)
And tap on REPLACE ALL

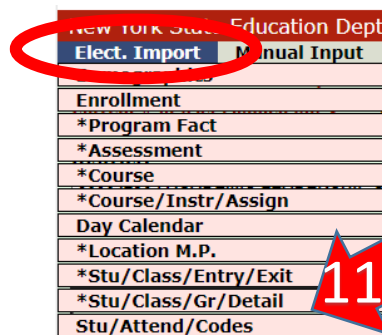


9. Hover over FILE and tap on SAVE

10. Return to Level 0 and change back to the **current school year**



11. Hover over **ELECT. Import** and
Tap on **STU/ATTEND/CODES**



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Student Attendance Code Import:

Step 1 - Select Import file type:
(Note: First line of file must contain a Student Attendance Code record.)

☐ Comma Delimited Text

Step 2 - Insert/Update Choices:

☐ Update EXISTING Records in Level 0 AND Insert NEW Records Only

Step 3 - Import File Location: (Use browse button to find file)

No file chosen

Step 4 - Click button to prepare file for validation:

Step 5 - Click button to validate data file:

Import/Validation Messages:

- 12a. Skip to STEP 3 and tap on **Choose File** and identify the file to be loaded.
- 12b. Tap on **Prepare Import File**
- 12c. Tap on **Validate Data**.

L1-Data Prep. Reports

Demographics

Enrollment

***Program Fact**

***Assessment**

***Course**

***Course/Instr/Assign**

Day Calendar

***Location M.P.**

***Stu/Class/Entry/Exit**

***Stu/Class/Gr/Detail**

Stu/Attend/Codes

13. Hover over **L1 – Data Prep**. Click on **Stu/Attend/Codes**.
14. Click on **Validate Now &**

CREATE FILE FOR LEVEL 1 SUBMISSION

Congratulations you're done!!

Student Attendance Codes Prep. for Level 1:

Verification Checks:
Perform a 2nd level of error checking. When Level 0 has it's W/F error level set to 'Fatal', Student Attendance Codes data can not be sent to Level 1 until this process has been completed with no errors.

Red background indicates data has not been updated since last Level 1 file was created.

Last Level 1 File Created: None

Validation results...

Click the button below to create export file for Level 1

Data Prep. Messages...