

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...**

The screenshot shows the NYS-Level 0 dashboard. A red arrow labeled '3' points to the 'Reports' menu item. Another red arrow labeled '2' points to the 'School Year' dropdown menu, which is open and shows 'School Year Ending 2023-06-30' selected. Below this, a 'Reports' sidebar is shown with 'Information/Warning Reports' highlighted. A third red arrow labeled '4' points to the 'Stu/Attend/Codes' option in the 'Select Data Type' dropdown. A fourth red arrow labeled '5' points to the 'Download All Stu/Attend/Codes Records' button. The 'Download Chosen Report to:' section shows '.txt file' selected and a 'Download' button.

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.

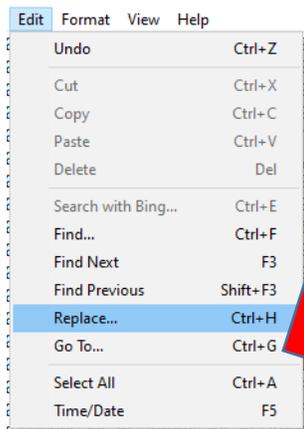
The screenshot shows a Windows file explorer window with the 'Downloads' folder selected. A file named 'InfoRpt_800' is highlighted. A right-click context menu is open, and the 'Open with' option is selected, showing a list of applications: Notepad, Notepad++, and WordPad. A red arrow labeled '6' points to the 'Notepad' option.

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

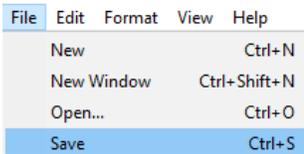
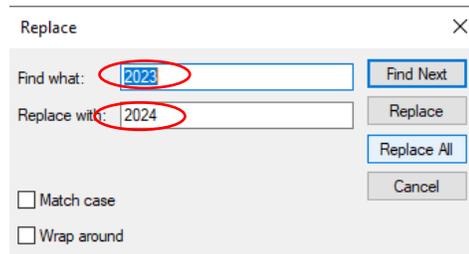
Only the school year needs to be updated.

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



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

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
 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 that 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...