



Synergy - Economic Status Upload Guide

- This upload will enter Economic Status data into Synergy on the Economic Status screen.
- Complete the Economic Status upload **after** the Student Enrollment upload has been successfully uploaded.

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File Preparation:

Option 1: use your local Student Information System such as Infinite Campus, Power School or Web2School to export a file. You will need to work with your local SIS for assistance in downloading the file from their system.

Option 2: Fill out the Economic Status sample file which can be downloaded from here:

https://www.maine.gov/doe/data/student/Synergy_upload.html


(Note: the sample file has example students that you will need to delete.)

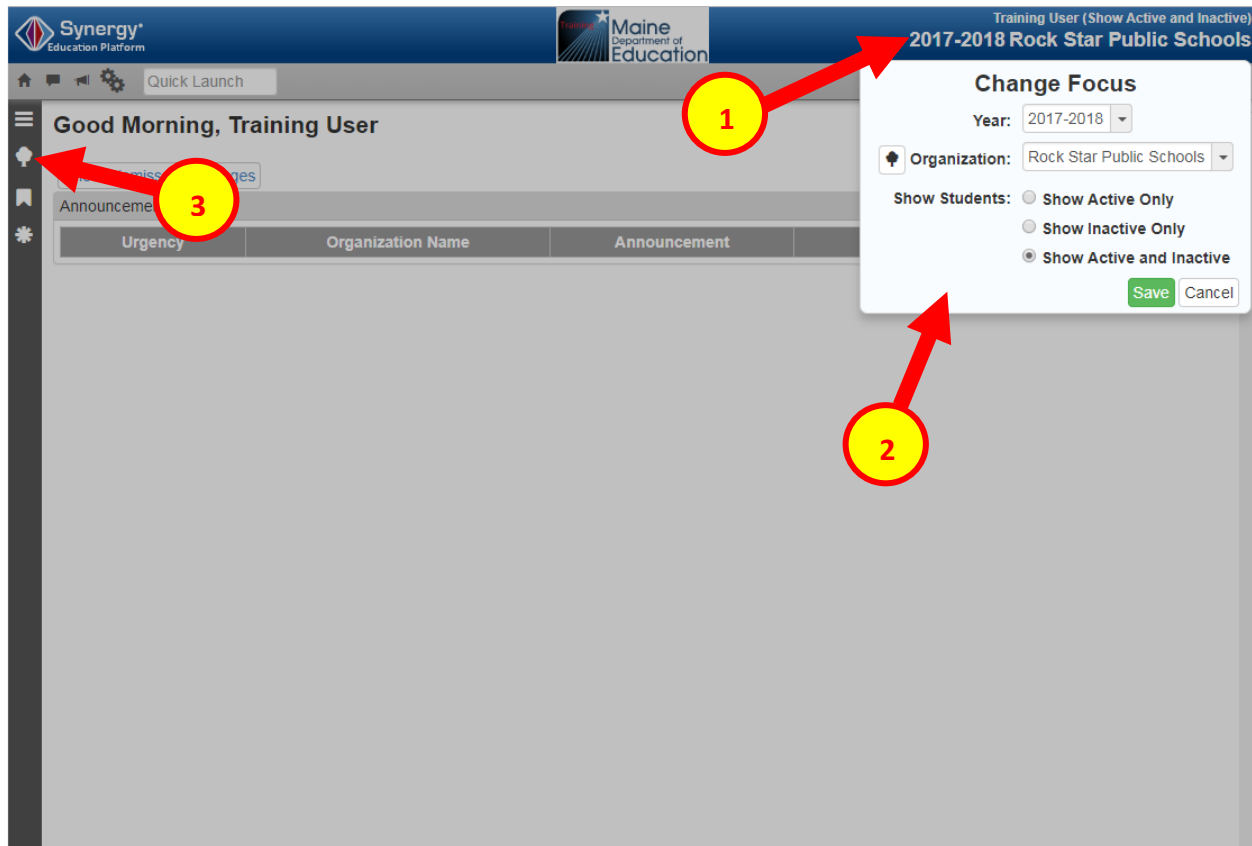
The upload file needs to be in either CSV or TXT format. You cannot upload an XLSX (excel) file. The sample file can be edited in excel but must be saved as a CSV.

The Economic Status upload file must have the 8 required columns. The Economic Status requirements documents lists the columns and the order they must be in. The Economic Status requirements document can be downloaded from here:

https://www.maine.gov/doe/data/student/Synergy_upload.html

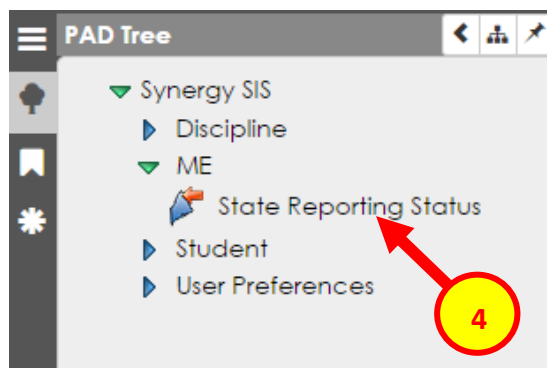
File Upload:

- In the top right, click the school year or school/district name and the Change Focus box appears.
- Select the following in the Change Focus box and click **Save**:
 - Year:** Select the current school year (the example picture shows 2017-2018)
 - Organization:** Choose your district (the example picture shows Rock Star Public Schools)
 - Show Students:** Show Active and Inactive
- Click on the PAD Tree icon. 



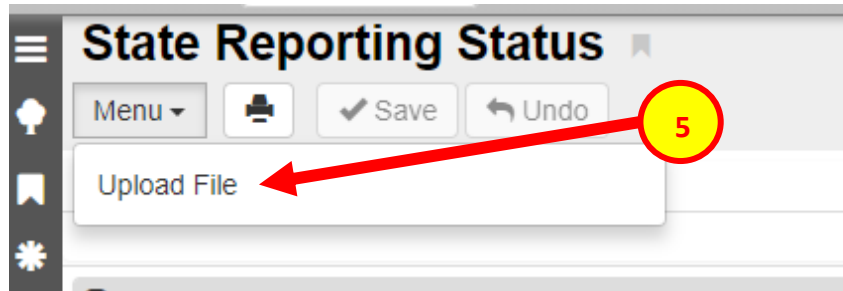
The screenshot shows the Synergy Education Platform interface. The top right corner displays the user's role as 'Training User (Show Active and Inactive)' and the current school year/district as '2017-2018 Rock Star Public Schools'. A 'Change Focus' dialog box is open, allowing the user to select the current school year (2017-2018), the organization (Rock Star Public Schools), and the student selection options (Show Active Only, Show Inactive Only, Show Active and Inactive). The 'Save' button is highlighted. Red arrows and yellow circles with numbers 1, 2, and 3 point to the school year/district name, the 'Change Focus' dialog box, and the PAD Tree icon respectively.

- Click the arrow next to Synergy SIS to expand the section.
 - Click the arrow next to ME to expand the section.
 - Click State Reporting Status.

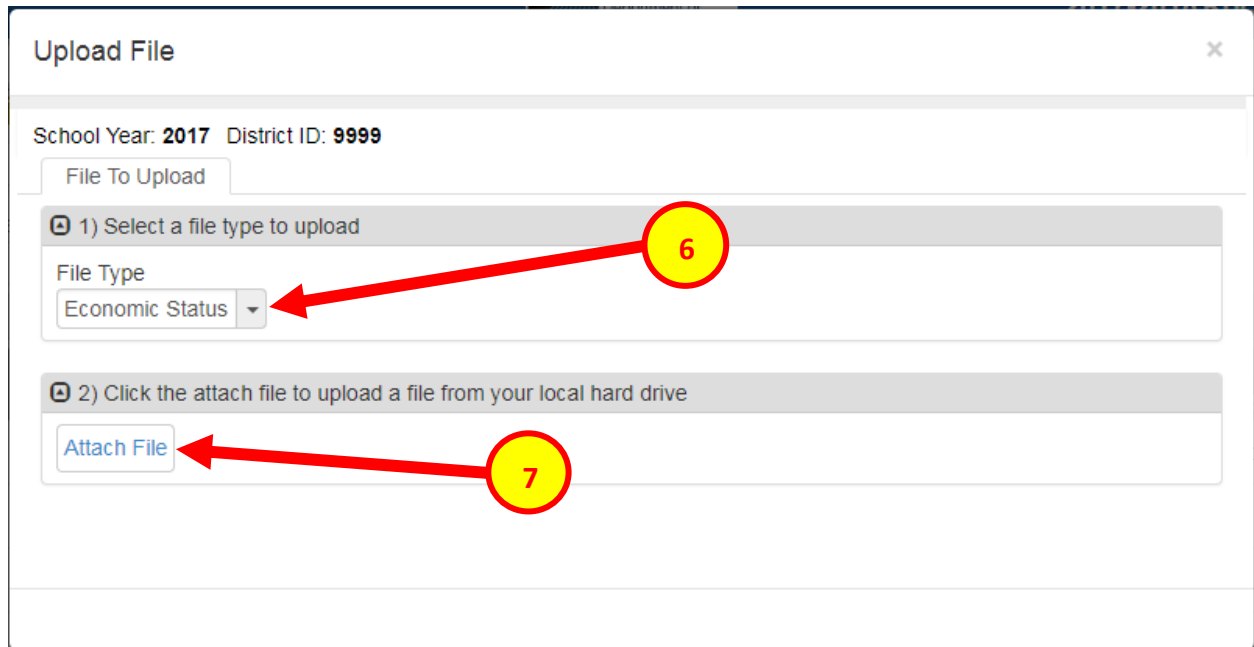


The screenshot shows the PAD Tree navigation menu. The menu is expanded, showing the following items: Synergy SIS, Discipline, ME, State Reporting Status, Student, and User Preferences. A red arrow and a yellow circle with the number 4 point to the 'State Reporting Status' item.

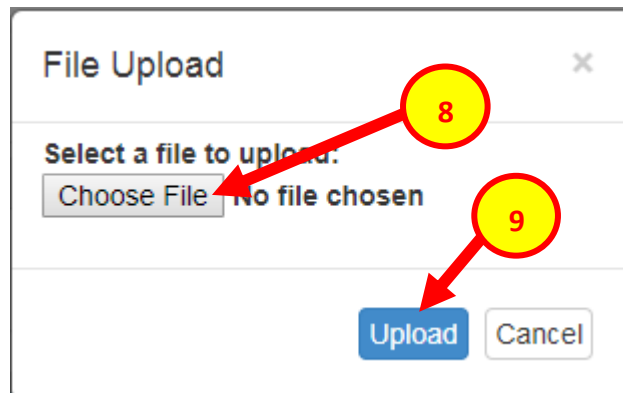
- In the State Reporting Status page, hover over the Menu drop down. Click **Upload File**:




- In the Upload File box, click the File Type drop down. Select **Economic Status**.
- Click the **Attach File** button.






- In the File Upload box, click **Choose File**.
- Locate your file and then click the **Upload** button.



10. On the State Reporting Status page, click the refresh button in the top right. 
11. The upload is complete when numbers appear in the Row Count, Success Count and Error columns. (You may need to click the refresh button multiple times).
12. Click on the **Result Log** to the right and download the file.












State Reporting Status

Menu Save Undo

Summary Upload History

Uploads

| File | Summary | | | | | | | Result Log |
|--------------------|-----------------------|---------------------|-----------|---------------|--------|----------|---|------------|
| | Last Upload Date Time | Last Updated | Row Count | Success Count | Errors | Status | | |
| State ID Import | 04/18/2018 13:01:00 | 04/18/2018 13:01:00 | 1 | 1 | 0 | Complete |  | |
| Student Enrollment | 05/03/2018 16:39:00 | 05/03/2018 16:39:00 | 1 | 1 | 0 | Complete |  | |
| Student Personal | 05/03/2018 16:41:00 | 05/03/2018 16:41:00 | 1 | 1 | 0 | Complete |  | |
| Attendance | 04/12/2018 14:31:00 | 04/12/2018 14:32:00 | 55 | 55 | 0 | Complete |  | |
| Truancy | 04/23/2018 16:49:00 | 04/23/2018 16:49:00 | 2 | 1 | 1 | Complete |  | |
| Economic Status | 10/25/2017 09:51:00 | 10/25/2017 09:51:00 | 487 | 487 | 0 | Complete |  | |
| EL | 10/05/2017 13:15:00 | 10/05/2017 13:15:00 | 6 | 0 | 6 | Complete |  | |
| CTE | 11/14/2017 13:17:00 | 11/14/2017 13:17:00 | 1 | 1 | 0 | Complete |  | |
| Special Education | 12/31/2017 13:59:00 | 12/31/2017 13:59:00 | 1 | 1 | 1 | Complete |  | |
| Proficiency | | | | | | |  | |
| Behavior | 04/06/2018 10:43:00 | 04/06/2018 10:43:00 | 4 | 4 | 0 | Complete |  | |



Results:

If all Economic Status data was successfully upload you will receive this message in the result file:

```
Economic Status Import Error Log  
All Records completed successfully
```

If not all Economic Status data was uploaded, the result log will have 5 columns:

Row Number: corresponds to the row in the upload file that had the error.

SAU ID: is the SAU ID found in the upload file

School ID: the ID used in your local SIS

State Student Number: The student's State ID

Error: a message about why the data was not uploaded

The following Error messages indicate there was an issue processing the student's data:

| ERROR | RESOLUTION |
|--|---|
| Economic Status data can only be edited by primary enrollment school | The student does not have a current enrollment. The Student Enrollment upload and Student Personal upload must be completed before the Economic Status upload. |
| Record overlaps primary enrollment not owned by district. | The student has transferred out – change Start Date and Exit Date in the Economic Status upload file to the same Start Date and Exit Date of the student's enrollment. |
| Segment range overlaps existing Economic Status segment | There is already an economic status segment in Synergy for this student. Go to the Economic Status screen and verify the dates. The dates in the upload file cannot overlap with the current segment. |