

Synergy - Student Exit Upload Guide

- This upload will create primary or concurrent Exits in Synergy.
- You will need to have State IDs for all students. If you need IDs created, or to locate existing IDs, please run the State ID upload before the Student Exit upload.

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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 Student Exit sample file which can be downloaded from here (Once on the page choose Synergy Exit – Sample File):

https://www.maine.gov/doe/data-reporting/collection/helpdesk/resources/synergy_instructions

(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 Student Exit upload file must have the 7 required columns. The Student Exit Upload requirements document lists the columns and the order they must be in. The Student Exit Upload requirements document can be downloaded from here(Once on the page choose Synergy Exit – Data Dictionary):

https://www.maine.gov/doe/data-reporting/collection/helpdesk/resources/synergy_instructions

File Upload:

1. In the top right, click the school year or school/district name and the Change Focus box appears.
2. Select the following in the Change Focus box and click **Save**:

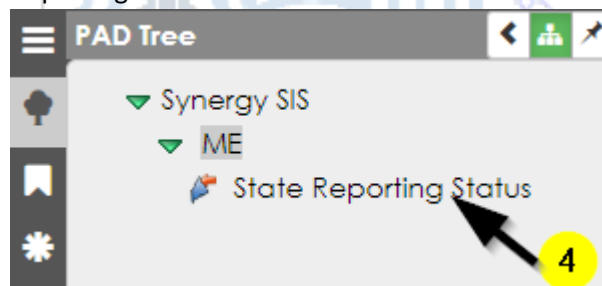
Year: Select the current school year (the example picture shows 2019-2020)

Organization: Choose your district (the example picture shows Maine Department of Education)

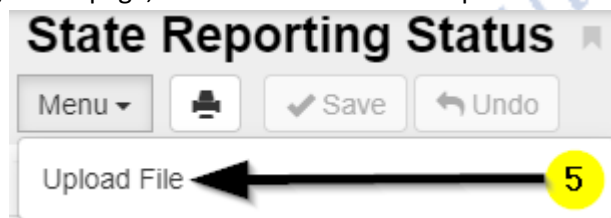
Show Students: Show Active and Inactive



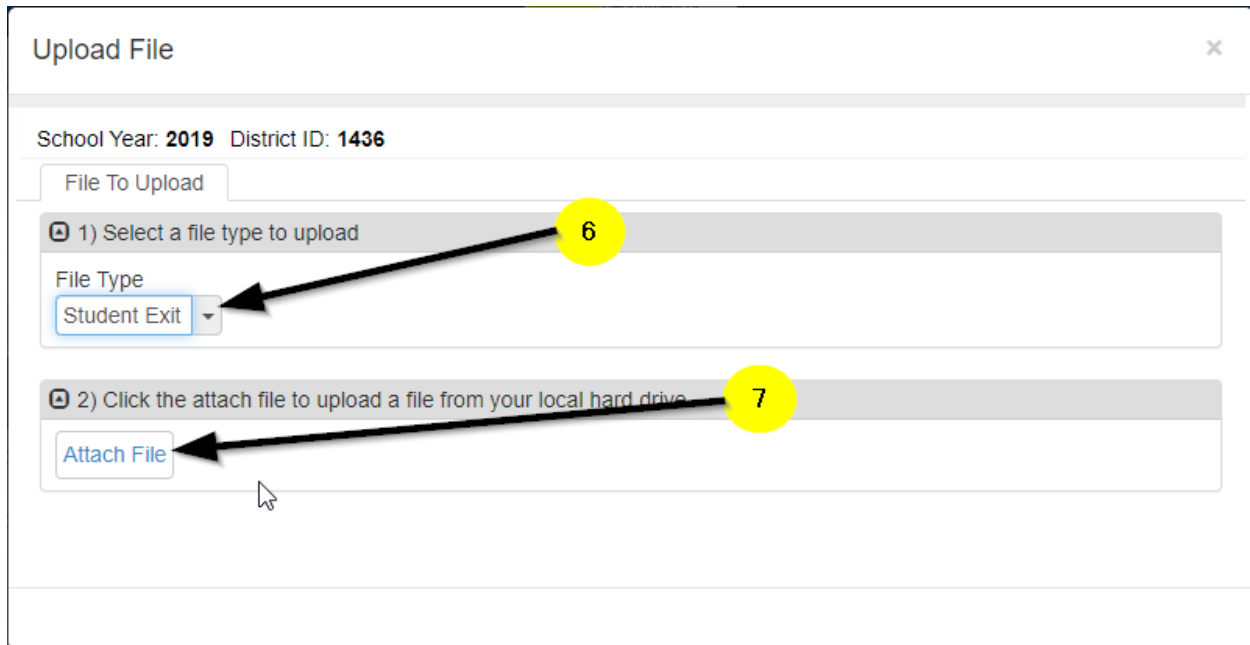
4. Click the arrow next to Synergy SIS to expand the section.
 - a. Click the arrow next to ME to expand the section.
 - b. Click State Reporting Status.



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



6. In the Upload File box, click the File Type drop down. Select **Student Exit**.
7. Click the **Attach File** button.



Upload File

School Year: 2019 District ID: 1436

File To Upload

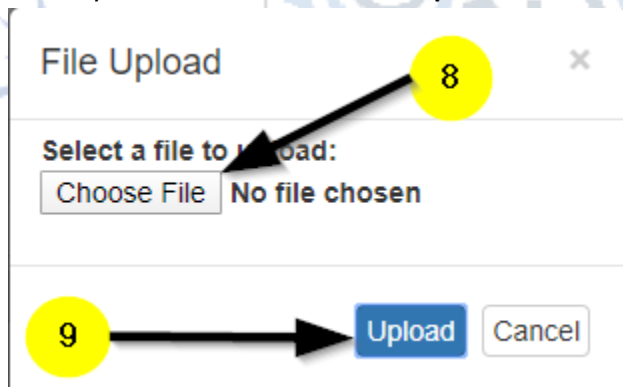
1) Select a file type to upload

File Type
Student Exit

2) Click the attach file to upload a file from your local hard drive

Attach File

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




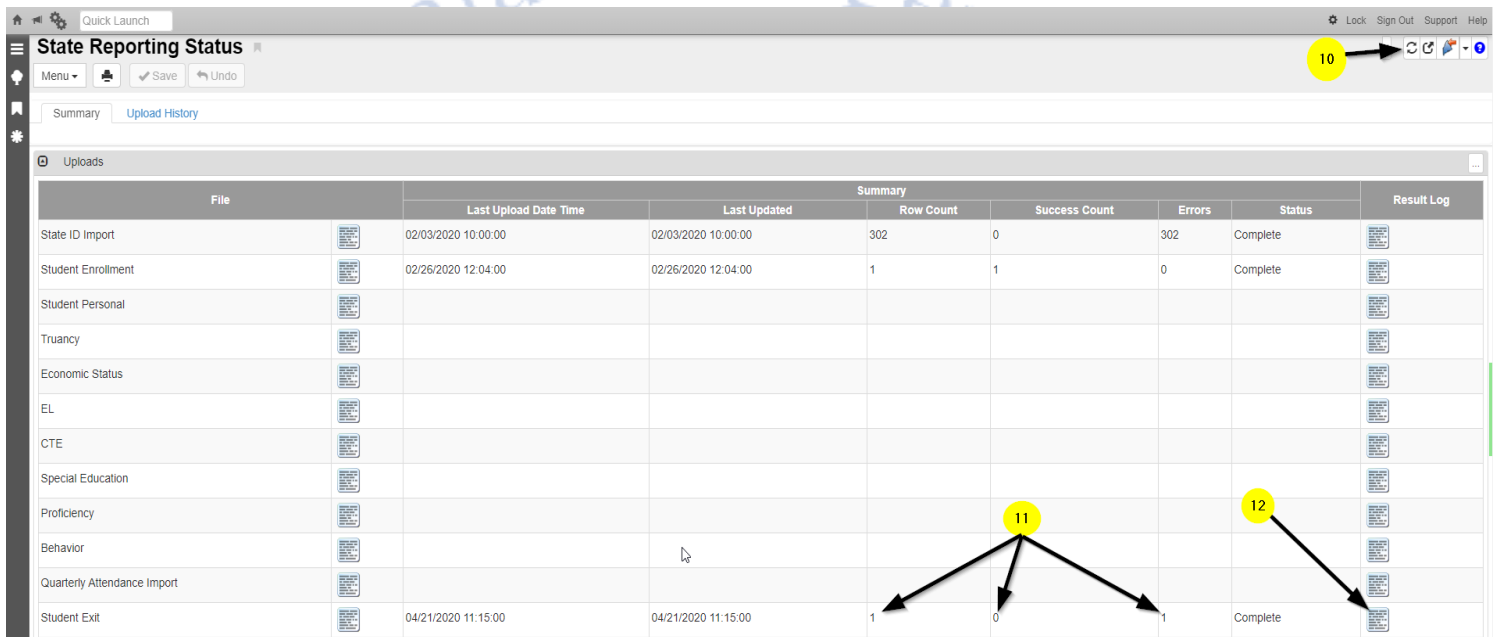
File Upload













Select a file to upload:

Choose File No file chosen

Upload Cancel

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 if you have errors that need to be addressed.



File	Last Upload Date Time	Last Updated	Summary			Status	Result Log
			Row Count	Success Count	Errors		
State ID Import	02/03/2020 10:00:00	02/03/2020 10:00:00	302	0	302	Complete	
Student Enrollment	02/26/2020 12:04:00	02/26/2020 12:04:00	1	1	0	Complete	
Student Personal							
Truancy							
Economic Status							
EL							
CTE							
Special Education							
Proficiency							
Behavior							
Quarterly Attendance Import							
Student Exit	04/21/2020 11:15:00	04/21/2020 11:15:00	1	0	1	Complete	

Results:

If all Student Exit data was successfully uploaded, you will receive this message in the result log:

```
Exit Import Error Log  
All Records completed successfully
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If not all Student Exit 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
Exit at school not found	The upload file is missing the Effective Date
<p>The length of Grade Level Code is shorter than 2</p> <p>Unable to resolve Grade Level Code value "3"</p>	<p>Grades must be 2 digit. Change the grades in the upload file. Grade codes can be found here:</p> <p>https://www.maine.gov/doe/data-reporting/collection/helpdesk/resources/synergy_instructions</p>
Secondary Exits are not allowed at "Farrington School"	The school is not set up in Synergy to allow concurrent Exits. Change the Exit Type to P for a primary Exit.
A primary Exit could not be found	A primary Exit must be entered before a concurrent Exit can be entered.
<p>The length of State Student ID is longer than 9</p> <p>State Student ID contains alpha characters</p> <p>The length of State Student ID is shorter than 9</p>	State ID in the upload file is incorrect. State ID should be 9 numeric digits.
Year ID is blank	The upload file is missing the year code which is required.
<p>Fatal Error occurred.</p> <p>File is invalid. Errors: Expected field count in line 0 (26) does not match definition expected field count of 7 for map.</p>	<p>The upload file is missing a column.</p> <p>OR</p> <p>The upload file is in the wrong file format. Upload files must be in either CSV or TXT format only (not XLSX)</p> <p>OR</p> <p>The incorrect File Type was selected on the upload screen.</p>
Unable to resolve SAU 36 with School ID 34.	<p>The SAU ID in the file is incorrect. The SAU ID in the upload file should be of the SAU they are attending. SAU Codes can be found here:</p> <p>https://www.maine.gov/doe/data-reporting/collection/helpdesk/resources/infrastructure</p>
Resident School Administrative Unit "28" does not contain Resident Town Code "020".	<p>The resident town code in the upload file is incorrect. The resident town must be within the resident district. Resident Town codes can be found here:</p> <p>https://www.maine.gov/doe/data-reporting/collection/helpdesk/resources/infrastructure</p>

<p>This SAU does not have ownership of the student.</p> <p>Exit would overlap an existing primary Exit at a different school.</p>	<p>There is already an active primary Exit for the student. For students transferring in, the previous school may not have exited the student. You will need to contact the previous school and have them exit the student. For students who have transferred out, you may need to change the start date or exit date in the upload file to correspond with the current Exit.</p>
<p>Exit Type Code is required</p> <p>The length of Exit Type Code is shorter than 5</p>	<p>The Exit Code is required if there is an exit date in the upload file.</p>
<p>Secondary Exit Resident SAU ID "1662" must match the primary Exit SAU ID "1661"</p>	<p>Concurrent Exits must have the same Resident SAU ID and Resident Town as the primary Exit.</p>
<p>Cannot modify withdrawn Student due to Active CTE Exit</p>	<p>Concurrent Exits must be exited before the primary Exit. If the student will be continuing at the concurrently enrolled school, a new concurrent Exit must be created after the new primary Exit is created.</p>
<p>Cannot modify withdrawn Student due to CTE Exit date conflict</p>	<p>The primary Exit and concurrent Exit must have the same exit date. The primary Exit cannot have an exit date prior to the concurrent Exit date.</p>