# Synergy - Special Education Upload Guide

- This upload will enter Special Education data into Synergy on the Special Ed Student Services screen.
- Complete the Special Education upload **after** the Student Enrollment upload has been successfully uploaded.

## Contents

## 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 Special Education sample file which can be downloaded from here:

https://www.maine.gov/doe/data-reporting/Student

(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 Special Education upload file must have the 10 required columns. The Special Education Upload requirements document lists the columns and the order they must be in. The Special Education Upload requirements document can be downloaded here:

https://www.maine.gov/doe/data-reporting/Student
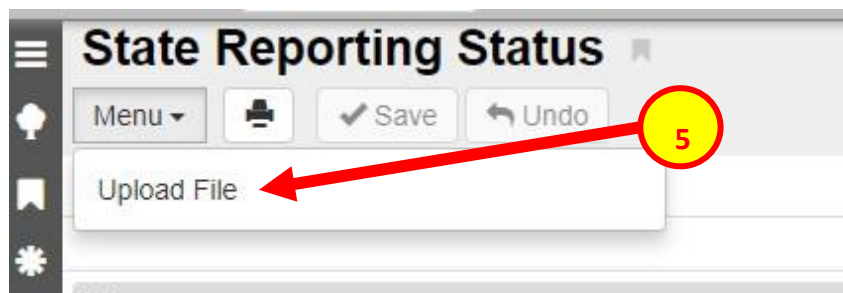
# File Upload:

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 2017-2018)

    **Organization**: Choose your district (the example picture shows Rock Star Public Schools)

    **Show Students**: Show Active and Inactive
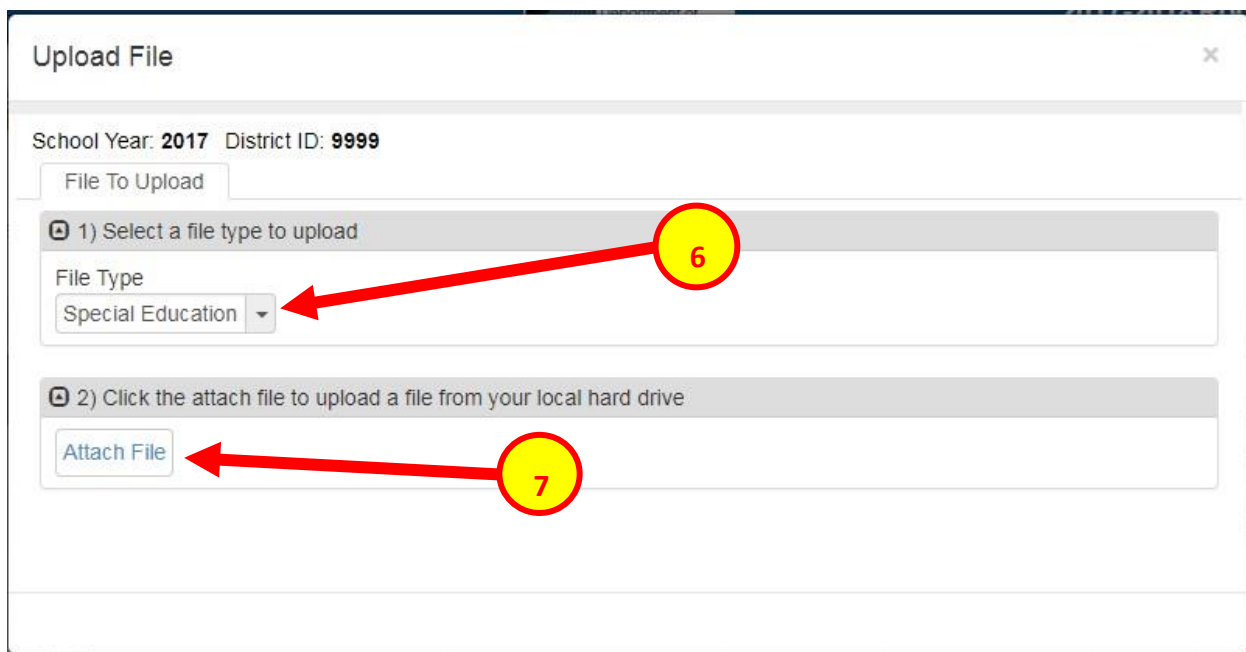
3.  Click on the PAD Tree icon.
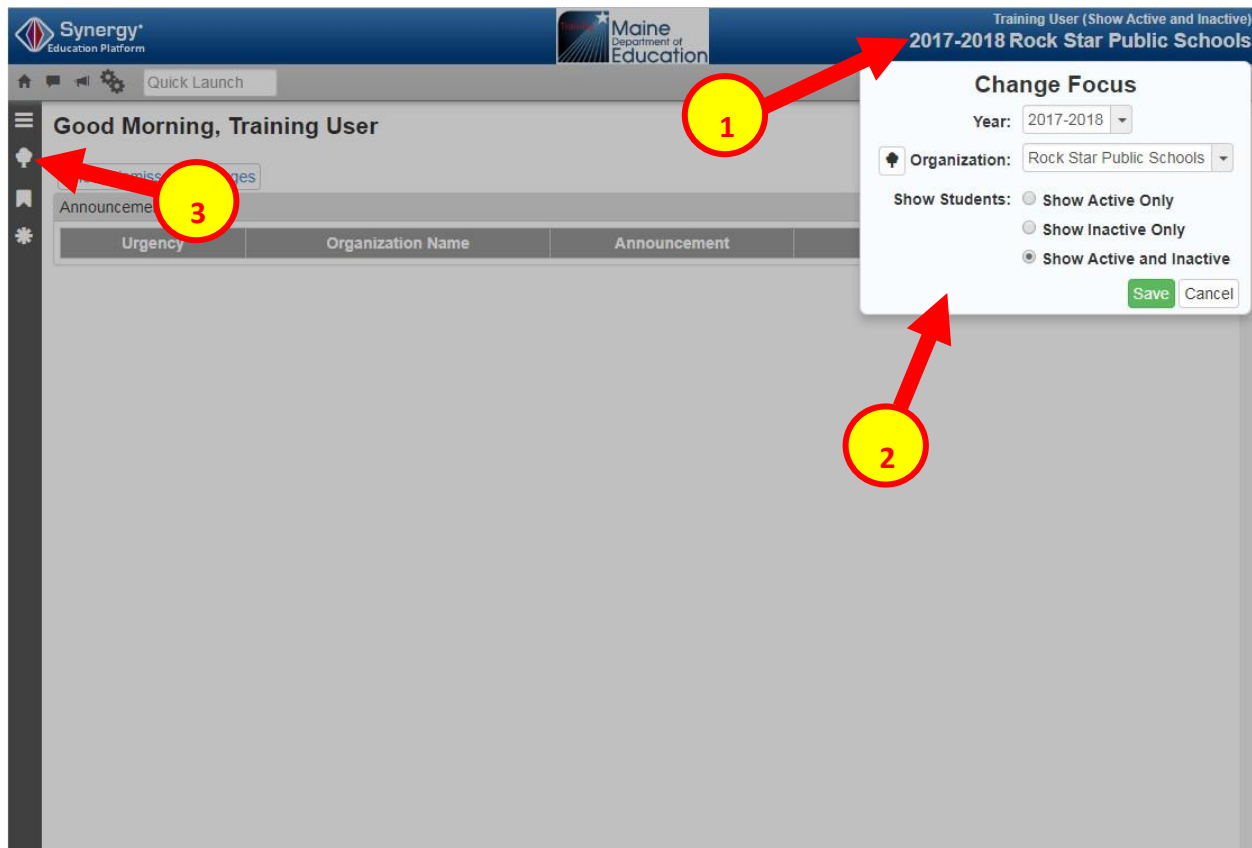


4.  Click the arrow next to Synergy SIS to expand the section.
    a.  Click the arrow next to ME to expand the section.
    b.  Click State Reporting Status.
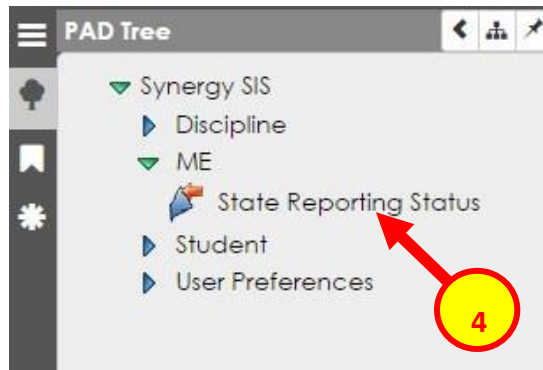
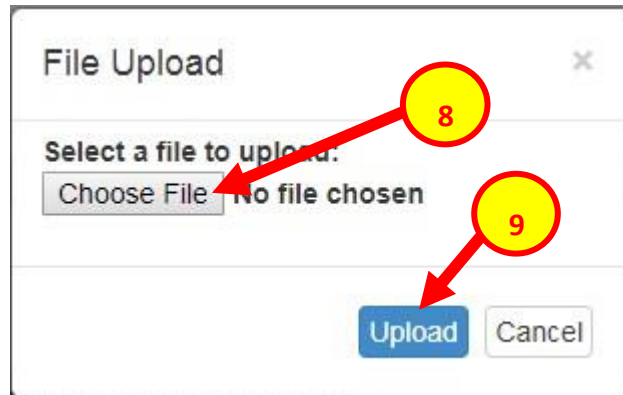5. In the State Reporting Status page, hover over the Menu drop down. Click **Upload File**:



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



8. In the File Upload box, click **Choose File**.
9. 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.



| File | | Last Upload Date Time | Last Updated | Row Count | Success Count | Errors | Status | Result Log |
|------|--|-----------------------|--------------|-----------|---------------|--------|--------|-----------|
| 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 | | |
| Economic Status | | 10/25/2017 09:51:00 | 10/25/2017 09:51:00 | 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 | 0 | 1 | Complete | |
| Proficiency | | | | | | | | |
| Behavior | | 04/06/2018 10:43:00 | 04/06/2018 10:43:00 | 4 | 4 | 0 | Complete | |

# Results:

**If all Special Education data was successfully upload you will receive this message in the result file:**

```
SPED Import Error Log
All Records completed successfully
```

**If not all Special Education 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 |
|---|---|
| Special education data can only be edited by primary enrollment school | The Student Enrollment upload and Student Personal upload must be completed prior to the Special Ed upload. |
| Record overlaps primary enrollment not owned by district. | The student has transferred out – change Start Date and Exit Date in the Special Ed upload file to the same Start Date and Exit Date of the student's enrollment. |