Synergy - Truancy Upload Guide

- This upload will enter Truancy data into Synergy on the Student Truancy Summary screen.
- Complete the Truancy upload **after** the Student Enrollment upload has been successfully uploaded – students must first be enrolled before truancy data can be entered.

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 Truancy 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 Truancy upload file must have the 20 required columns. The Truancy Upload requirements document lists the columns and the order they must be in. The Truancy Upload requirements document can be downloaded here:

![Maine Department of Education logo]

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.
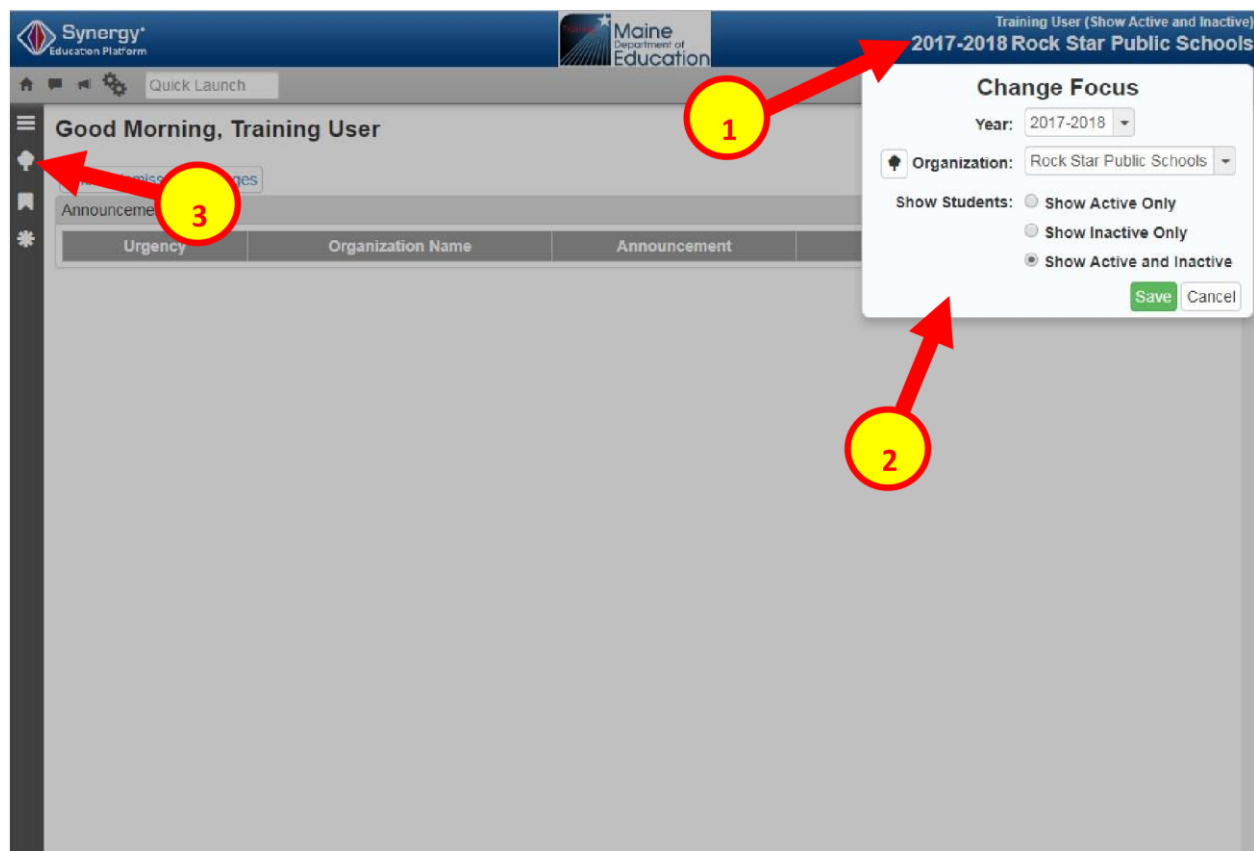
4. Click the arrow next to Synergy SIS to expand the section.
   a. Click the arrow next to ME to expand the section.
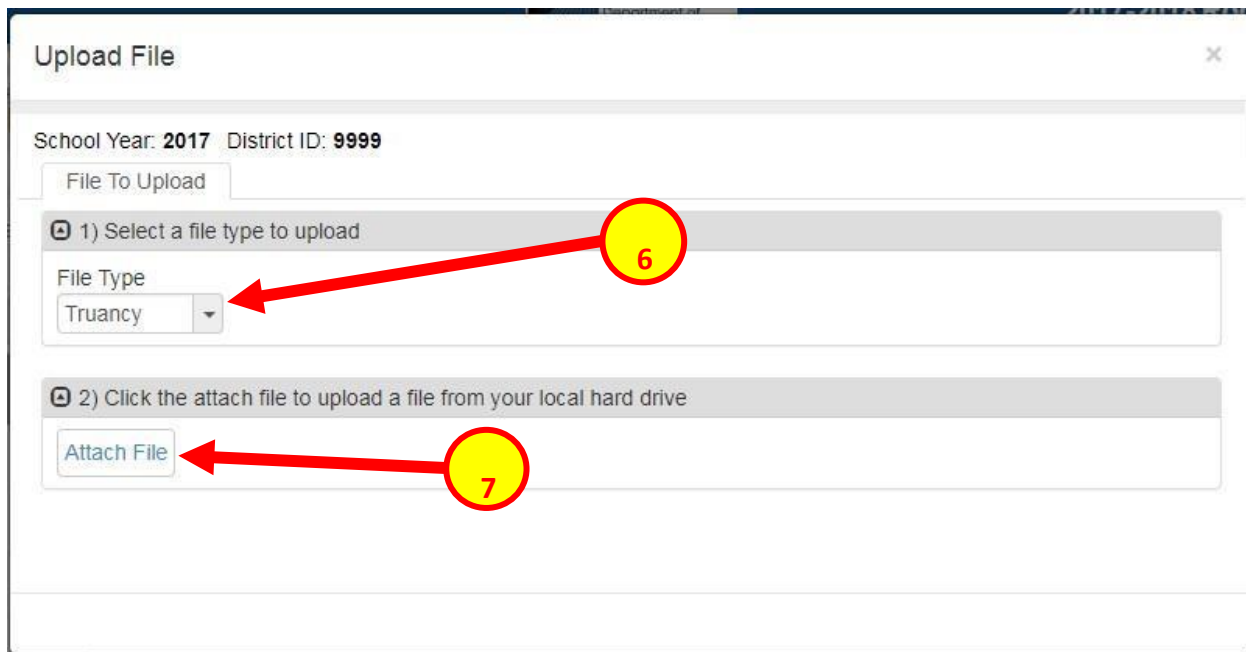   b. Click State Reporting Status.
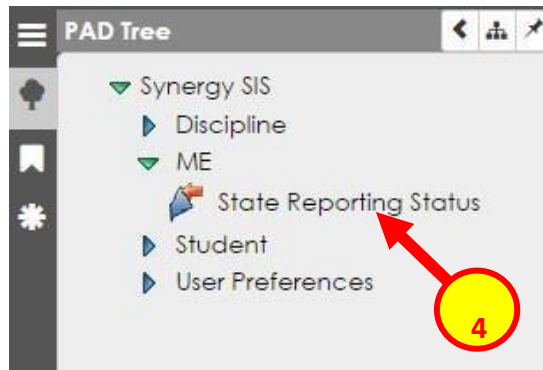
5. In the State Reporting Status page, hover over the Menu drop down. Click **Upload File**:
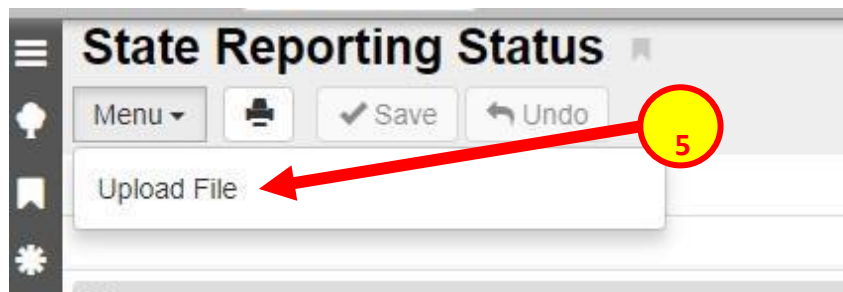
6. In the Upload File box, click the File Type drop down. Select **Truancy**.
7. Click the **Attach File** button.

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.

Results:

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

```
Truancy Import Error Log
All Records completed successfully
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If not all Truancy 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
School ID is required	**School ID** field is blank in the upload file. A list of School IDs can be found at this link: https://www.maine.gov/doe/data-reporting/SchoolsSAU
The length of School ID is shorter than 1	**School ID** must be between 1 and 4 digits. A list of School IDs can be found at this link: https://www.maine.gov/doe/data-reporting/SchoolsSAU
The length of Truancy Type is shorter than 2	**Truancy Type** codes must be 2 digit. A list of Truancy Type codes can be found at this link: https://www.maine.gov/doe/data-reporting/Student
Unable to resolve Truancy Type value "3"	**Truancy Type** codes must be 2 digit. A list of Truancy Type codes can be found at this link: https://www.maine.gov/doe/data-reporting/Student
Superintendent Notification Date "20181020" cannot be a future date	Dates cannot be in the future
Superintendent Notification Date (20171228) cannot occur prior to Truancy Start Date	**Superintendent Notification Date** must be a date after the **Truancy Start Date.**
Field values are required for the previous step "Intervention Plan".	**Intervention Plan Date** is required and **Intervention Plan Note** is required because there is a date in the **Official Parent Notification Date** field and a note in the **Official Parent Note** field. (The dates for each truancy step must be on or after the date of the previous step)
Intervention Plan Date (20171205) cannot occur prior to Truancy Start Date	**Intervention Plan Date** must be a date after the **Truancy Start Date**.
Intervention Plan Note is required	**Intervention Plan Note** is required because there is a date in the **Intervention Plan Date** field.
Official Parent Meeting Date (20171218) cannot occur prior to Truancy Start Date	**Official Parent Meeting Date** must be a date after the **Truancy Start Date**.
Official Parent Meeting Note is required	**Official Parent Meeting Note** is required because there is a date in the **Official Parent Meeting Date** field.

Official Parent Notification Date "20180424" cannot be a future date	Dates cannot be in the future
Official Parent Notification Date (20171215) cannot occur prior to Truancy Start Date	**Official Parent Notification Date** must be a date after the **Truancy Start Date**.
Local Law Enforcement Referral Note is required	**Local Law Enforcement Referral Note** is required because there is a date in the **Local Law Enforcement Referral Date** field.
Additional Intervention Date (20170922) cannot occur prior to Truancy Start Date	**Additional Intervention Date** must be a date after the **Truancy Start Date.**
Additional Intervention Note is required	**Additional Intervention Note** is required because there is a date in the **Intervention Plan Date** field.