

Synergy Upload Overview

Upload Name	About	Order of Upload	Frequency of Upload	Who Can Upload
State ID Import	<p>Used to locate State IDs for students who are transferring and to create State IDs for students who have never had a State ID before.</p> <p>It is recommended to only upload students who need a State ID, do not upload all students in the district.</p>	<p>Complete this upload first if there are students needing State IDs.</p> <p>State IDs are needed for all other uploads.</p>	<p>Can be uploaded as needed to locate and create State IDs.</p>	<p>Should only be uploaded by the district that has a primary enrollment.</p>
Student Enrollment	<p>Creates primary and concurrent student enrollments which can be viewed on the Student screen.</p>	<p>Complete this upload first if there are <u>no</u> students needing State IDs.</p> <p>Complete this upload second if there are students needing State IDs.</p> <p>This file must be completed successfully before the Student Personal, Attendance, Truancy, Economic Status, EL, CTE, Special Education, or Behavior can be uploaded.</p>	<p>Recommended to upload weekly to enroll new students and exit students who have left. During assessment season, it may be necessary to upload daily.</p>	<p>Can be uploaded by all districts</p>

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Student Personal	Enters demographic information for students (name, address, race, etc.) which can be viewed on the Student screen.	This upload must be completed after the Student Enrollment file is uploaded successfully (students must have an <u>active</u> enrollment and cannot be exited)	At least once for the school year and upload again for new students or if the demographic information changes for students.	<p>Can only be uploaded by the district that has a primary enrollment.</p> <p>The file cannot be uploaded by CTE schools, Special Purpose Private Schools, or Regional Programs.</p>
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Attendance	Enters attendance information for students (Days Enrolled, Days Present, Days Excused Absences) which can be viewed on the Student screen.	This upload must be completed after the Student Enrollment file is uploaded successfully.	At least quarterly	Can be uploaded by all districts
Truancy	Enters truancy records for students which can be viewed on the Student Truancy Summary screen.	This upload must be completed after the Student Enrollment file is uploaded successfully.	At least quarterly	<p>Can only be uploaded by the district that has a primary enrollment.</p> <p>The file cannot be uploaded by CTE schools, Special Purpose Private Schools, or Regional Programs – these schools will report the truancy to the district that has the primary enrollment.</p>

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Economic Status	Enters free/reduced/full price data which can be viewed on the Economic Status screen.	This upload must be completed after the Student Enrollment file is uploaded successfully.	At least once for the school year and upload again when students have a change of economic status.	Can only be uploaded by the district that has a primary enrollment. The file cannot be uploaded by CTE schools, Special Purpose Private Schools, or Regional Programs.
EL	Enters the EL Start Date for English Learners which can be viewed on the Student screen.	This upload must be completed after the Student Enrollment file and Student Personal file are uploaded successfully. The US School Date and Home Language fields must be filled out on the Student Personal Upload file for the EL Upload to transfer successfully.	The EL Start Date is entered only once for a student – corrections must be made by the DOE.	The EL upload can only be uploaded by the district that has a primary enrollment. The file cannot be uploaded by CTE schools, Special Purpose Private Schools, or Regional Programs.
Upload Name	About	Order of Upload	Frequency of Upload	Who Can Upload
CTE	Enters CTE program data which can be viewed on the Student CTE screen	This upload must be completed after the Student Enrollment file. Students must first have a concurrent enrollment at a CTE school that is created through the Student Enrollment upload.	At least quarterly	Only uploaded by CTE schools.
CTE Credit Bearing	Enters credits into CTE based on the amount of college level credits earned.	This upload must be completed after the Student Enrollment file and the CTE upload. Students must first have a concurrent enrollment at a CTE school that is created through the Student Enrollment upload.	At least quarterly	Only uploaded by CTE schools.

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Special Education	Enters special ed data which can be viewed on the Special Ed Student Services screen.	This upload must be completed after the Student Enrollment file is uploaded successfully.	At least once for the school year and upload again when students have a change of special ed services.	Can only be uploaded by the district that has a primary enrollment. The file cannot be uploaded by CTE schools, Special Purpose Private Schools, or Regional Programs.
Proficiency	Enters proficiency-based diploma data which can be viewed on the Proficiency Based Education screen	This upload and screen are currently not being used for data entry.	This upload and screen is currently not being used for data entry.	This upload and screen is currently not being used for data entry.
Behavior	Enters behavior data (in school suspensions, out of school suspensions, expulsions) which can be viewed on the Student Discipline screen.	This upload must be completed after the Student Enrollment file is uploaded successfully.	At least quarterly	Can be uploaded by all districts – should be entered by the school where the incident occurred

Things to remember:

- Files must be in CSV or TXT file format – they cannot be uploaded in XLSX (excel) format.

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- It is recommended to use a text editor program (such as Notepad or WordPad) when opening and editing the upload files.
- Opening files in Excel will remove leading zeros – files can be opened carefully in Excel – instructions can be found here:
<https://support.office.com/en-us/article/Keeping-leading-zeros-and-large-numbers-1bf7b935-36e1-4985-842f-5dfa51f85fe7>
- The first row in the file must be a header row with each column name.
- Primary enrollments must be created before the concurrent enrollment can be created.
- Concurrent enrollments must be exited before the primary enrollment can be exited.
- Data that is manually changed can be overwritten by the uploads. Any manual changes done in Synergy should also be done in your local SIS.

