Maine Department of Education

Synergy - Student Personal Upload Guide

- This upload will enter student personal information into Synergy.
- Complete the Student Personal 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 Student Personal sample file which can be downloaded from here:

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

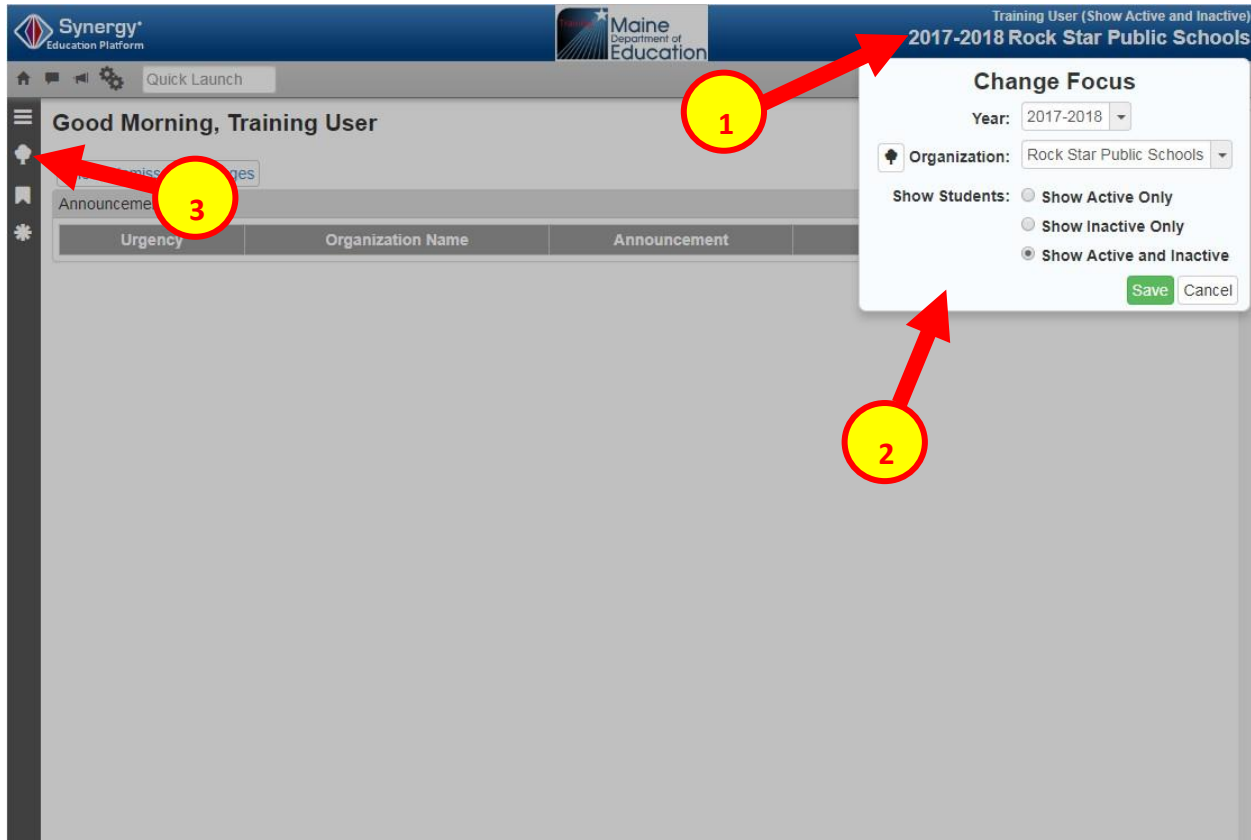 (Note: the sample file has example students that you will need to delete.)

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 Student Personal upload file must have the 33 required columns. The Student Personal Upload requirements document lists the columns and the order they must be in. The Student Personal Upload requirements document can be downloaded from 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)
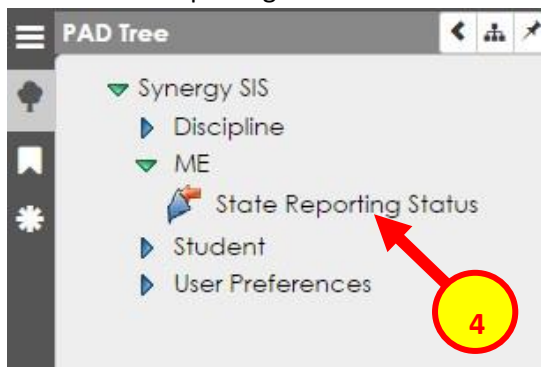   **Show Students**: Show Active and Inactive

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.
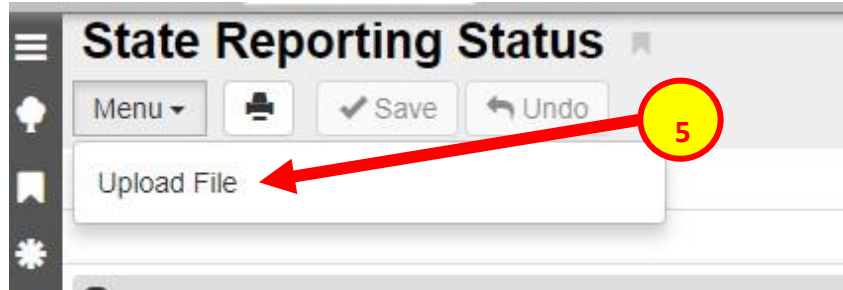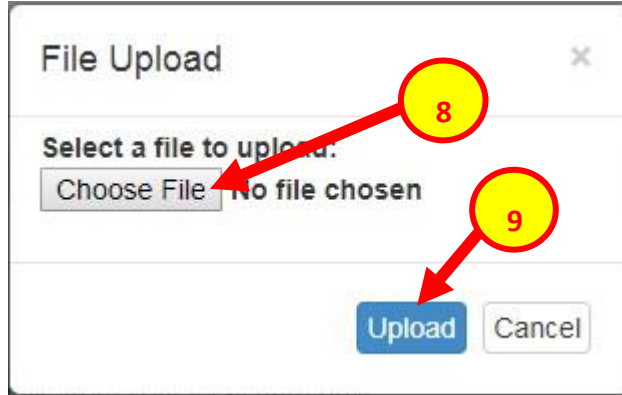   b. Click State Reporting Status.

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 **Student Personal**.
7. Click the **Attach File** button.
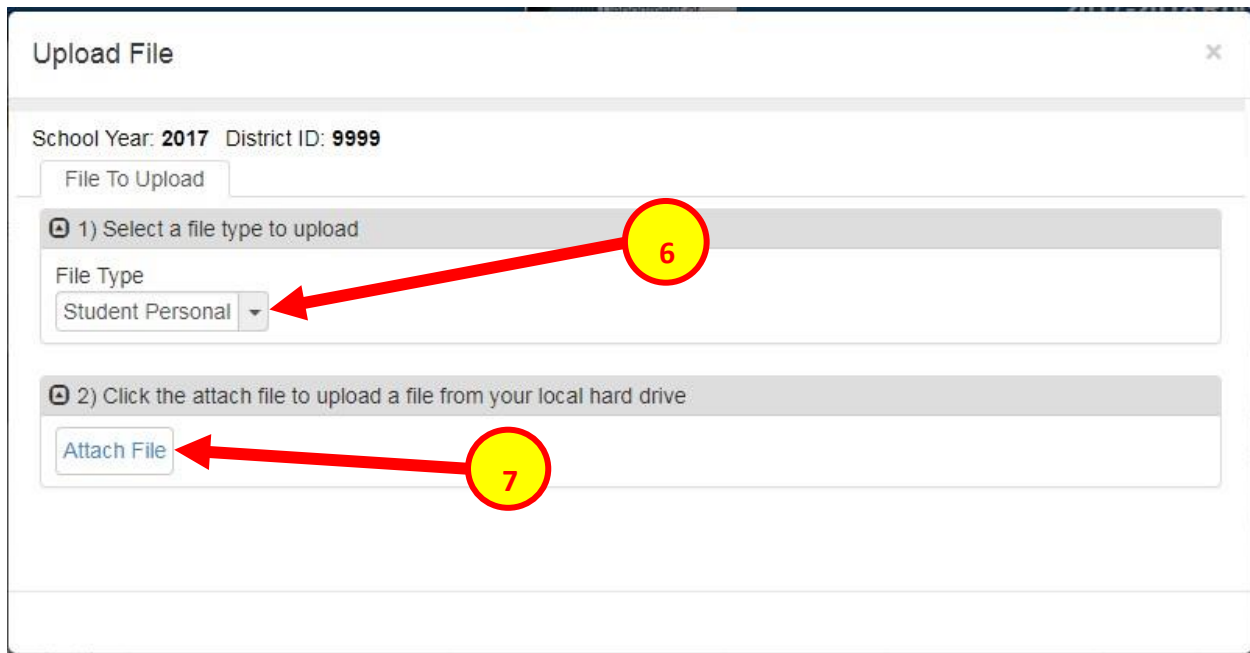
8. In the File Upload box, click **Choose File**.
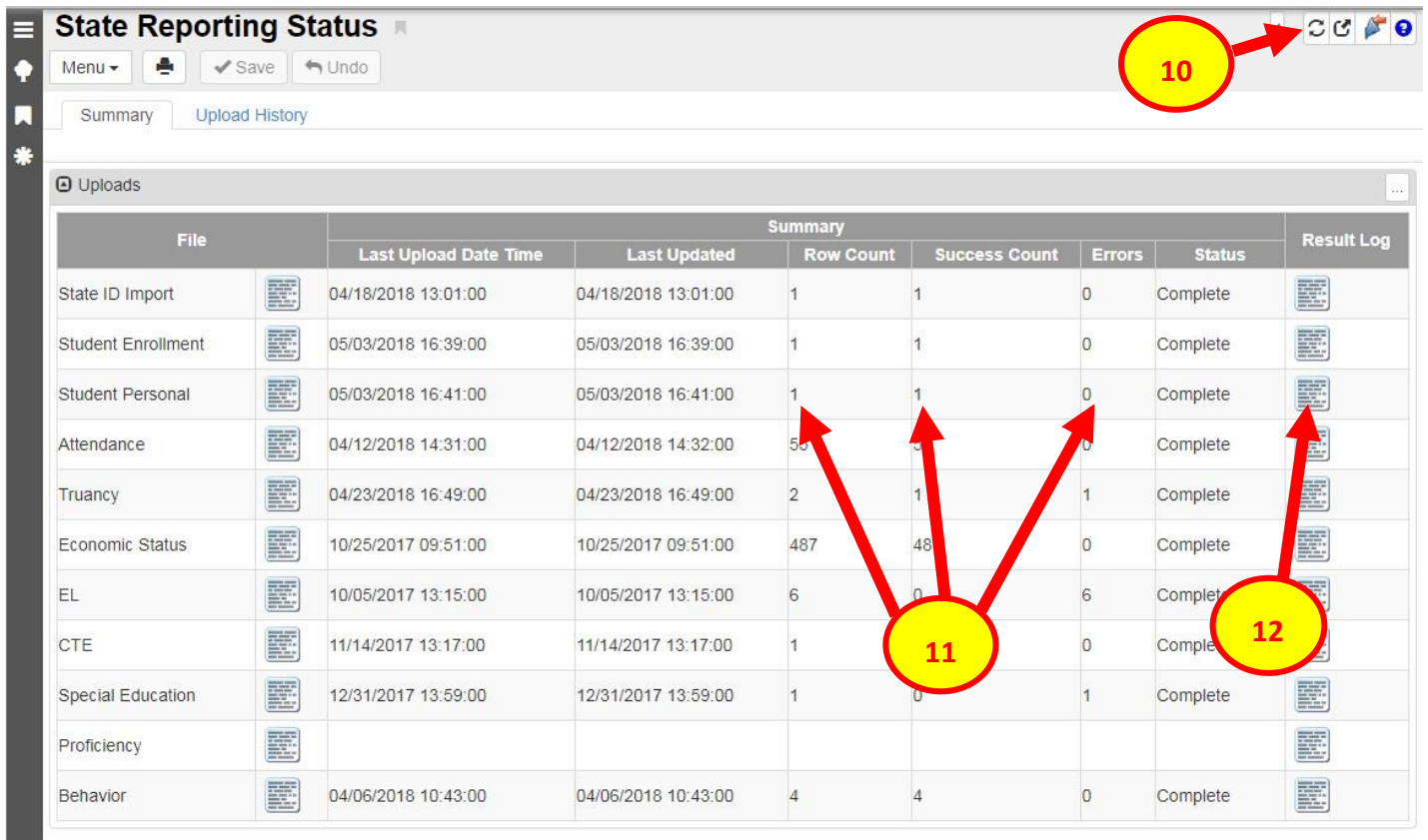9. Locate your file and then click the **Upload** button.

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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 Personal data was successfully upload you will receive this message in the result log:

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Personal Import Error Log
All Records completed successfully
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If not all Student Personal 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
Student has no enrollment in the current year.	The Student Enrollment upload must be completed prior to the Student Personal upload. OR The student has already transferred out.
The SAU ID 28 does not match the user current focus SAU ID 860	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: https://www.maine.gov/doe/data-reporting/SchoolsSAU
Birth Date "9-30-07" is not in expected format: YYYYMMDD	Birth Date must be in format **YYYYMMDD**
File is invalid. Errors: Expected field count in line 0 (32) does not match definition expected field count of 33 for map.	The upload file is missing a column. OR The upload file is in the wrong file format. Upload files must be in either CSV or TXT format only (not XLSX) OR The incorrect File Type was selected on the upload screen.
Unable to find student "13008819"	State ID in the upload file is incorrect. State IDs are 9 digits.