Synergy - State ID Upload Guide

- This file should include new students needing State IDs created.
- This file should include transferring students to locate their existing State IDs.
- This file should **not** include students you already have State IDs for.

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 State ID sample file which can be downloaded from here:

https://www.maine.gov/doe/data/student/Synergy_upload.html

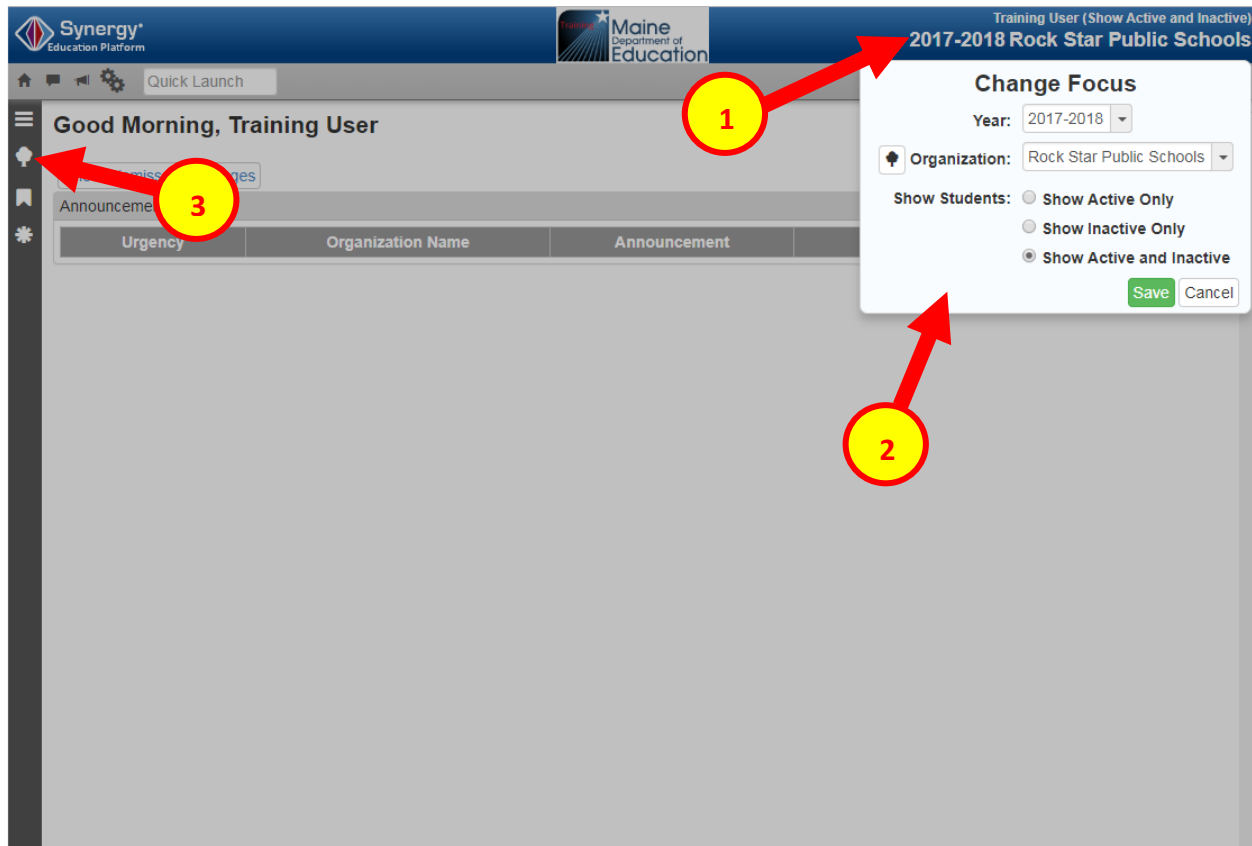(Note: the sample file has example students that you will need to delete.)

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 State ID upload file must have the 8 required columns. The State ID Upload requirements document lists the columns and the order they must be in. The State ID Upload requirements document can be downloaded from here:

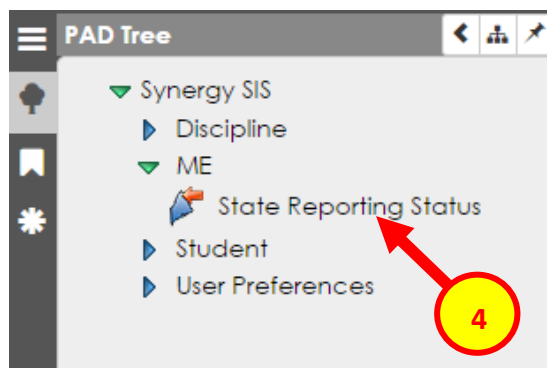https://www.maine.gov/doe/data/student/Synergy_upload.html

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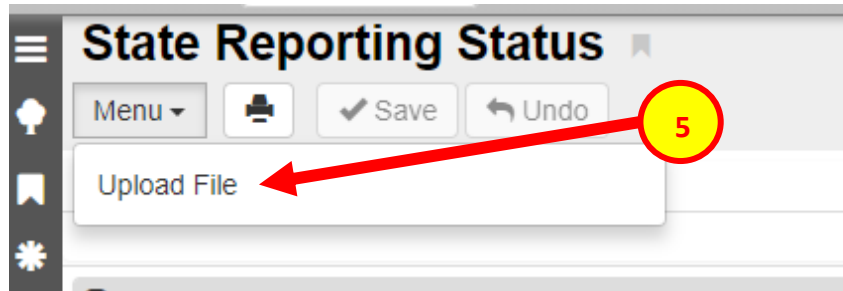   **Show Students**: Show Active and Inactive
3. Click on the PAD Tree icon.

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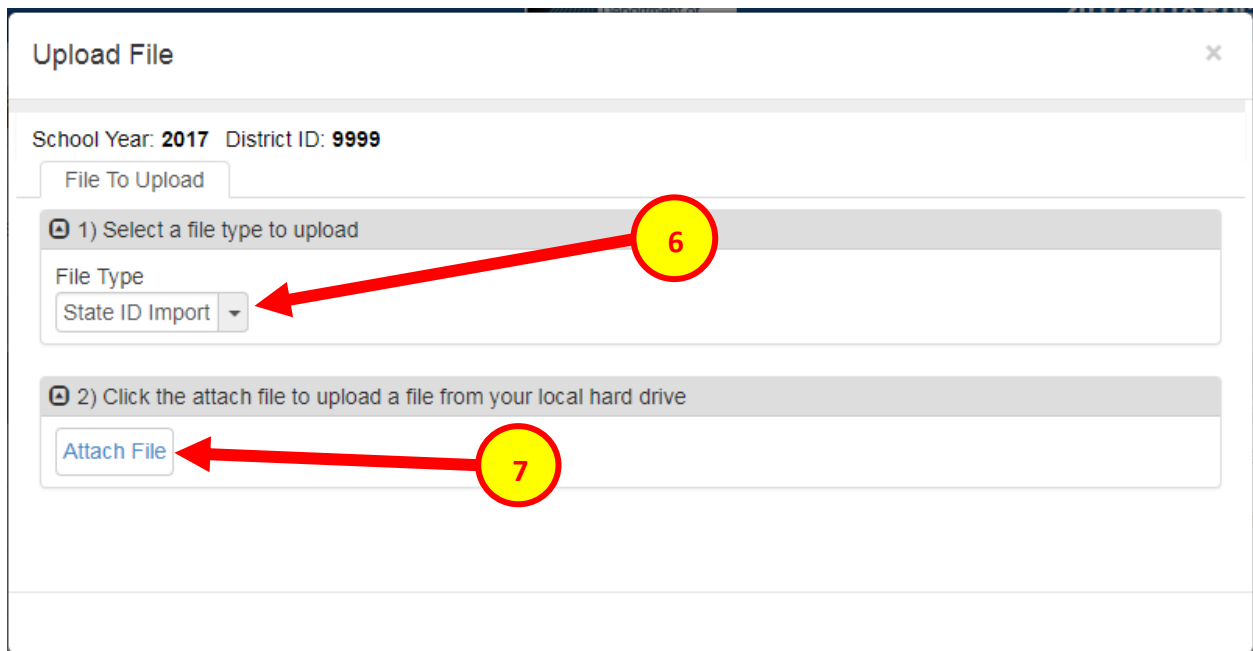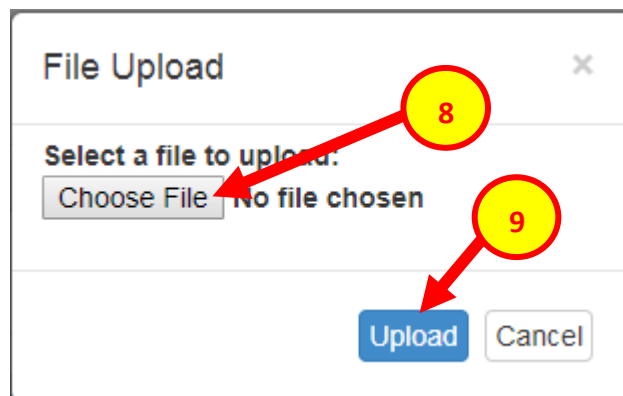
5. In the State Reporting Status page, hover over the Menu drop down. Click **Upload File**:
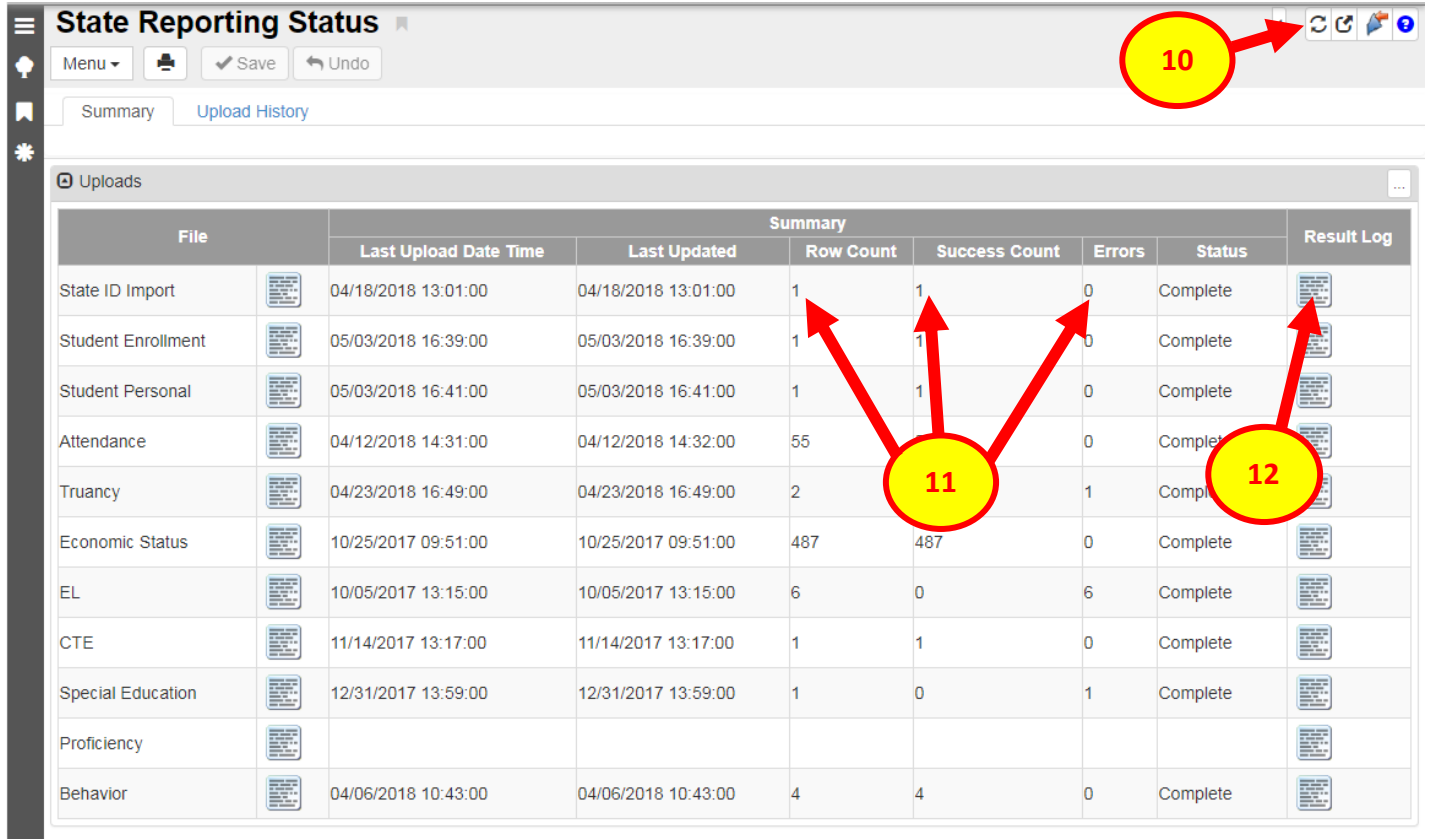

6. In the Upload File box, click the File Type drop down. Select **State ID Import**.
7. Click the **Attach File** button.

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.

State Reporting Status

Menu ▾ | 🖨 | ✔ Save | ↶ Undo

Summary | Upload History

⊞ Uploads

File		Summary						Result Log
		Last Upload Date Time	Last Updated	Row Count	Success Count	Errors	Status	
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		0	Complete	🗎
Truancy	🗎	04/23/2018 16:49:00	04/23/2018 16:49:00	2		1	Compl	🗎
Economic Status	🗎	10/25/2017 09:51:00	10/25/2017 09:51:00	487	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:

The result log will have 13 columns:

Row Number: corresponds to the row in the upload file where it pulled the data

SAU ID: is the SAU ID found in the upload file

School ID: the ID used in your local SIS

Last Name: is the Last Name found in upload file

First Name: is the First Name found in upload file

Middle Name: is the Middle Name found in the upload file

Gender: is the Gender found in the upload file

Birth Date: is the Birth Date found in the upload file

Grade: is the Grade found in the upload file

State Student ID: The State ID number that was created if it is a new student. Or if it is a transferring student, it is the existing State ID.

Resolved Name: The existing name found in Synergy that corresponds to the student.

Status: describes how Synergy has processed the record (see below for frequent statuses).

Message: describes the result of how Synergy processed the record (see below for frequent messages).

The following Statuses and Messages indicate the student's data was processed:

STATUS	MESSAGE	RESOLUTION
EXACT MATCH	Found exact match	Synergy found an exact match and returned the existing ID in the State Student ID column.
ADD	New ID created	Synergy created a new ID in the State Student ID column.
PARTIAL MATCH	Found partial match	Synergy located students with similar name and did not create an ID or locate an ID. Use the Synergy – Locating and Adding Students guide to manually search for the student and create the State ID.

The following Statuses and Messages indicate there was an issue processing the student's data:

STATUS	MESSAGE	RESOLUTION
ERROR	Grade value "9" is invalid	Grades must be 2 digit. Change the grades in the upload file. Grade codes can be found here: https://www.maine.gov/doe/data/student/Synergy_upload.html
ERROR	Birth Date "20171031" cannot be a future date	Birth Dates cannot be in the future and students cannot be less than 2 years old. Change the birth date in the upload file.
ERROR	Birth Date "9-1-2010" is not in expected format: YYYYMMDD	Birth Date must be in format **YYYYMMDD**
ERROR	The SAU ID 1445 does not match the user current focus SAU ID 617	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/student/Synergy_upload.html
ERROR	ERROR, The length of Gender is longer than 1 ERROR, Invalid Gender must be a F or M	Gender can only be entered as M or F
FATAL ERROR	File is invalid. Errors: Expected field count in line 0 (8) does not match definition expected field count of 27 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.