



## Synergy - Student Enrollment Upload Guide

- This upload will create primary or concurrent enrollments in Synergy.
- You will need to have State IDs for all students. If you need IDs created or to locate existing IDs, please run the State ID upload before the Student Enrollment upload.
- Complete the Student Enrollment upload **before** the Student Personal upload.

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### 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 Enrollment sample file which can be downloaded from here:

[https://www.maine.gov/doe/data/student/Synergy\\_upload.html](https://www.maine.gov/doe/data/student/Synergy_upload.html)


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

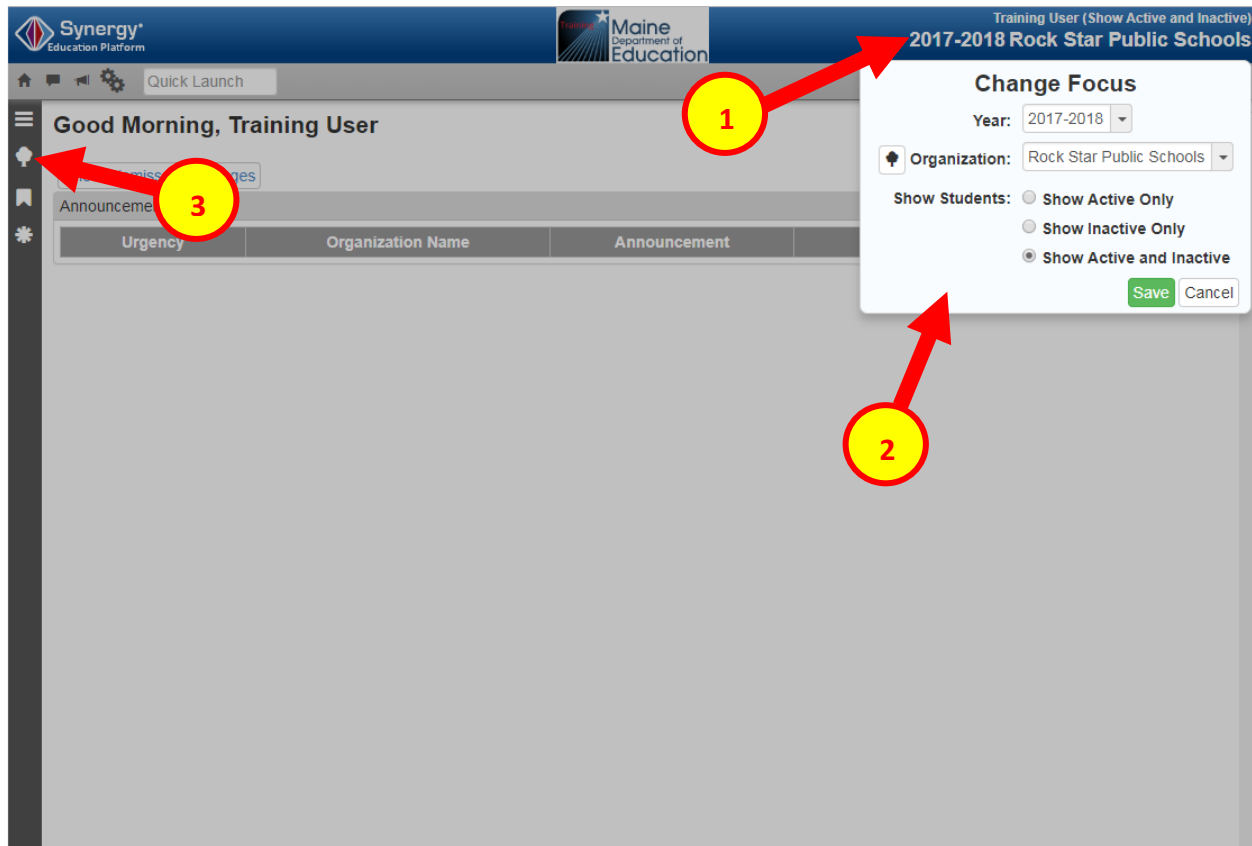
The upload file needs to be in either CSV or TXT format. You cannot upload an XLSX (excel) file. The sample file can be edited in excel but must be saved as a CSV.

The Student Enrollment upload file must have the 27 required columns. The Student Enrollment Upload requirements document lists the columns and the order they must be in. The Student Enrollment Upload requirements document can be downloaded from here:

[https://www.maine.gov/doe/data/student/Synergy\\_upload.html](https://www.maine.gov/doe/data/student/Synergy_upload.html)

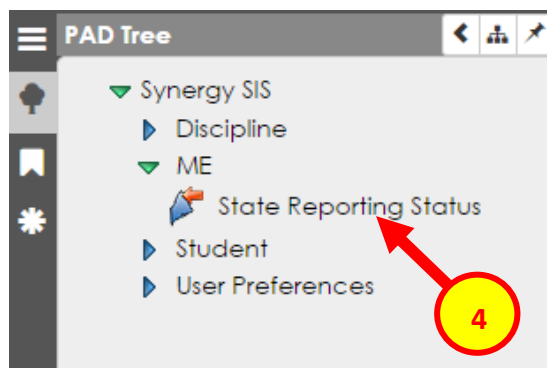
## File Upload:

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. 



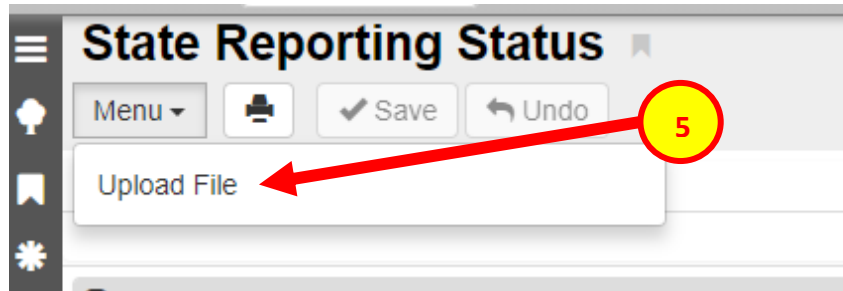
The screenshot shows the Synergy Education Platform interface. The top right corner displays the user's role as 'Training User (Show Active and Inactive)' and the current school year/district as '2017-2018 Rock Star Public Schools'. A 'Change Focus' dialog box is open, allowing the user to select the current school year (2017-2018), the organization (Rock Star Public Schools), and the student selection options (Show Active Only, Show Inactive Only, Show Active and Inactive). The 'Save' button is highlighted. Red arrows and yellow circles with numbers 1, 2, and 3 point to the school year/district name, the 'Save' button, and the PAD Tree icon respectively.

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.

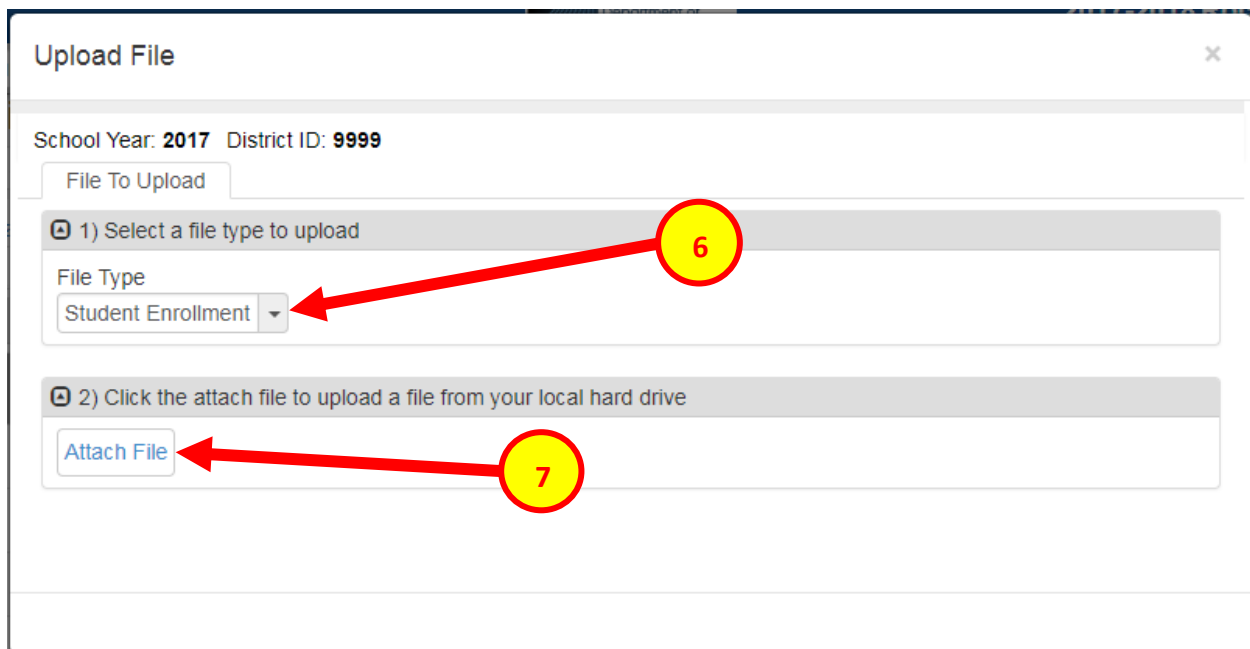


The screenshot shows the PAD Tree navigation menu. The menu is expanded, showing the following items: Synergy SIS, Discipline, ME, State Reporting Status, Student, and User Preferences. A red arrow and a yellow circle with the number 4 point to the 'State Reporting Status' item.

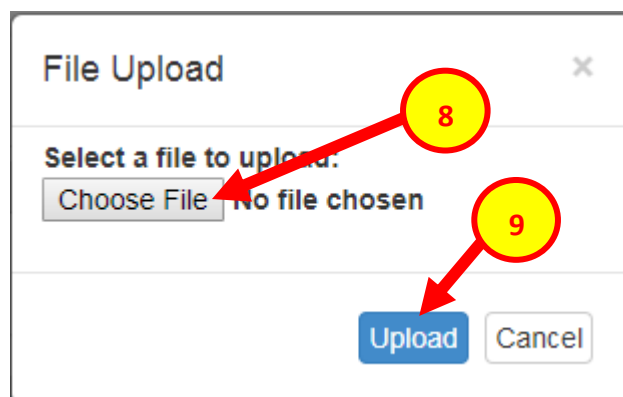
- In the State Reporting Status page, hover over the Menu drop down. Click **Upload File**:




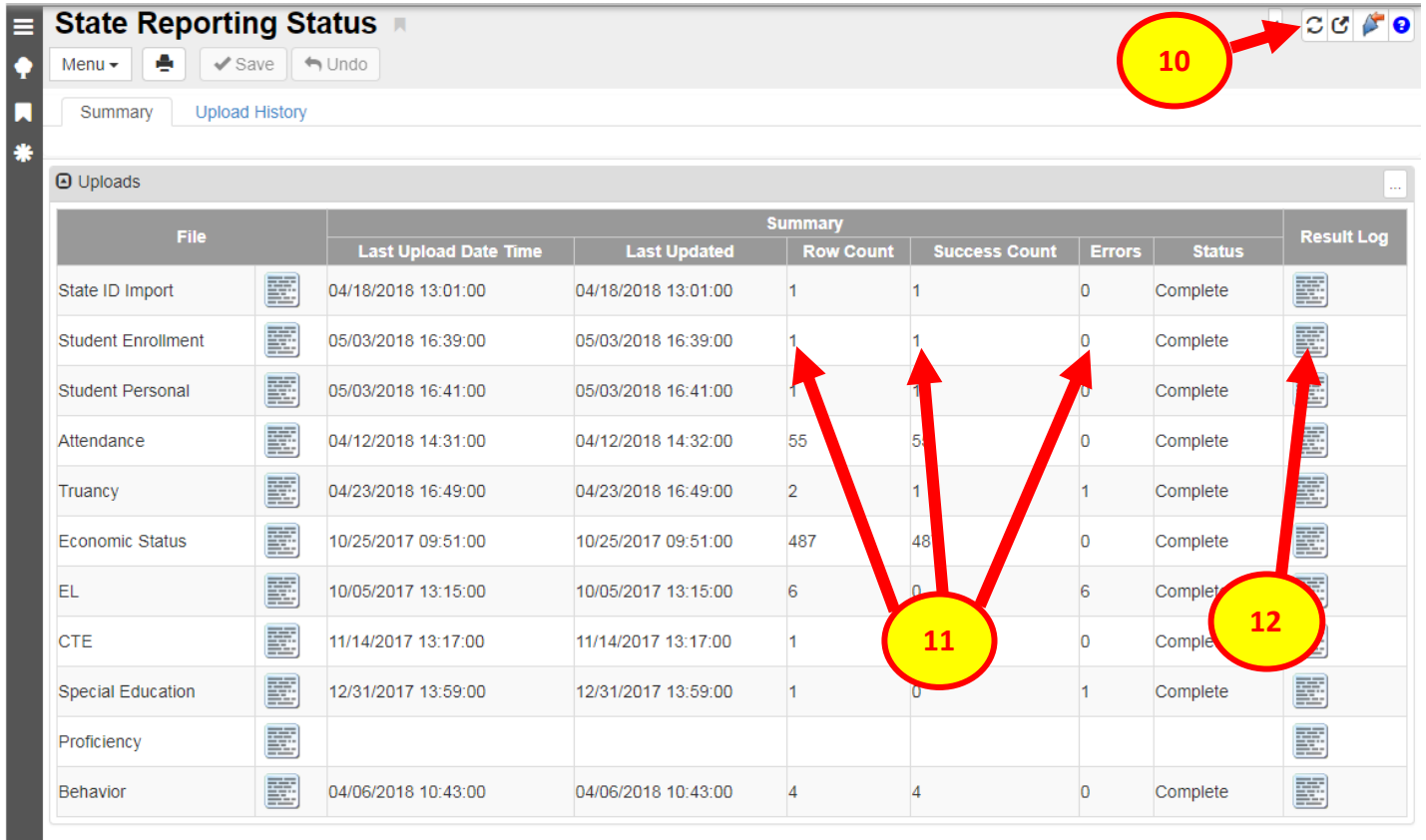
- In the Upload File box, click the File Type drop down. Select **Student Enrollment**.
- Click the **Attach File** button.














- In the File Upload box, click **Choose File**.
- 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.



The screenshot shows the 'State Reporting Status' page. At the top right, a refresh button is circled in yellow and labeled '10'. Below the navigation tabs, the 'Uploads' section contains a table with columns for File, Last Upload Date Time, Last Updated, Summary (Row Count, Success Count, Errors), Status, and Result Log. Red arrows point from a yellow circle labeled '11' to the Row Count, Success Count, and Errors columns. Another red arrow points from a yellow circle labeled '12' to the Result Log column for the 'Special Education' row.

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	55	0	Complete		
Truancy	04/23/2018 16:49:00	04/23/2018 16:49:00	2	1	1	Complete		
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	0	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 Student Enrollment data was successfully uploaded, you will receive this message in the result log:**

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

**If not all Student Enrollment 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
Enrollment at school not found	The upload file is missing the Effective Date
The length of Grade Level Code is shorter than 2 Unable to resolve Grade Level Code value "3"	Grades must be 2 digit. Change the grades in the upload file. Grade codes can be found here: <a href="https://www.maine.gov/doe/data/student/Synergy_upload.html">https://www.maine.gov/doe/data/student/Synergy_upload.html</a>
Grade Level Code "3" is not supported at Farrington	The school is not set up for the grade that has been entered. This may be due to entering an incorrect grade in the upload file or you may be trying to enroll the student in an incorrect school.
Secondary enrollments are not allowed at "Farrington School"	The school is not set up in Synergy to allow concurrent enrollments. Change the Enrollment Type to P for a primary enrollment.
A primary enrollment could not be found	A primary enrollment must be entered before a concurrent enrollment can be entered.
The length of State Student ID is longer than 9 State Student ID contains alpha characters The length of State Student ID is shorter than 9	State ID in the upload file is incorrect. State ID should be 9 numeric digits.
Year ID is blank	The upload file is missing the year code which is required.
Start Status is required The length of Start Status is shorter than 5	The upload file is missing the start status which is required.
Fatal Error occurred. File is invalid. Errors: Expected field count in line 0 (26) 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.
Unable to resolve SAU 36 with School ID 34.	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: <a href="https://www.maine.gov/doe/data/student/Synergy_upload.html">https://www.maine.gov/doe/data/student/Synergy_upload.html</a>
Resident School Administrative Unit "28" does not contain Resident Town Code "020".	The resident town code in the upload file is incorrect. The resident town must be within the resident district. Resident Town codes can be found here: <a href="https://www.maine.gov/doe/data/student/Synergy_upload.html">https://www.maine.gov/doe/data/student/Synergy_upload.html</a>

<p>Fiscal Responsibility Code "R" Requires Attending SAU to match the Resident SAU</p>	<p>The fiscal responsibility code R (Resident of School Unit) can only be used if the student resides in the district they are attending. Fiscal Responsibility codes can be found here: <a href="https://www.maine.gov/doe/data/student/Synergy_upload.html">https://www.maine.gov/doe/data/student/Synergy_upload.html</a></p>
<p>Fiscal Responsibility Code is required</p> <p>The length of Fiscal Responsibility Code is shorter than 1</p>	<p>Fiscal responsibility code is missing in the upload file.</p>
<p>This SAU does not have ownership of the student.</p> <p>Enrollment would overlap an existing primary enrollment at a different school.</p>	<p>There is already an active primary enrollment for the student. For students transferring in, the previous school may not have exited the student. You will need to contact the previous school and have them exit the student. For students who have transferred out, you may need to change the start date or exit date in the upload file to correspond with the current enrollment.</p>
<p>Exit Type Code is required</p> <p>The length of Exit Type Code is shorter than 5</p>	<p>The Exit Code is required if there is an exit date in the upload file.</p>
<p>Secondary enrollment Resident SAU ID "1662" must match the primary enrollment SAU ID "1661"</p>	<p>Concurrent enrollments must have the same Resident SAU ID and Resident Town as the primary enrollment.</p>
<p>Cannot modify withdrawn Student due to Active CTE Enrollment</p>	<p>Concurrent enrollments must be exited before the primary enrollment. If the student will be continuing at the concurrently enrolled school, a new concurrent enrollment must be created after the new primary enrollment is created.</p>
<p>Cannot modify withdrawn Student due to CTE Enrollment date conflict</p>	<p>The primary enrollment and concurrent enrollment must have the same exit date. The primary enrollment cannot have an exit date prior to the concurrent enrollment exit date.</p>