

Level 2 Updates using Templates – Updated 5/1/2009

Here are directions for each template. They are in a bit of technospeak, but do the best you can to fill the templates out. We have a better understanding this year of how they work, so we will be better able to help you.

Please let us know which template(s) you are working in by naming it in the email you attach it too. You will send these back to Cathy Burbules at Cburbule@gw.neric.org no later than July 8th.

STUDENT Template

Used to UPDATE only Student Demographic information. Template CAN NOT be used to ADD or DELETE records.

Outlined in Rules on the template form are the fields that can be set to blank using '<<NULL>>' value in the field. Leaving the field blank on the template will trigger the program to pre-fill the current value into the template before updating the record.

SCHOOL ENROLLMENT Template

Used to manage the Student's enrollment records for a particular school year. All enrollment records for each student listed in the template will be **deleted** completely for the particular District Code, School Year Date and Student Id. Therefore, a **complete set of enrollment records for each student in the specified District Code and School Year must be submitted on the template.**

If you wish to just remove the enrollment records for a student with NO replacement, then a single record should be submitted with District Code, School Year Date and Student Id and the value '<<ALL>>' entered in the State Enrollment Code field on the template. No other record for that student should be included in the template file.

PROGRAMS FACT Template

Used to manage the Student's participation in various programs throughout the school year. Only the Action of Add and Delete are permitted.

Deletes will occur by District Code, School Year Date, Student Id and State Program Code.

When adding records, District Code, School Year Date, Student Id, State Program Code and Beginning Date must be entered. In addition, State Location Id must be submitted for School Based programs.

ASSESSMENT FACT Template

Used to manage a Student's record of assessments. Valid actions are Add, Change and Delete.

This template can be submitted directly to Level 2 for all assessments except for ELA, Math, NYSAA and NYSESSLAT information. This information can only be updated with authorization from SED and the template file should be submitted directly to SED. SED will forward the file to Level 2, once approval has been granted.

Deletes will occur by District Code, Test Description, Assessment School Year Date, Item Description, Test Date and Student ID.

When adding or changing records, District Code, Test Description, Assessment School Year Date, Item Description, Test Date and Student ID must be entered. If School Year Date is left blank, then this field will be prefilled with Assessment School Year Date.

Specifically when adding records, you must submit an Assessment Language Code and Standard Achieved Code.

When changing a record, a field that can be set to blank using '<<NULL>>' value is outlined in Rules on the template form. Leaving the field blank on the template will trigger the program to pre-fill the current value into the template before updating the record.

Only the following fields can be modified with a Change action:

Alpha Score, Numeric Score, Assessment Status, Assessment Language Code, Standard Achieved Code, Testing Modification, School Year Date, and Scoring Model Code.