

# ISES Preparation Before Running EOY



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## ISES Preparation before running End-of-Year Process (EOY)

It is recommended that ISES information be entered into PowerSchool before running the End-of-Year Process (EOY). ISES information is found in two places:

### I. Current year's ISES data (used when doing the Count Date ISES load):

- Select Student>State/Province WI>ISES Report Information.
- On this screen, the Current ISES information is displayed.
- The data on this screen can be mass filled two different ways:
  - Data can be exported into Excel, then imported back into the current ISES data screen **OR**
  - The Student Field Value function can be used. These two ways are explained below.

### II. Previous year's ISES data (used when doing the Year End ISES load):

- Select Student>Transfer info>Under Previous Enrollments, click on the most recent Entry Date
- This screen contains the ISES data from the previous year. It gets moved to this area from the ISES Report Information screen when running the EOY process.
- **The data in the Transfer Info Previous Year's screen cannot be mass filled using the Import process or Student Field Value function.** This is why we recommend doing this **BEFORE** running end of year.

## Exporting ISES data out of PowerSchool (it is recommended to do this for EACH SCHOOL separately.)

1. You can export out all of the ISES fields into an Excel spreadsheet to look them over and see what is missing.

- a. In your school, type in the Search Students box this code:

**/EntryDate>=9/2/2008;ExitDate<=6/10/2009;State\_ExcludeFromReporting=False** (\*\*Use the exact dates of the school year that has just ended. For the ExitDate, use the day AFTER the last day of school\*\*) You may want to create a **Stored Search** for use year after year. You would just need to change the dates to accurately reflect the school year's dates you are doing the search for. To create a Stored Search, on the start page, click on Stored Searches. Click on New. Then give it a name (Year End ISES Students) and in the box, put the actual search coding:

**/EntryDate>=9/2/2008;ExitDate<=6/10/2009;State\_ExcludeFromReporting=False**

Click on Submit to save this stored search you just created. To access this search again, from the start page click on Stored Searches, and find it there in the searches that are listed. Click on Run Search to get the students.

- b. Under this selection of students, click on the Function bar and choose Quick Export
- c. Enter these fields into the Export box:

Lastfirst  
Student\_Number  
Grade\_Level  
State\_StudentNumber  
WI\_CountDateStatus  
WI\_Migrant  
WI\_Section504  
WI\_TestStatus  
PrimaryLanguage  
WI\_Homeless  
WI\_YearsUSSchools  
WI\_ImmigrantT3  
WI\_ELLServed  
WI\_ParentPlacedPrivate  
WI\_EnrollmentDate  
WI\_ThirdPartyAgency  
WI\_ThirdPartySchool  
WI\_SchoolInResidenceDistrict  
WI\_ReasonOutofDistrict  
WI\_Payer  
WI\_EconomicDisadvantagedStatus  
DisabilityCode  
WI\_SecondaryDisability  
WI\_EnglishProfCode  
WI\_EnglishProfScore  
WI\_ExitType  
WI\_Credential  
WI\_CompletedSchoolTerm  
WI\_promotionHigherGrade  
WI\_ReturnRegularEd  
WI\_ExpectedTransferDistrict  
WI\_ExpectedTransferSchool  
WI\_OptionalLocalUse  
WI\_Program\_Schedule  
WI\_EdEnvironment

2. Once you've exported these fields out, rename the file ISES.txt and save it to your Desktop. The file is a .txt file, and can be opened with Excel. To open the file in Excel, right click on it, and choose "Open With" and then select Excel. If Excel is not a choice, then select "Choose Program" and from that list choose Excel.

**\*\*NOTE\*\*** If you get an error when trying to export out the above fields, it may be either that the field was typed wrong, or that you were trying to export a field that has

never had data in it. To fix this problem, you need to populate this field for one student.

3. There are 2 ways you can mass fill any data you want back into PowerSchool. It can either be mass filled into this Excel spreadsheet, then **Imported** back into Powerschool, **OR** the **Student Field Value** function can be used to fill data. Both are described below.
4. To help you decide which fields you want to mass fill or change, there is a helpful document on our website we recommend printing out and using as a reference. To access this document:
  - a. Log into [www.mba-link.com](http://www.mba-link.com)
  - b. Click on Technical Support
  - c. A box will pop up for a username and password. If you do not have one, please contact Cynthia Lawrence at 800-258-0190 x803 or [clawrence@mba-link.com](mailto:clawrence@mba-link.com) to get set up.
  - d. On the Technical Support screen, click on PowerSchool
  - e. Click on the ISES Fields Reporting Information link. This document explains what all of the above exported fields are, and if they are needed for ISES Year End (YE) or Count Date (CD).

## To IMPORT ISES Data back into PowerSchool

1. Once the fields are filled with any data you want to bring back into PowerSchool, save the spreadsheet as ISES.txt (it CANNOT be a .xls file). Keep in mind you do not have to import back in EVERY field you exported out. The screen shot below of the suggested Field Mapping for the import has all the above fields listed. We suggest blanking out any fields you don't need to bring back into PowerSchool, or you can strip down the file to have only the columns you want to bring back in. You **MUST** have the Student\_Number field in the spreadsheet for importing back into PowerSchool
2. In PowerSchool, importing must be done at the SCHOOL LEVEL, not District Office. Each school should be done separately when importing data back into PowerSchool.
3. To IMPORT:
  - a. From the Start Page at a SCHOOL, select Special Functions
  - b. Select Importing and Exporting
  - c. Select Quick Import
  - d. In the Select A Table drop down, choose Students
  - e. Leave Field Delimiter as Tab
  - f. Leave End-of-Line marker as CR

- g. For Character Set, if you have a Windows Server, select Windows ANSI. If you have a Mac Server, select Mac Roman.
- h. For File to Import, click on the browse button and select the location of your ISES.txt file
- i. Select the ISES.txt file select Open
- j. Check the box to Suggest Field Map
- k. Click Import
- l. On this next Screen, you will see suggested fields to map to.
  - Make sure they look correct.
  - Note that not all fields are mapped – they can be left blank like the example below for any fields you do not want to update
  - Under the fields, you **MUST** check the box to Exclude First Row.
  - **Select the Second Radio Button** that says “Update the student's record with the information from the file being imported (Note: even if you have this option selected, if the student is in a different school, the information will not be updated).”
  - Below is a screen shot of what the Field Mapping should look like:

### Import Records from an ASCII Text File

Col#	From your file	To PowerSchool
1.	Lastfirst	<input type="text"/>
2.	Student Number	<input type="text" value="Student_Number"/>
3.	Grade Level	<input type="text"/>
4.	State Studentnumber	<input type="text" value="State_StudentNumber"/>
5.	Wi Countdatestatus	<input type="text" value="WI_CountDateStatus"/>
6.	Wi Migrant	<input type="text" value="WI_Migrant"/>

7.	Wi Section504	-- -- >	WI_Section504
8.	Wi Teststatus	-- -- >	WI_TestStatus
9.	Primarylanguage	-- -- >	primarylanguage
10.	Wi Homeless	-- -- >	WI_Homeless
11.	Wi Yearsusschools	-- -- >	WI_YearsUSSchools
12.	Wi Immigrantt3	-- -- >	WI_ImmigrantT3
13.	Wi Ellserved	-- -- >	WI_ELLServed
14.	Wi Parentplacedprivate	-- -- >	WI_ParentPlacedPrivate
15.	Wi Enrollmentdate	-- -- >	WI_EnrollmentDate
16.	Wi Thirdpartyagency	-- -- >	WI_ThirdPartyAgency
17.	Wi Thirdpartyschool	-- -- >	WI_ThirdPartySchool
18.	Wi Schoolinresidencedistrict	-- -- >	WI_SchoolInResidenceDistrict
19.	Wi Reasonoutofdistrict	-- -- >	WI_ReasonOutOfDistrict
20.	Wi Payer	-- -- >	WI_Payer
21.	Wi Economicdisadvantagedstatus	-- -- >	WI_EconomicDisadvantagedStatus

22.	Disabilitycode	--	DisabilityCode
		--	
		>	
23.	Wi Secondarydisability	--	WI_SecondaryDisability
		--	
		>	
24.	Wi Englishprofcode	--	WI_EnglishProfCode
		--	
		>	
25.	Wi Englishprofscore	--	WI_EnglishProfScore
		--	
		>	
26.	Wi Exittype	--	WI_ExitType
		--	
		>	
27.	Wi Completedschoolterm	--	WI_CompletedSchoolTerm
		--	
		>	
28.	Wi Promotionhighergrade	--	WI_PromotionHigherGrade
		--	
		>	
29.	Wi Returnregulared	--	WI_ReturnRegularEd
		--	
		>	
30.	Wi Expectedtransferdistrict	--	WI_ExpectedTransferDistrict
		--	
		>	
31.	Wi Expectedtransferschool	--	WI_ExpectedTransferSchool
		--	
		>	
32.	Wi Optionallocaluse	--	WI_OptionalLocalUse
		--	
		>	
33.	Wi Program Schedule	--	WI_Program_Schedule
		--	
		>	
34.	Wi Edenvironment	--	WI_EdEnvironment
		--	
		>	

Check to exclude first row

The lines below can be used to assign a constant value to field(s) in all of the imported records.

<input type="text"/>	--	<input type="text"/>
	--	

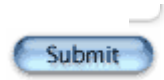
-  
>  
--  
--  
--  
>

Advanced Import Options

Note: The student number is required in all import files. All information is keyed off of the student number field.

If the file being imported contains a student number that matches a student number already in the PowerSchool system, how would you like it handled?

- Do not process that line from the file being imported.
- Update the student's record with the information from the file being imported (Note: even if you have this option selected, if the student is in a different school, the information will not be updated).
- Generate a new, unique student number for the student (from the range specified below) and import the data from the import file.
  - New student numbers are generated at random from within this range:  -
- Synchronize Mode (Warning: This will transfer out all Students who are not found in the file being imported. Do not use this unless you know exactly what you are doing!)
- Allow Update of Enroll Status (Warning: Don't use this unless you know exactly what you are doing!)



**NOTE:** After clicking Submit, the screen should show data being Imported in. If the data is imported in successfully, it will be listed in black. Any errors are in red, and should be addressed.

## To Use the Student Field Value Function for Mass Filling ISES Data

Another way to mass fill data, if you'd prefer to NOT use the Import function, is to use the Student Field Value Function.

1. This can be done at a District level, or individual schools. Based on what was exported out into the spreadsheet, you may decide to mass fill some fields for students. From the Start page, select those students you need:
  - If you want to do a Search for students with a blank value in a specific field, you can do this type of search:  
**/EntryDate>=9/2/2008;WI\_Migrant=** (This will search for students who were enrolled this school year with a blank Migrant field. The "/" is

needed to include any students who attended your school for part of the year but then transferred out.)

- If you want to select all your students from the completed current school year, use the search that we used to first export out all the students:

**/EntryDate>=9/2/2008;ExitDate<=6/10/2009;State\_ExcludeFromReporting=False**  
 (\*\*Use the exact dates of the school year that has just ended. For the ExitDate, use the day AFTER the last day of school\*\*)

2. Once you've gotten a group of students, select the Function under them of Student Field Value.
3. On this screen, you can click on "Fields" to find the field name you need, or simply type it in if you know what it is.
4. In the second box, type in the value you want to change the field to be.
5. Do **NOT** check the "Clear Field Value" box
6. **DO** check the "Do not overwrite existing data" box. If you have already manually changed some student's data, you do NOT want to overwrite that. By checking this box, you will only mass fill this field for students who have it blank.
7. The screen should look like this:

### Student Field Value

55 students are selected

Option	Value
Field To Change ( <a href="#">Fields</a> )	WL_Migrant
New Field Value	N
	<input type="checkbox"/> Clear Field Value Insert * to use the current field value with the new field value.
Options	<input checked="" type="checkbox"/> Do not overwrite existing data.

WARNING: This change is irreversible.

[Submit](#)

8. Click on Submit. The next screen will show all the students you've selected, their current value for this field, and the new value you are changing it to. Keep in mind that some fields need an "N" (not "NO"), while others require "NONE". Refer to the document you printed out from our website, **ISES Fields Reporting Information**. If the information appears correct, click on Submit again to make the changes.

## **After Mass Filling Data**

After ISES data is changed, it is recommended that you call up several students and verify the changes you wanted were made. If you need any assistance with any of this process, please call Marcia Brenner Associates at 1-800-258-0190. Then choose “1” for Student Support, then “3” for PowerSchool.