

External Gradebook Absences Import

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Use this ASCENDER record layout to import absences from third-party grade book products.

IMPORTANT:
Effective for the 2018-2019 school year: The file layout has been changed to accommodate a two-digit track. If you attempt to import a file to ASCENDER with a one-digit track in the 2018-2019 school year, you will receive the “Invalid Import File” error message.

If the import file does not have T in position 82 for all D record types, the import is canceled and you will receive the “Input Record Error. Invalid Import File.” error message.

Description	Length	Position	Notes
Record Type	1	1	D = data
Campus	3	2-4	
Date	8	5-12	YYYYMMDD
Track	2	13-14	Track should be zero padded.
Course	4	15-18	
Section	2	19-20	
Student ID	6	21-26	
Period	2	27-28	
Code	1	29	All valid absence codes; T = tardy; P = present
Teacher #	3	30-32	
Comment	49	33-81	
Type	1	82	T



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