



# External Gradebook Absences Import



# Table of Contents

**External Gradebook Absences Import** ..... 1



# External Gradebook Absences Import

Use this TxEIS 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 TxEIS with a one-digit track in the 2018-2019 school year, you will receive message “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



## **Back Cover**