



External Gradebook Absences Import

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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 the “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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