ecds_pk_extract

Table of Contents

State Reporting > Extracts > Summer

Options

Ending School Year: **2020**
Generic Program Code for Dyslexia Reporting: **DYS**
Generic Program Code for Early College High School Reporting:
Generic Program Code for IGC Reporting: **IGC**
Generic Program Code for Intervention Strategy:
Generic Program Code for Pathways in Technology:
Generic Program Code for Section 504: **504**
Generic Program Code for T-STEM Reporting:

☐ Select all Extracts

☑ **Attendance**

Data Extracted: InterchangeStudentExtension, InterchangeStudentEnrollmentExtension, InterchangeStudentAttendanceExtension

Semester to Extract: 1 ▼

Title 1 Part A

Data Extracted: Student - Title 1, Part A
Title 1 Part A: Data will be extracted when semester 2 attendance is extracted

☑ **Course Extracts**

☑ **Classroom Link**

Data Extracted: InterchangeStaffAssociationExtension, InterchangeMasterScheduleExtension

☑ **Course Completion**

Data Extracted: InterchangeStudentExtension, InterchangeStudentTranscriptExtension

Default Pass / Fail / Credit Indicators

Grade 01		Grade 02	
Grade 03		Grade 04	
Grade 05		Grade 06	
Grade 07		Grade 08	
Grade 09		Grade 10	
Grade 11		Grade 12	

☐ **Discipline**

Data Extracted: InterchangeStudentExtension, InterchangeStudentDisciplineExtension

☐ **Flexible Attendance**

Data Extracted: InterchangeStudentExtension, InterchangeStudentAttendanceExtension

☐ **Restraint**

Data Extracted: InterchangeStudentExtension, InterchangeStudentRestraintEventExtension

Email :

Run

CAUTION! Each time you extract data, you overwrite the data in the frozen files (i.e., State Reporting maintenance pages), including any data that was manually entered.

Ending School Year	(Display only) The submission year as entered in the **Submission Year** field on State Reporting > Options is displayed. For the 2018-2019 ECDS PK submission, the field should display 2019.

Select the following for the ECDS KG submission:

Attendance
Select to extract attendance data.

Semester to Extract	For the ECDS KG submission, Attendance is only extracted for Semester 1.

Course Extracts
NOTE: You can select to run the Classroom Link and Course Completions extracts individually; however, the program expects the Classroom Link extract to be run first. If you select to extract Course Completion data but do not select to extract Classroom Link data, the program verifies that Classroom Link records exist for the current school year. If they do not exist, a message is displayed and no data is extracted. **NOTE:** A student's course entry date cannot be the same as the semester end date.
Classroom Link

The extract does the following:

• All existing course-section and teacher class assignment records are deleted. Staff demographic records are not deleted in order to accommodate districts that manually update staff demographic data or merge staff demographic data from a TEA file.

• Course-section data is selected for all course-sections in the master schedule that have student enrollment, and a record is created for each course-section.

• Teacher class assignment records are created if the non campus-based instruction code for the course-section is 00 or blank. If a course-section has multiple teachers (multiple meeting times), a record is created for each teacher.

• The begin and end dates on the teacher class assignment record captures the classroom assignments for classroom teachers records are extracted from the meeting time records for each course-section in Grade Reporting.

If the end date is blank, the latest semester end date for the campus is used. If there are multiple tracks, the end date for the track that ends on the latest date is used. The date will be adjusted as needed when the course completion extract is run. Example: At campus 001, track 1 ends on 5/29/20, and track 4 ends on 6/5/20. The end date for all records will be 6/5/20.

• If a district is using the Business system, staff demographic data is extracted from HR. The staff type code is set to 1 (*school district employee*) for all instructors extracted from HR. If an instructor is on the master schedule but not in HR, a partial staff demographic record is created (staff ID and name only), and the staff type code is set to 3 (*contracted professional staff*).

• If a district is not using the Business system, partial staff demographic records (staff ID and name only) are created for all instructors in the master schedule with staff type code 1 (*school district employee*).

• If a duplicate record is found when attempting to add a staff demographic record, the first and last names on the two records with the same staff ID are compared.

If the names match and the staff demographic data is being extracted from HR, the record in ASCENDER State Reporting is updated.

If the names do not match, a warning message is listed on the error report.

Flexible Attendance

Select to extract the following data: *InterchangeStudentExtension* and *InterchangeStudentAttendanceExtension*.

Email	(Optional) Type your email address if you wish to receive email notification when the extract is complete.

Click **Run**.

- You can either wait for an email notification that the extract is complete, or view the status of the extract on Extracts > Extracts Status.
- If errors are encountered, the **Error** button is displayed. Click **Errors** to view the list of errors.

Review the report using the following buttons:

Click ⬚First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click ⬚Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click ⬚ to save and print the report in PDF format.
Click ⬚ to save and print the report in CSV format. (This option is not available for all reports.)
When a report is exported to the CSV format, the report headers may not be included.
Click ⬚ to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel**
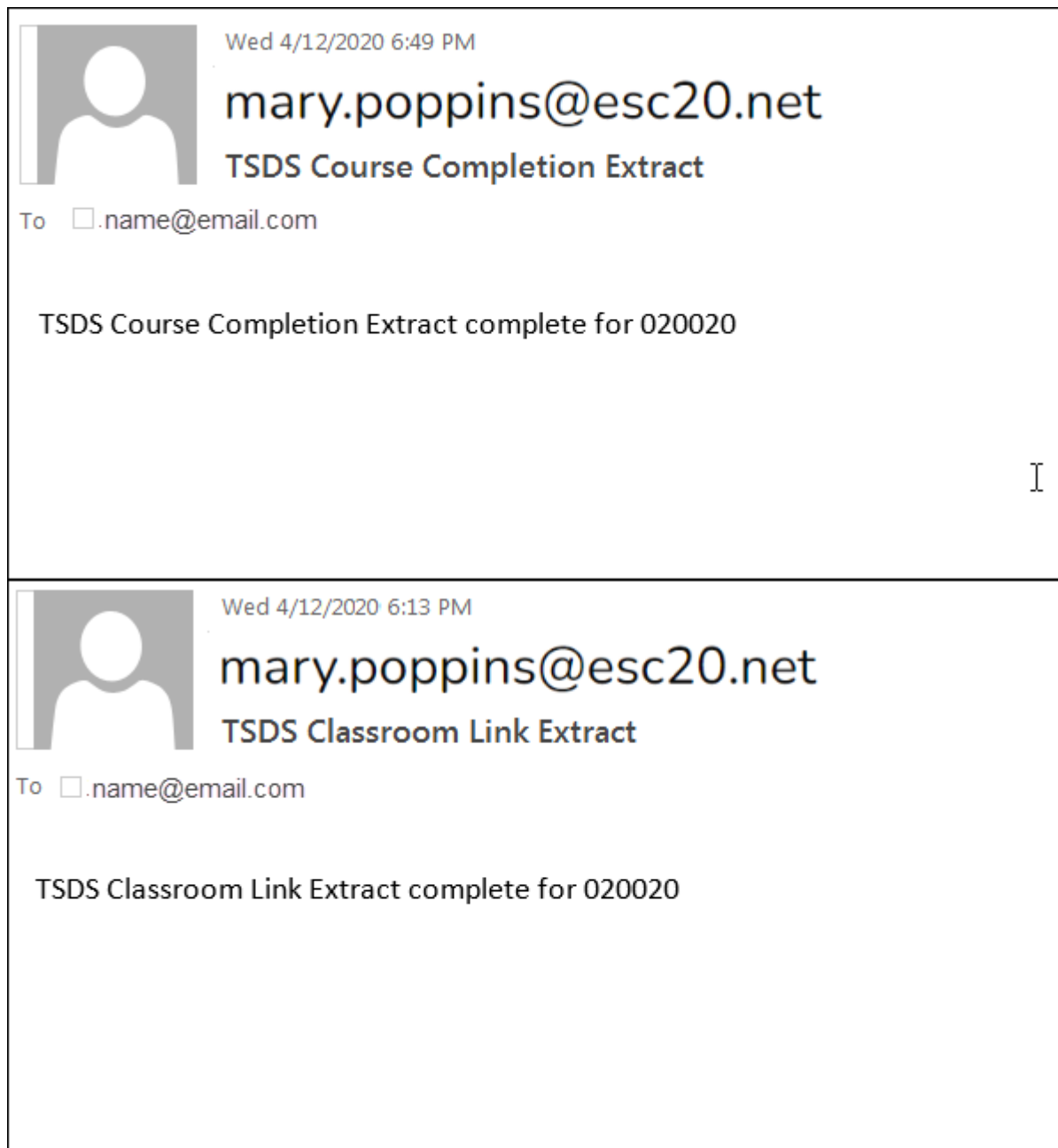button instead.

Monitor Extract Status

Once you run the extract utility, you can either wait for an email notification that the extract(s) are
complete, or view the status of the extract(s) on Extracts > Extracts Status.

Email Notification

If you typed your email address when you ran the extract, an email message is delivered to your
Inbox once the extract is completed. You will receive a separate message for each summer extract.

Examples:

Wed 4/12/2020 6:49 PM

mary.poppins@esc20.net

TSDS Course Completion Extract

To ☐.name@email.com

TSDS Course Completion Extract complete for 020020

Wed 4/12/2020 6:13 PM

mary.poppins@esc20.net

TSDS Classroom Link Extract

To ☐.name@email.com

TSDS Classroom Link Extract complete for 020020

Once you receive this email message, you can go to the Extract Status page to view reports.

Extract Status Page

The Extract Status page allows you to review the status and completion of extracts (i.e., jobs). Once an extract is completed, you can view and print the associated reports.

State Reporting > Extracts > Extract Status

Extract Type	Select the extract type for which you want to check job status or completion.

- The list of jobs for the selected extract type is displayed, sorted by date in descending order.

- The data can be re-sorted.

  A white triangle is displayed in the heading row next to the column by which the grid is currently sorted. If the column is sorted in ascending order, the triangle points up. If the column is sorted in descending order, the triangle points down.

    - To re-sort data in the grid, click the underlined column heading. It will sort in ascending order.
    - Click it again to sort in descending order.

Job ID	The unique ID for each job is displayed. The number is automatically generated.
Job Status	"In Progress," "Failed," or "Completed" is displayed for each job listed. "In Progress" is displayed until the extract is complete. Once the extract is complete, "Completed" is displayed, and the **Job End** field displays the date and time at which the extract was completed. **NOTE:** Click **Refresh** to see the updated status.
Job Start	The date and time when the job was run is displayed.
Job End	The date and time when the job was completed is displayed.
User Name	The name of the person who submitted the job, according to the user ID, is displayed.
User Email	The user's email address is displayed, as entered on the Extract page.
School Year	The school year for which the extract was run is displayed.

The following vary by extract:

Error/Extract Summary	Various error reports may be displayed if errors are encountered. Click **Print Report**. Review and correct all errors. Student records are not extracted if the following conditions exist: Blank or invalid SSN, including 000000000 Blank Texas Unique Student ID Invalid student record status Duplicate SSNs (The first student encountered with the SSN is extracted; all others with the same SSN are not extracted.) Verify the counts for each record type, and determine the reason for each bypassed student. **If students are bypassed:** 1. Correct data in the student files. 2. Run the Delete/Clear Tables utility to delete or clear previous data for the desired tables. 3. Re-extract the data. 4. Verify the data. 5. Repeat until no students are bypassed.
Local Pgm Code	For the Flexible Attendance, Restraint, Student Fall, Course Completion, and Discipline extracts, the code may be displayed if applicable.
Semester	For Attendance extracts only, the semester for which the extract was run is displayed.
Flex Attendance	For the Attendance extract only, this report provides a list of students participating in flex attendance programs. Review data for accuracy.
Title I Part A	For the Attendance extract only, after extracting semester 2, this report lists extract errors that are specific to Title I data. Review and correct any errors.
Assign Dis Action Nbrs	This is displayed for the Discipline extract only. Discipline action numbers are automatically assigned when the extract is run, so this field will always display *Yes*.
Leaver Error Summary	(Fall extract) Review the number of leaver tracking records written. Review and correct all errors.

Reports can be printed any time, as long as the row is not deleted.

Other functions and features:

🗑	Select rows to be deleted.
Delete	Click to delete any rows selected for deletion.
Refresh	Re-retrieve the data displayed.

Print Report	Print the report for the extract (if available). **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click ⬇ to save and print the report in PDF format. Click ⬇ to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click ✕ to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

For completed extracts, you can view applicable extract reports. Reports can be printed any time, as long as the row is not deleted from the Extract Status page. Report options will vary by extract.

Review the Extract Summary report for each extract and correct any errors.

- For the Attendance extract, the Flex Attendance report is also available, which provides a list of students participating in flex attendance programs. Review data for accuracy.
- For the Attendance extract, after extracting semester 2, you can view the Title I Part A report, which lists extract errors that are specific to Title I data. Correct any errors.
- For the Discipline extract, Discipline action numbers are automatically assigned when the extract is run, so the **Assign Dis Action Nbrs** field will always display *Yes*.
- For the Course Completion and Discipline extracts, the Generic Program Code may be displayed if applicable.

Correct data and rerun the extract until there are no fatal errors.

Back Cover