



fall_import

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[State Reporting > Utilities > Import External File](#)

Some districts may update data in TSDS tables from a text flat file created outside TxELS where each row in the file corresponds to a TSDS record.

The only TSDS record types available for importing are:

- Organization-District (010) (10010 - *LocalEducationAgencyExtension* complex type)
- Organization-Campus (020) (10020 - *SchoolExtension* complex type)
- Finance-Budget (030) (20030 - *BudgetExtension* complex type)
- Finance-Actual (032) (20032 - *ActualExtension* complex type) **(not used for Fall)**
- Finance-SSA Actual (033) (20033 - *SharedServiceArrangementExtension* complex type) **(not used for Fall)**

IMPORTANT! Only these record types can be imported. **All other records are skipped.**

[File layout](#)
010 Records (10010 - *LocalEducationAgencyExtension* Complex Type):

Record Type Code	District ID	District Name	blank	Total Num School Board Requests	Total Cost School Board Requests	ARMED-SERVICES-VOC-APT-BATTERY-INDICATOR-CODE	Filler
E0755	E0212	E0213		E1556	E1557	E1625	
C042				C200		C217	
Cols 1-3	Cols 4-9	Cols 10-43	Cols 44-62	Cols 63-65	Cols 66-71	Cols 72-73	Cols 74-80

020 Records (10020 - *SchoolExtension* Complex Type):

Input Record Type Code	District/Campus ID	Campus Name	blank	NSLP Code	Bullying Incidents	Cyberbullying Incidents
E0755	E0266	E0267		E1591	E1727	E1728
C042				C212		
Cols 1-3	Cols 4-12	Cols 13-46	Cols 47-65	Cols 66-67	Cols 69-73	Cols 74-78

030 Records (20030 - *BudgetExtension* Complex Type):

Input Record Type Code	District ID	Fund Code	Function Code	Object Code	Organization Code	Fiscal Year	Program Intent Code	Budget Amount	Filler
E0755	E0212	E0316	E0317	E0318	E0319	E0974	E0320	E0321	
C042		C145	C146	C159			C147		
Cols 1-3	Cols 4-9	Cols 10-12	Cols 13-14	Cols 15-18	Cols 19-21	Col 22	Cols 23-24	Cols 25-35	Cols 36-80

032 Records (20032 - ActualExtension Complex Type):

Input Record Type Code	District ID	Fund Code	Function Code	Object Code	Organization Code	Fiscal Year	Program Intent Code	Actual Amount	Filler
E0755	E0212	E0316	E0317	E0318	E0319	E0974	E0320	E0774	
C042		C145	C146	C159			C147		
Cols 1-3	Cols 4-9	Cols 10-12	Cols 13-14	Cols 15-18	Cols 19-21	Col 22	Cols 23-24	Cols 25-35	Cols 36-80

033 Records (20033 - SharedServiceArrangementExtension Complex Type):

Input Record Type Code	District ID	Shared Svcs Arr Member Dist ID	Shared-Svcs-Arrangemt-Type-Code	Fund Code	Fiscal Year	Actual Amount	Filler
E0755	E0212	E0981	E0776	E0316	E0974	E0774	
C042			C049	C145			
Cols 1-3	Cols 4-9	Cols 10-15	Cols 16-17	Cols 18-20	Col 21	Cols 22-32	Cols 33-80

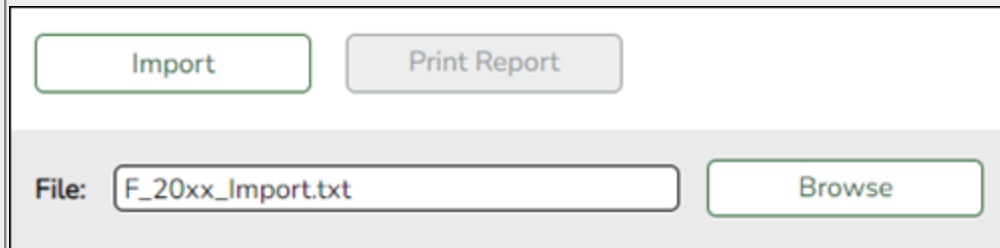
File:

File Click **Browse** to select the file to import.

The first letter of the filename indicates the submission period and must be one the following in order to be imported:

F (fall)
M (mid-year)
S (summer)
E (extended)

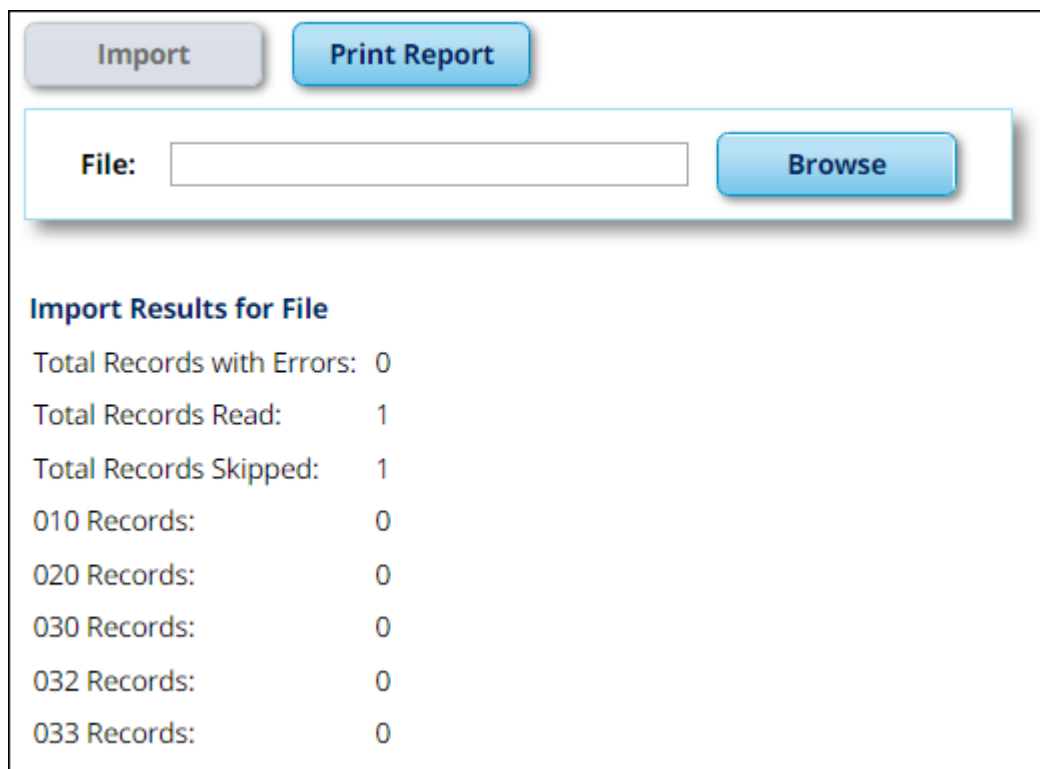
Once a file has been selected the **Import** button is enabled.



The screenshot shows a web interface with two buttons at the top: 'Import' (disabled, grey) and 'Print Report' (disabled, grey). Below them is a 'File:' label followed by a text input field containing 'F_20xx_Import.txt' and a 'Browse' button (disabled, grey).

Click **Import**.

When the import is complete, results are displayed, including counts of errors, records read, records skipped, and records by type.



The screenshot shows the same web interface after a successful import. The 'Import' button is now enabled (blue), and the 'Print Report' button is also enabled (blue). The 'File:' text input field is empty, and the 'Browse' button is enabled (blue). Below the input fields, the section 'Import Results for File' displays the following data:

Import Results for File	
Total Records with Errors:	0
Total Records Read:	1
Total Records Skipped:	1
010 Records:	0
020 Records:	0
030 Records:	0
032 Records:	0
033 Records:	0

Valid records are imported. Records marked with errors are not imported.

Correct any errors, and then run the [Delete Tables utility](#) to clear out the imported data;

otherwise duplicate record errors will occur when you attempt to import a second time for the valid records that were imported originally.

Print Report

Click to [print the PEIMS Import External File Report](#).

Review the report using the following buttons:

Click  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.

Click  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.

Records that resulted in an error are listed. The line number in the file corresponding to the record that caused an error is displayed in the first column, and the record itself is displayed in the second column. A summary of the import is printed on the last page of the report.

Date Run: 10-09-2019 12:23 PM

Cnty Dist: 987654

PEIMS Import Staff File Report

TXEIS ISD

Import File: F2019_Import.txt

Line Nbr	Col(s)	PEIMS Records in Error
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Import Results

Total Records with Errors:	0
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Total Records Read:	0
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Total Records Updated:	0
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Total Records Inserted:	0
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Contact the TSDS PEIMS Coordinator at your regional education service center for further assistance.



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