



## midyear\_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 ASCENDER where each row in the file corresponds to a TSDS record. **This only applies to Student-only districts.**

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) (**not used for Midyear**)
- Finance-Actual (032) (20032 - *ActualExtension* complex type)
- Finance-SSA Actual (033) (20033 - *SharedServiceArrangementExtension* complex type)

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

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

The first letter of the filename indicates the submission period. For the midyear submission, the file name should begin with M.

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

Click **Import**.

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

If any errors are encountered, no updates occur. Note that skipped records are not counted as errors.

Correct any errors, and then run the [Delete/Clear 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** [Print the 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.



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