



## Other functions and features:



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If you do not extract your data, skip this section.

## 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: **INT**

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:

☒ 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 | <input type="text"/> | Grade 02 | <input type="text"/> |
| Grade 03 | <input type="text"/> | Grade 04 | <input type="text"/> |
| Grade 05 | <input type="text"/> | Grade 06 | <input type="text"/> |
| Grade 07 | <input type="text"/> | Grade 08 | <input type="text"/> |
| Grade 09 | <input type="text"/> | Grade 10 | <input type="text"/> |
| Grade 11 | <input type="text"/> | Grade 12 | <input type="text"/> |

☒ Discipline

Data Extracted: InterchangeStudentExtension, InterchangeStudentDisciplineExtension

☒ Flexible Attendance

Data Extracted: InterchangeStudentExtension, InterchangeStudentAttendanceExtension

☒ Restraint

Data Extracted: InterchangeStudentExtension, InterchangeStudentRestraintEventExtension

Email :

Run

The Summer Extract page extracts data for all complex types associated with the summer submission. You can extract all data or select specific data to extract. Verify that your data extracted correctly.

**NEW FOR 2018!** The Classroom Link and Course Completion Extracts were combined under the heading **Course Extracts**. You can select to run each extract 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.

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

|                                                              |                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Ending School Year</b>                                    | (Display only) The submission year as entered in the <b>Submission Year</b> field on <a href="#">State Reporting &gt; Options</a> is displayed.                                                                                                                                                                                                            |
| <b>Local Program for Dyslexia Reporting</b>                  | (Display only) The district local program code used to track dyslexic students is displayed, as entered in the <b>Local Program for Dyslexia Reporting</b> field on <a href="#">State Reporting &gt; Options</a> .                                                                                                                                         |
| <b>Local Program for Early College High School Reporting</b> | (Display only) The district local program code used to track students participating in the Early College High School (ECHS) program is displayed, as entered in the <b>Local Program for Early College High School Reporting</b> field on <a href="#">State Reporting &gt; Options</a> .                                                                   |
| <b>Local Program Code for IGC Reporting</b>                  | (Display only) The district local program code used to track students assigned to an Individual Graduation Committee (IGC) is displayed, as entered in the <b>Local Program for IGC Reporting</b> field on <a href="#">State Reporting &gt; Options</a> .                                                                                                  |
| <b>Local Program Code for Intervention Strategy</b>          | (Display only) The district local program code used to track students participating in an intervention strategy at any time of the year is displayed, as entered in the <b>Local Program for Intervention Strategy</b> field on <a href="#">State Reporting &gt; Options</a> .                                                                             |
| <b>Local Program Code for Pathways in Technology</b>         | (Display only) The district local program code used to track students in grade levels 9-12 who are participating in the Pathways in Technology (P-TECH) Early College High School program is displayed, as entered in the <b>Local Program for Pathways in Technology</b> field on <a href="#">State Reporting &gt; Options</a> .                          |
| <b>Local Program for 504</b>                                 | (Display only) The district local program code used to track students who receive assistance through either an aid, accommodation, or service under Section 504 Rehabilitation Act of 1973 at any time during the school year is displayed, as entered in the <b>Local Program for Section 504</b> field on <a href="#">State Reporting &gt; Options</a> . |
| <b>Local Program for T-STEM Academy Reporting</b>            | (Display only) The district local program code used to track students participating in the Texas Science, Technology, Engineering and Mathematics (T-STEM) Initiative program is displayed, as entered in the <b>Local Program for T-STEM Academy Reporting</b> field on <a href="#">State Reporting &gt; Options</a> .                                    |

|                            |                                                                      |
|----------------------------|----------------------------------------------------------------------|
| <b>Select all Extracts</b> | Select to extract all data. Otherwise, select individual data below. |
|----------------------------|----------------------------------------------------------------------|

### Attendance

Select to extract the following data: *Student Demographic, Graduation Program, Basic, Spec Ed, CTE Attendance, and Student - Title I, Part A* (semester 2 only).

|                            |                                                                                                                                                                                                                                                                                             |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Semester to Extract</b> | <p>Select the semester from which you are extracting records. Select All to extract data from semesters 1 and 2.</p> <p>If you select All, semesters 1 and 2 are extracted sequentially in the same run.</p> <p>If you select 2 or All, Title I Part A data is automatically extracted.</p> |
| <b>Title I Part A</b>      | (Display only) <i>Title I Part A</i> data is extracted when semester 2 attendance data is extracted.                                                                                                                                                                                        |

**IMPORTANT!** The attendance extract must be run for each semester.

### 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:

- 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.

### Course Completion

Select to extract the following data: *Student Demographic* and *Course Completion*.

**Grade 01 - Grade 12** - If you run this extract before the end of school OR before assigning pass/fail indicators, you must enter the appropriate **Default Pass/Fail/Credit Indicators** according to the TWEDS C136 table.

Grade levels 1-8 use default code 13.

Grade levels 9-12 use default code 01.

**If you set default codes for all students, you may need to update some individual student records using the following codes:**

- 00 - ASCENDER Code - Record will not be included in the Interchanges
- 01 - Course Was Passed And Credit Was Received
- 02 - Course Was Failed And No Credit Was Received – First Occurrence This School Year
- 03 - Course Was Failed And No Credit Was Received – Second Occurrence This School Year
- 04 - Course Was Passed, But Credit Was Not Received Due To Excessive Absences – First Occurrence This School Year
- 05 - Course Was Passed, But Credit Was Not Received Due To Excessive Absences – Second Occurrence This School Year
- 06 - Course Was Passed, But Credit Was Not Received (other parts of the course have not been taken)
- 07 - Course Was Passed, But Credit Was Not Received (other parts of the course have been taken but not passed)
- 08 - Course Was Failed, But Credit Was Received (other parts of the course have been passed and credit was awarded based on the grades in those parts)
- 09 - Course Work Is Incomplete And No Credit Has Been Awarded
- 10 - Course Was Passed, But Credit Was Not Received (course had previously been passed, and was repeated for better mastery)
- 11 - Course Was Failed And No Credit Was Received – third occurrence this school year
- 12 - Course Was Passed, But Credit Was Not Received Due To Excessive Absences – third occurrence this school year
- 13 - Non-High School Course Passed
- 14 - Non-High School Course Failed

#### **Discipline**

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

#### **Flexible Attendance**

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

#### **Restraint**

Select to extract the following data: *Student Demographic* and *Student Restraint*.

#### **Special Education**

Select to extract the following data: *Interchange StudentExtension* and *Interchange StudentSpecialEducationEventExtension*

|              |                                                                                                            |
|--------------|------------------------------------------------------------------------------------------------------------|
| <b>Email</b> | (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  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.

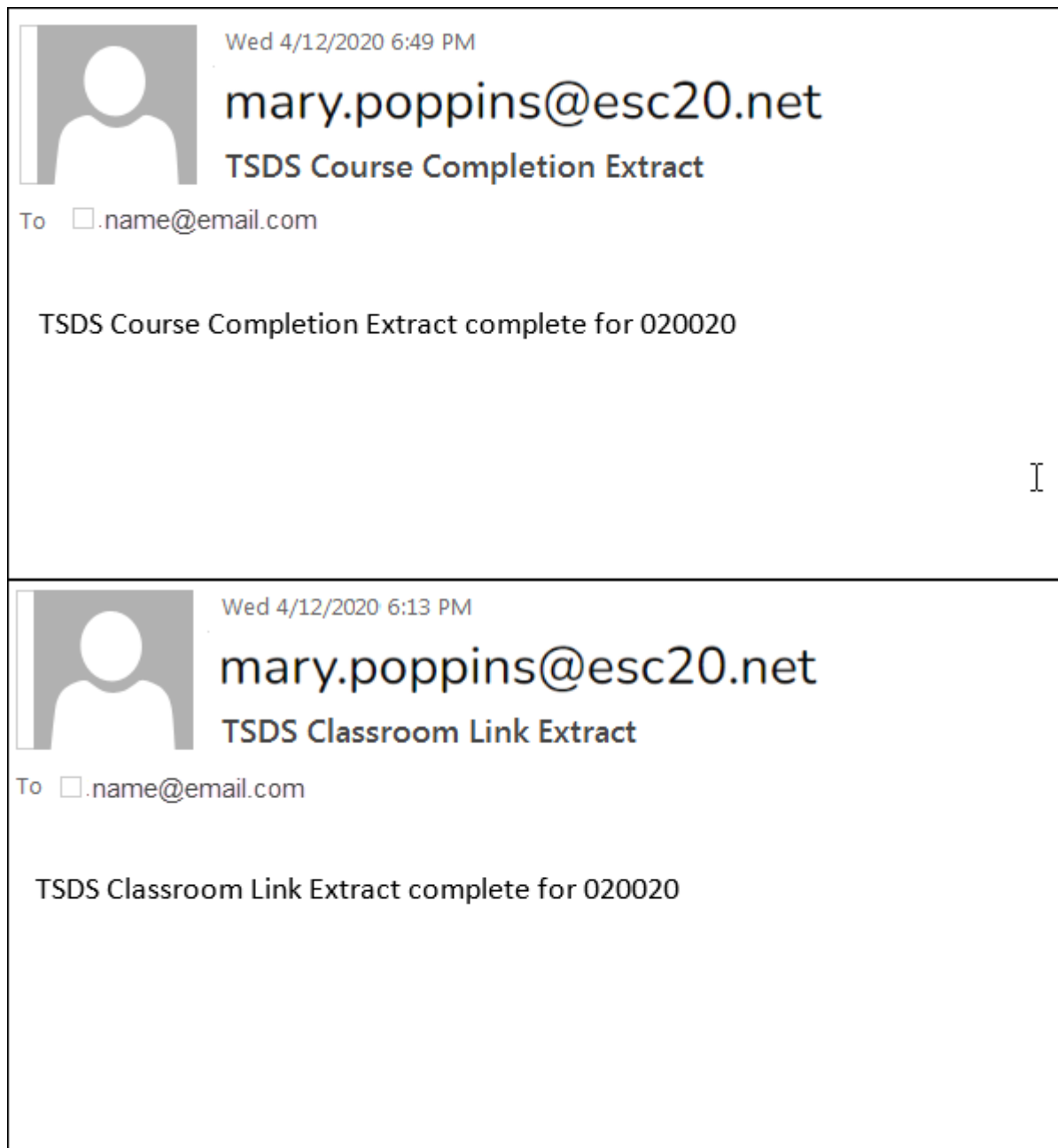
## **Monitor Extract Status**

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:



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](#)

|                     |                                                                               |
|---------------------|-------------------------------------------------------------------------------|
| <b>Extract Type</b> | 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.

| Extract Type: <span>Attendance</span> <span>Refresh</span> <span>Delete</span> |             |                        |                        |           |                       |             |          |                              |                              |                              |
|--------------------------------------------------------------------------------|-------------|------------------------|------------------------|-----------|-----------------------|-------------|----------|------------------------------|------------------------------|------------------------------|
| Attendance Extract Table                                                       |             |                        |                        |           |                       |             |          |                              |                              |                              |
| Job ID                                                                         | Job Status  | Job Start              | Job End                | User Name | Email                 | School Year | Semester | Extract Summary              | Title I Part A               | Flex Attendance              |
| 179                                                                            | In Progress | 04-16-2019 08:51:29 AM | 04-09-2019 07:22:37 PM | JSTANFORD | No Email Was Supplied | 2019        | 2        | <a href="#">Print Report</a> | <a href="#">Print Report</a> | <a href="#">Print Report</a> |
| 173                                                                            | Completed   | 04-09-2019 06:16:14 PM | 04-09-2019 07:22:37 PM | TESTUSER  | No Email Was Supplied | 2019        | 2        | <a href="#">Print Report</a> | <a href="#">Print Report</a> | <a href="#">Print Report</a> |
| 172                                                                            | Completed   | 04-09-2019 05:08:43 PM | 04-09-2019 06:16:11 PM | TESTUSER  | No Email Was Supplied | 2019        | 1        | <a href="#">Print Report</a> | <a href="#">Print Report</a> | <a href="#">Print Report</a> |
| 168                                                                            | Completed   | 04-09-2019 09:25:51 AM | 04-09-2019 10:41:03 AM | TESTUSER  | No Email Was Supplied | 2019        | 1        | <a href="#">Print Report</a> | <a href="#">Print Report</a> | <a href="#">Print Report</a> |
| 164                                                                            | Completed   | 04-07-2019 01:39:50 PM | 04-07-2019 02:40:04 PM | HANK1     | No Email Was Supplied | 2019        | 1        | <a href="#">Print Report</a> | <a href="#">Print Report</a> | <a href="#">Print Report</a> |
| 150                                                                            | Completed   | 03-31-2019 06:51:54 PM | 03-31-2019 07:51:13 PM | HANK1     | No Email Was Supplied | 2019        | 2        | <a href="#">Print Report</a> | <a href="#">Print Report</a> | <a href="#">Print Report</a> |

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

The following vary by extract:

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Error/Extract Summary</b>  | <p>Various error reports may be displayed if errors are encountered. Click <b>Print Report</b>. Review and correct all errors.</p> <p>Student records are not extracted if the following conditions exist:</p> <p>Blank or invalid SSN, including 000000000</p> <p>Blank Texas Unique Student ID</p> <p>Invalid student record status</p> <p>Duplicate SSNs (The first student encountered with the SSN is extracted; all others with the same SSN are not extracted.)</p> <p>Verify the counts for each record type, and determine the reason for each bypassed student.</p> <p><b>If students are bypassed:</b></p> <ol style="list-style-type: none"> <li>1. Correct data in the student files.</li> <li>2. Run the <a href="#">Delete/Clear Tables utility</a> to delete or clear previous data for the desired tables.</li> <li>3. Re-extract the data.</li> <li>4. Verify the data.</li> <li>5. Repeat until no students are bypassed.</li> </ol> |
| <b>Local Pgm Code</b>         | For the Flexible Attendance, Restraint, Student Fall, Course Completion, and Discipline extracts, the code may be displayed if applicable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Semester</b>               | For Attendance extracts only, the semester for which the extract was run is displayed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Flex Attendance</b>        | For the Attendance extract only, this report provides a list of students participating in flex attendance programs. Review data for accuracy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Title I Part A</b>         | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Assign Dis Action Nbrs</b> | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Leaver Error Summary</b>   | (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.                      |
| <b>Delete</b>                                                                       | Click to delete any rows selected for deletion. |
| <b>Refresh</b>                                                                      | Re-retrieve the data displayed.                 |

**Print Report** [Print the report for the extract \(if available\).](#)**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.

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