



import_external_file_body

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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.

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 a user interface for importing files. At the top, there are two buttons: 'Import' (disabled) and 'Print Report'. Below these is a file input field labeled 'File:' with a 'Browse' button to its right. The main content area is titled 'Import Results for File E201951.txt'. It displays the following statistics:

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 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.															
	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: 08-04-2019 6:29 PM Cnty Dist: 163-901	PEIMS Import External File Report TXEIS ISD															
Page: 1 of 1																
Import File: E2019S1.txt																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 2px;">Line Nbr</th> <th style="text-align: left; padding: 2px;">Record Type</th> <th style="text-align: left; padding: 2px;">Col(s)</th> <th style="text-align: left; padding: 2px;">PEIMS Records in Error</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center; padding: 2px;">No errors detected.</td><td></td></tr> </tbody> </table>	Line Nbr	Record Type	Col(s)	PEIMS Records in Error	No errors detected.											
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Import Results																
<table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 30%; padding: 2px;">Total Records with Errors:</td><td style="width: 70%; padding: 2px;">0</td></tr> <tr> <td style="padding: 2px;">Total Records Read:</td><td style="padding: 2px;">1</td></tr> <tr> <td style="padding: 2px;">Total Records Skipped:</td><td style="padding: 2px;">1</td></tr> <tr> <td style="padding: 2px;">010 Records:</td><td style="padding: 2px;">0</td></tr> <tr> <td style="padding: 2px;">020 Records:</td><td style="padding: 2px;">0</td></tr> <tr> <td style="padding: 2px;">030 Records:</td><td style="padding: 2px;">0</td></tr> <tr> <td style="padding: 2px;">032 Records:</td><td style="padding: 2px;">0</td></tr> <tr> <td style="padding: 2px;">033 Records:</td><td style="padding: 2px;">0</td></tr> </tbody> </table>	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
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Contact the TSDS PEIMS Coordinator at your regional education service center for further assistance.



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