



interchanges_body

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Collection	Select the submission period.
Ending School Year	(Display only) The submission year as entered in the Submission Year field on State Reporting > Options is displayed.

The interchanges are listed according to the **Collection** field.

- Select **All Collection Interchanges** (e.g., **All Summer Interchanges**) to create all interchanges for the selected collection period.
- Or, select the individual interchange you want to create.

Selected Students	The field is enabled if you selected all interchanges or a student-related interchange. Type or click the ellipsis to select the students for whom you want to create an interchange. Separate multiple students (Texas unique student IDs) with a comma (e.g., 6895409515,1628657282,2986961713). Leave blank to select all students.
Selected Staff	The field is enabled if you selected all interchanges or a staff-related interchange. Type or click the ellipsis to select the employees for whom you want to create an interchange. Separate multiple employees (Texas unique staff IDs) with a comma (e.g., 4732877094,2568052155). Leave blank to select all staff.

Click **Run**. When the process is complete, you are prompted to save a zip file containing the individual files for the completed interchanges.

The default name of the zipped folder is *District_YYYY-MM-DD.HH-MM-SS.TSDS*.

Example: *015102-2018-04-20.15-30-22.TSDS*

The default file name is *District_Campus_Collection_TimeStamp_Interchange.xml*, where:

- *District* is the six-digit county-district number
- *Campus* is the three-digit campus ID
- *Collection* is the nine-character collection
- *TimeStamp* is the 12-digit date-time-stamp when the interchange was created (YYYYMMDDHHMM)
- *Interchange* is the name of the interchange created.

Example: *015116_000_2018SUMR1_201803201420_InterchangeStudentProgramExtension.xml*



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