



**interchanges\_body**



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|                           |                                                                                                                                                 |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Collection</b>         |                                                                                                                                                 |
| <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. |

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

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

|                          |                                                                                                                                                                                                                                                                                                                                        |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Selected Students</b> | 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. |
| <b>Selected Staff</b>    | 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.zip*, where:

- *District* is the six-digit county-district number
- *YYYY-MM-DD* is the date when the folder was created
- *HH-MM-SS* is the hour, minute, and second when the folder was created

Example: 015102-2018-11-11.15-30-22.TSDS.zip

The default name for the individual files 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 (ending school year & submission)
- *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\_2019FALL1\_201811111420\_InterchangeStudentProgramExtension.xml

If errors are encountered:

1. Correct the data in TxEIS.
2. Run the Delete/Clear Tables utility to delete or clear previous data for the desired tables.
3. Re-extract the data.
4. Create the interchanges again.



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