



# importfiletea



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# Import External File

## State Reporting > Utilities > Import External File

This utility is for districts that update data in State Reporting tables from a text flat file created outside ASCENDER. Each row in the file corresponds to a PEIMS record.

### The only 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)
- Finance-Actual (032) (20032 - *ActualExtension* complex type)
- Finance-SSA Actual (033) (20033 - *SharedServiceArrangementExtension* complex type)

**All other records are skipped.**

### File layout

#### 010 Records (10010 - *LocalEducationAgencyExtension* Complex Type):

| Record Type Code | District ID | District Name | blank      | Total Num School Board Requests | Total Cost School Board Requests | ARMED-SERVICES-VOC-APT-BATTERY-INDICATOR-CODE | Filler     |
|------------------|-------------|---------------|------------|---------------------------------|----------------------------------|---|------------|
| E0755            | E0212       | E0213         |            | E1556                           | E1557                            | E1625   |            |
| C042             |             |               |            | C200                            |                                  | C217  |            |
| Cols 1-3         | Cols 4-9    | Cols 10-43    | Cols 44-62 | Cols 63-65                      | Cols 66-71                       | Cols 72-73                                    | Cols 74-80 |

#### 020 Records (10020 - *SchoolExtension* Complex Type):

| Input Record Type Code | District/Campus ID | Campus Name | blank      | NSLP Code  | Bullying Incidents | Cyberbullying Incidents |
|------------------------|--------------------|-------------|------------|------------|--------------------|-------------------------|
| E0755                  | E0266              | E0267       |            | E1591      | E1727              | E1728                   |
| C042                   |                    |             |            | C212       |                    |                         |
| Cols 1-3               | Cols 4-12          | Cols 13-46  | Cols 47-65 | Cols 66-67 | Cols 69-73         | Cols 74-78              |

#### 030 Records (20030 - *BudgetExtension* Complex Type):

| Input Record Type Code | District ID | Fund Code | Function Code | Object Code | Organization Code | Fiscal Year | Program Intent Code | Budget Amount | Filler |
|------------------------|-------------|-----------|---------------|-------------|-------------------|-------------|---------------------|---------------|--------|
| E0755                  | E0212       | E0316     | E0317         | E0318       | E0319             | E0974       | E0320               | E0321         |        |
| C042                   |             | C145      | C146          | C159        |                   |             | C147                |               |        |

| Input Record Type Code | District ID | Fund Code  | Function Code | Object Code | Organization Code | Fiscal Year | Program Intent Code | Budget Amount | Filler     |
|------------------------|-------------|------------|---------------|-------------|-------------------|-------------|---------------------|---------------|------------|
| Cols 1-3               | Cols 4-9    | Cols 10-12 | Cols 13-14    | Cols 15-18  | Cols 19-21        | Col 22      | Cols 23-24          | Cols 25-35    | Cols 36-80 |

**032 Records (20032 - ActualExtension Complex Type):**

| Input Record Type Code | District ID | Fund Code  | Function Code | Object Code | Organization Code | Fiscal Year | Program Intent Code | Actual Amount | Filler     |
|------------------------|-------------|------------|---------------|-------------|-------------------|-------------|---------------------|---------------|------------|
| E0755                  | E0212       | E0316      | E0317         | E0318       | E0319             | E0974       | E0320               | E0774         |            |
| C042                   |             | C145       | C146          | C159        |                   |             | C147                |               |            |
| Cols 1-3               | Cols 4-9    | Cols 10-12 | Cols 13-14    | Cols 15-18  | Cols 19-21        | Col 22      | Cols 23-24          | Cols 25-35    | Cols 36-80 |

**033 Records (20033 - SharedServiceArrangementExtension Complex Type):**

| Input Record Type Code | District ID | Shared Svcs Arr Member Dist ID | Shared-Svcs-Arrangemt-Type-Code | Fund Code  | Fiscal Year | Actual Amount | Filler     |
|------------------------|-------------|--------------------------------|---------------------------------|------------|-------------|---------------|------------|
| E0755                  | E0212       | E0981                          | E0776                           | E0316      | E0974       | E0774         |            |
| C042                   |             |                                | C049                            | C145       |             |               |            |
| Cols 1-3               | Cols 4-9    | Cols 10-15                     | Cols 16-17                      | Cols 18-20 | Col 21      | Cols 22-32    | Cols 33-80 |

**Import file:**

|             |  |
|-------------|--|
| <b>File</b> | <p>Click <b>Browse</b> to select the file to import.</p> <p>The first letter of the filename indicates the submission period and must be one the following in order to be imported:</p> <ul style="list-style-type: none"> <li>F (fall)</li> <li>M (mid-year)</li> <li>S (summer)</li> <li>E (extended)</li> </ul> <p>Once a file has been selected the <b>Import</b> button is enabled.</p> |
|-------------|--|

Click **Import**.

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


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  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.

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.



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