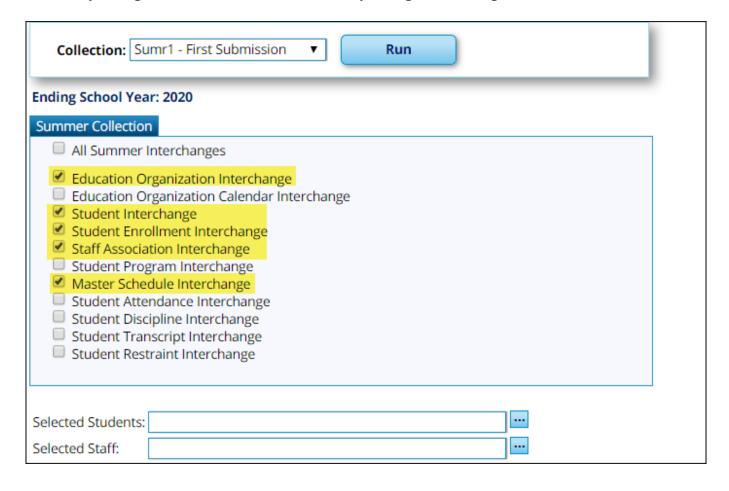


ecds\_pk\_create\_xml\_file

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## State Reporting > Utilities > Create State Reporting Interchanges



Collection	Select the submission. For the ECDS KG submission, select <i>Early Childhood Data System - KG</i> .
_	(Display only) The submission year, as entered in the <b>Submission Year</b> field on State Reporting > Options, is displayed.
	For the 2018-2019 ECDS PK submission, the field should display 2019.

Select the following individual interchanges for the ECDS KG submission.

- Education Organization Interchange
- Student Interchange
- Student Enrollment Interchange
- Staff Association Interchange
- Master Schedule Interchange

Selected	The field is enabled if you selected all interchanges or a student-related interchange.
Students	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.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: 015102 000 2019SUMR1 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.



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