

eSchoolPlus Instructions for Final Entry/Exit Download and Extract after Year End Rollover

ALL DISTRICTS need to do a final Entry/Exit Download and Extract once their eSchoolPLUS year-end rollover is complete. As a result of the change in Entry/Exit enrollment format, the SCRIC Data Warehouse and Level 0 applications no longer need students included in this FINAL extract with a withdraw code of 200. In eSchoolPLUS the 200 withdraw code is used to end student enrollment for those students who are not changing buildings from one year to the next. (DO NOT re-run the Student Demographic Extract after rollover)

Below are the steps to follow when doing your district's Final Entry/Exit Download and Extract after rollover:

1. Verify that all school year 2019-2020 enrollment records have been ended correctly. There is a Cognos report that can be used for verification. It is in the Registration Reports Folder > Data Verification and Error Checks > Entry/Withdrawal End of Year Listing
2. The only ending enrollment records that you want to load to Level 0 are those that were ended on June 30, 2020 and **DO NOT** have an ending withdraw code of 200 (again, the 200 code is only used to end enrollments at rollover when the student will be enrolled in the same building from one year to the next and only their grade level is changing). The rules for reporting Entry Exit records indicate that for students with an ending withdraw code of 200 the warehouse does not want an ending enrollment record for the recently completed school year, but DOES want a new enrollment record when you run the Entry/Exit process for the next school year starting July 1, 2020.
3. Run the new Cognos report referred to in step 1 for School Year 2020, From June 30, 2019 to June 30, 2020 and select Condition of NOT =equal TO and select withdraw code 200.
4. This report will generate a listing of the ending enrollments that need to be imported into Level 0.
5. Review this list for accuracy. If someone's ending enrollment record is not correct, make sure and correct it in eSchoolPLUS on the 2019 Entry/Withdrawal Screen.

How to Run your FINAL Student Entry/Exit Download and Extract:

THIS FINAL ENTRY/EXIT DOWNLOAD AND EXTRACT SHOULD ONLY BE DONE ONCE. WE RECOMMEND THAT YOU IMPORT IT INTO LEVEL 0 TEST BEFORE YOU IMPORT TO LIVE LEVEL 0 TO MAKE SURE YOU HAVE EXCLUDED THE CORRECT RECORDS.

In eSchoolPLUS navigate to Regulatory/Downloads/NY Student Downloads

School Year = 2020

Run Date = 6/30/2020

Use Current Date = Uncheck

Submission = School Entry/Exit

Building Type = Select all Building Types that you include when you run the downloads (do not leave this prompt blank).

Use State Code Equiv. for Grades = UNCHECK this checkbox

Under the Collections Section for School Entry/Exit select the following:

Completed Year Withdrawal codes – 200

Populate Table = Yes, Update Existing = Yes, Clear All (For School Year) = Yes, Clear Overrides = uncheck

FILTER: You must enter the following filter:

And/Or	Area	Field Name	Condition	Value
	Entry/Withdrawal	E/W School year	=	2020
And	Entry/Withdrawal	Withdrawal Code	< > is not equal to	200
And	Entry/Withdrawal	Withdrawal Date	= equals	06/30/2020

You should check a few Download Records to make sure they have been correctly populated. This can be done in the Regulatory/Downloads/NY Student Download Summary. Look for a download record for a student that is changing buildings from one building to another in the district (for example, a student who is moving from the Elementary to Middle School). They should have a record in the download.

Next Run the School Entry/Exit Extract:

Go to Regulatory/Extracts/NY Student Extract.

School Year = 2020

Extract Options = School Entry/Exit

Zero pad to 3 if you normally do this.

Run the extract without any filters as you did the filters in the download process.

WHEN YOU IMPORT THIS EXTRACT INTO LEVEL 0 **DO NOT DELETE Level 0 ENROLLMENT RECORDS ON IMPORT** AS THIS FILE ONLY CONTAINS ENROLLMENT RECORDS THAT ENDED JUNE 30, 2019 ONLY WITH AN ENDING ENROLLMENT CODE NOT EQUAL TO 200. IT IS A PARTIAL FILE. Correct any errors and lock your data.