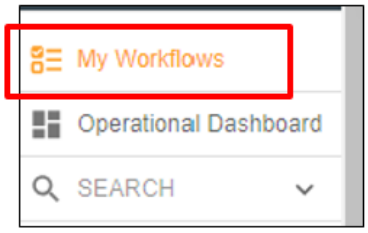
Nonpublic Reporting Submission Instructions: Reporting students for non-SRI users

These instructions are intended for any accredited non-public school that does not participate in Student Reporting in Iowa (SRI).

Starting a Collection



Start by going to **My Workflows**

- In the menu, top left side in LevelData (Connect)

Step 1: Download Template File

Click **DOWNLOAD TEMPLATE FILE**

- Template file will be blank except for the headers each time you download. (37 columns)
- Do not alter wording in the header row (row 1). The data uploaded in Step 2 depends on exact header match.
- Do not add, remove or reorganize columns. Can expand the column width to see data.
- Do not add spaces between rows
- If using a Mac, make sure you use Excel to edit your file, not Numbers
- Avoid using Google sheets as LevelData will not recognize the file type.



Column Headers:

A. StateStudentId: 10-digit number assigned from the Uniq-ID application.
B. LegalFirstName
C. LegalLastName
D. BirthDate: mm/dd/yyyy format
E. Sex: M or F
F. Race_White
    - If blank, default is 0 when uploaded
G. Race_Black
    - If blank, default is 0 when uploaded
H. Race_Asian
    - If blank, default is 0 when uploaded
I. Race_AmericanIndian
    - If blank, default is 0 when uploaded
J. Race_NativeHawaiian
    - If blank, default is 0 when uploaded
K. Ethnicity_Hispanic
    - If a 1 (yes) is entered for Hispanic then a Race(s) also has to be identified as a 1
    - If left blank, default is 0 when uploaded
L. GradeLevel: 2 digits
    - e.g. 1st grade=01, 8th grade=08, kindergarten=KG

M. ESAStudent
    - Any approved/verified ESA student through Odyssey should be marked as a 1
    - If left blank, default 0 when uploaded
N. EntryDate: mm/dd/yyyy format
O. EntryCode
    - 81 for any Iowa resident enrolled in an accredited nonpublic (most commonly used)
P. ResidentDistrict: four-digit public district or out-of-state code
    - Enter code of where student primary residence is located
Q. ResidentCounty: two-digit Iowa county code
    - If out-of-state resident, use 00 for county code
R. DaysEnrolled: 0.00 format
S. Days Present: 0.00 format
T. Diploma
    - Only for schools with grades 9-12
    - Only should be set to 1 if student completed all graduation requirements and received a signed diploma
    - If blank, default 99 when uploaded
U. BilitSeal2ndLanguage
    - Only for schools with grades 9-12 participating in the Biliteracy Seal program indicated in Fall BEDS
V. BilitSeal3rdLanguage
    - Only for schools with grades 9-12 participating in the Biliteracy Seal program indicated in Fall BEDS
W. CivicsTest
    - Only for schools with grades 9-12
    - If diploma set to 1 then school should have a score entered; must score a 60% or better to graduate
X. ExitDate: mm/dd/yyyy format
Y. ExitCode
Z. DestinationCode
AA. DestinationLocation
AB. FreeLunch
    - If your school participates in the National School Lunch Program (NSLP) then this needs to be completed.
    - If blank, default 0 when uploaded
AC. ReducedLunch
    - If your school participates in the National School Lunch Program (NSLP) then this needs to be completed.
    - If blank, default 0 when uploaded
AD. SpecialEducationStatus
    - Does the student have an active IEP (instructional, speech, etc) then enter Y.
    - If blank, default N when uploaded
AE. Immigrant
    - If definition of immigrant (data element document) is met then enter 1.
    - If blank, default 0 when uploaded
AF. EnglishLearner
    - Student that hasn't tested proficient on the ELPA21 and is actively receiving English Language (EL) services should be marked as Y.
    - Any student proficient after taking the ELPA21 or have waived services will be a N.
    - If blank, default N when uploaded
AG. NativeLanguage
    - Any student marked as Y is the EnglishLearner column must have another language indicated using specific three letter language code.
    - If blank, default eng when uploaded
AH. STEMPar
    - Enter a value if student participated in a STEM Scale-Up Program
    - If blank, default 0 when uploaded
AI. ReadingRNSA
    - Any 3-11 grade student that did not complete ISASP testing in this area would need to have a reason why.

- If blank, default 99 when uploaded

AJ.MathRNSA

- Any 3-11 grade student that did not complete ISASP testing in this area would need to have a reason why.
- If blank, default 99 when uploaded

AK.ScienceRNSA

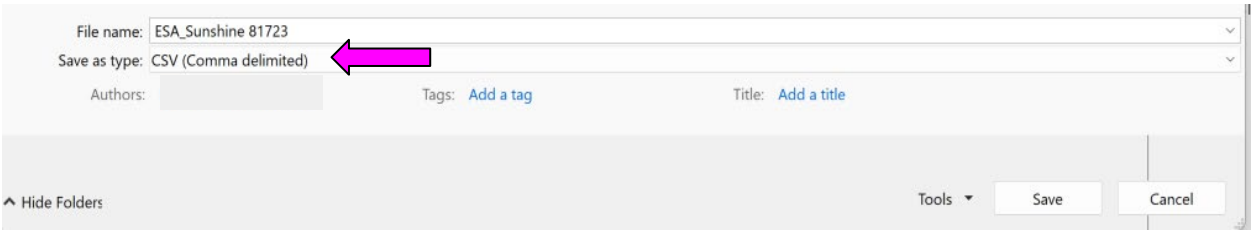
- Any 5th, 8th or 11th grade student that did not complete ISASP testing in this area would need to have a reason why.
- If blank, default 99 when uploaded

Data Element Tips

- A State ID is required in the template file for every student. The file will not upload and error message will be received in Step 2.
    - May want to copy and paste the state ID into the template file. Sometimes typing the number can cause errors and non-matches to occur. Also be sure there are no spaces before or after number.
    - If multiple students have the same state ID in the file, only one student will be submitted.
        - Compare the number of records that are in the physical file to the number being submitted.
- Utilize the *Nonpublic Reporting Data Elements* document as well as *Addendums* for appropriate codes for data elements.
- All date formats need to be: mm/dd/yyyy.
    - Format should default in template but if not, update column formatting referring to dates.
- Ethnicity/Race - All students need to be reported with at least one race field reported as 1 (Yes). *Hispanic is an ethnicity, not a race so a race field will also have to be indicated if Hispanic is marked as yes.*
- You may have to reformat additional columns (grade level, resident district and/or county, destination location) within the template file to text fields.
- If you receive an error on the upload, it could be because of 'phantom' records within the file. Simply open your file, delete the empty 10 rows before your last row of data and save.
- Each school has a different building number associated with it. Be sure that a file is submitted for each school under their assigned school number if you have more than one school (e.g. elem. and HS)
- If you use JMC as your SIS, you can pull a file directly from your system to upload. Check with JMC for more information and make sure your data elements are set correctly.

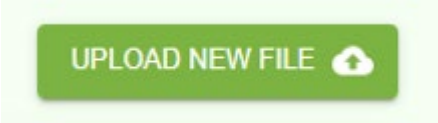
Completed File

- When template file is complete; click **File > SAVE AS**
- Save the file as a **CSV** (Comma Separated Values) and to a location you can easily find for Step 2.
    - Do **NOT** save the file as an Excel document. You will receive an error in step 2.
    - If using a Mac, use the format “Comma Separated Values (.csv)” under Specialty Formats rather than “CSV UTF-8 (Comma delimited)(.csv)”.
    - A CSV file only contains one sheet within the document. Make sure all data is in that one sheet prior to saving.



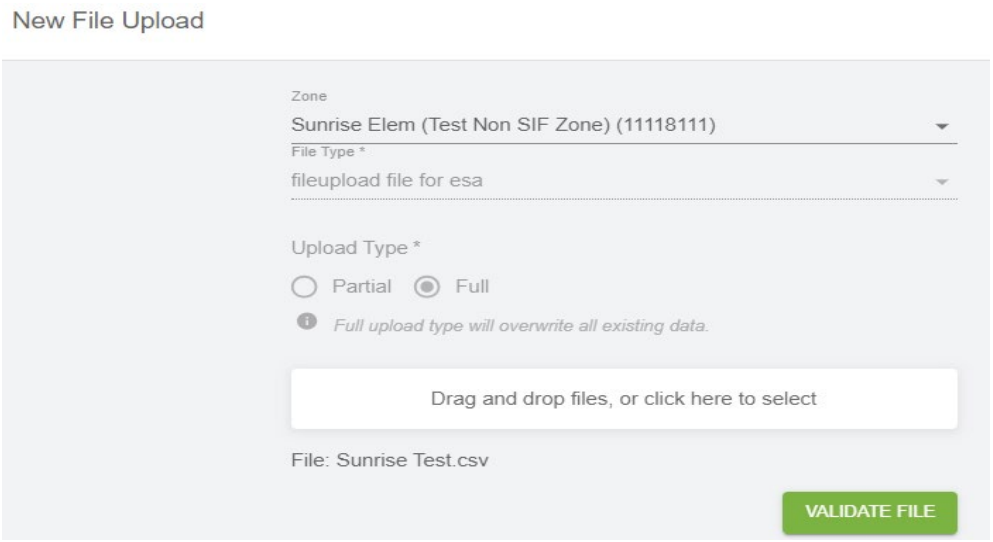
Step 2: Upload Student Data File

Click **UPLOAD NEW FILE**



New File Upload box will appear

- Upload the saved CSV file
    - Each upload will overwrite all existing data from the previous uploaded file
    - Make sure each subsequent files within the same submission have **all** students accounted for to prevent lost data.
    - Always will be a Full upload type (no partials).



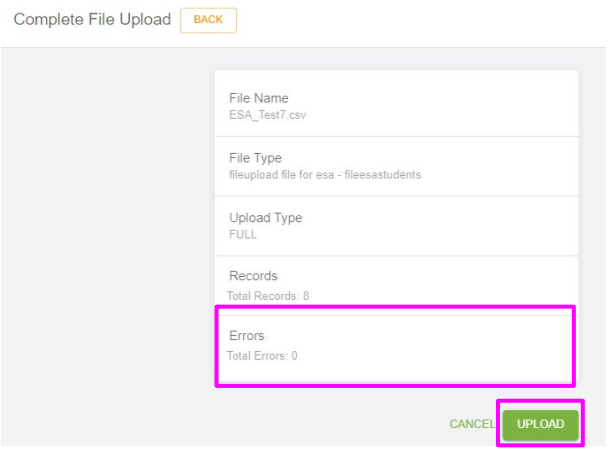
Click **VALIDATE FILE** and then **CONFIRM**

- Once validation is complete a *Complete File Upload* box will appear. Click **UPLOAD**
    - Check total number of records is accurate in file.
        - Total number includes all students in the file plus the header row

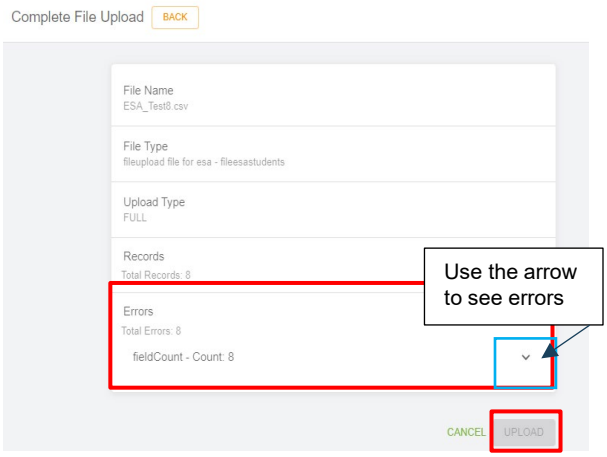
- If total is not correct, check to see all students are included and/or no two students have the same SSID.

- If there are errors found, the Upload box will be grayed out and errors are indicated in the box.
  - All errors have to be corrected in the file. Cannot fix any errors in the application.
  - Missing data and/or data not in correct format
  - Something wrong with columns
  - Errors due to the file being saved as an Excel: re-save it as a CSV and repeat step.

Example: File Upload with no Errors

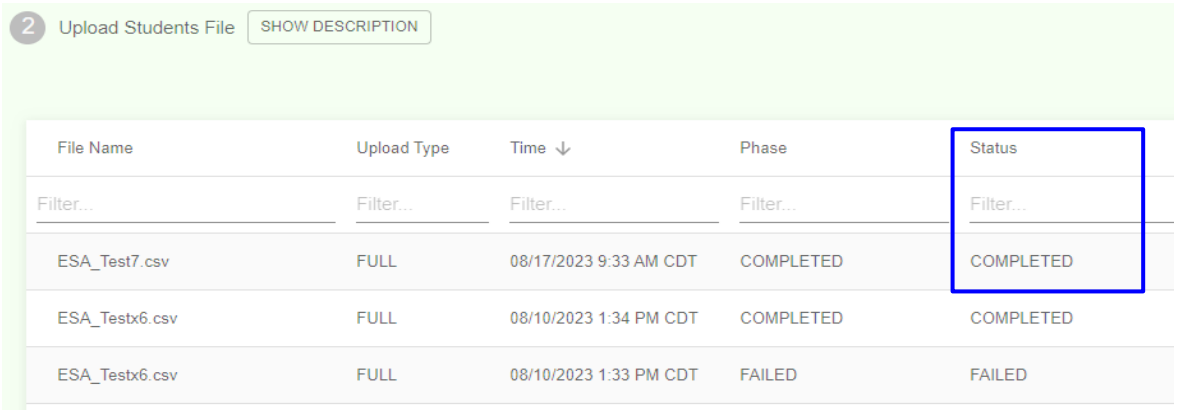


Example: File Upload with Errors



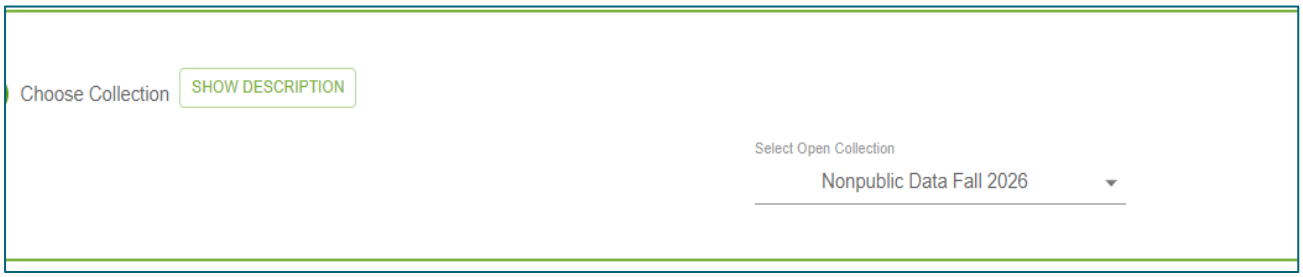
When Upload is complete, the file details will appear within the grid in step 2.

When Status indicates **COMPLETED**, you are safe to move to the next step. If status indicates FAILED, need to figure out why, fix the issue(s) in the file, save, and re-upload.



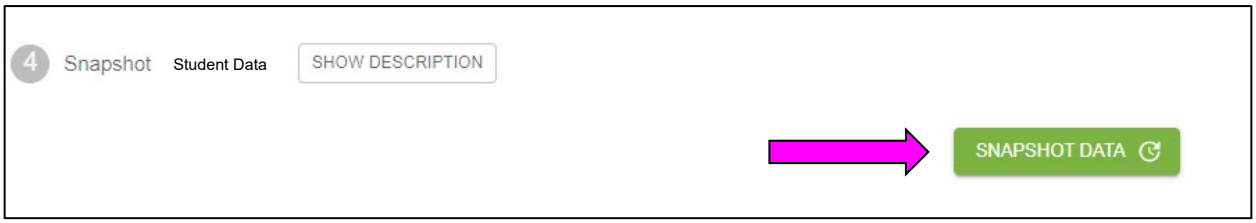
Step 3: Choose Collection

The active / open collection should only appear within this step.



Step 4: Snapshot Student Data

Click **SNAPSHOT DATA**



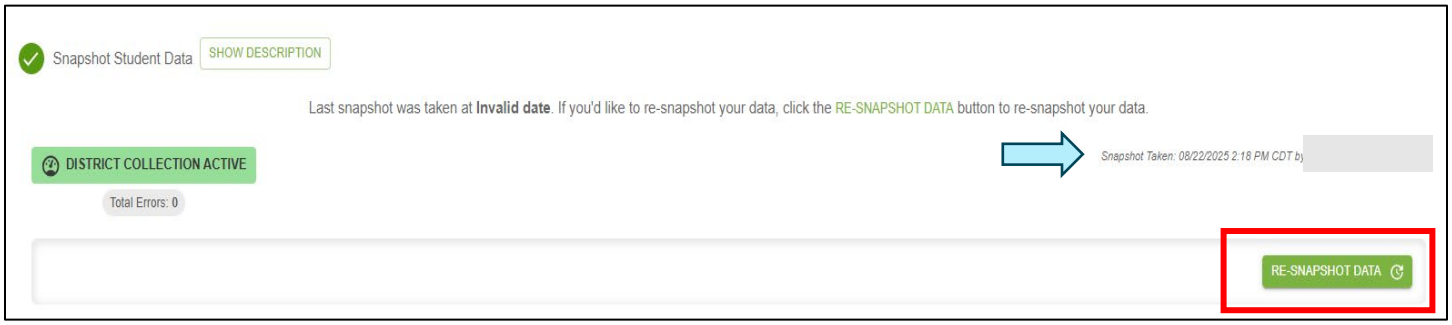
***Student data is ever changing, so the snapshot represents captured data at a point in time.*

Initial Collection

- A SNAPSHOT DATA button will appear each time you start a new collection.
- The collection goes through a number of validations to find issues that may need to be corrected prior to the final submission.
- Once the snapshot is complete, errors that need to be corrected appear in Step 5.

Re-Snapshot Data

- Click RE-SNAPSHOT DATA when you upload a new file in step 2 due to:
  - Missing or incorrect data
  - Missed or incorrect students
- Take note of the last snapshot timestamp to ensure that it is close to when the latest upload timestamp is in step 2.



Step 5: Correct Student Records

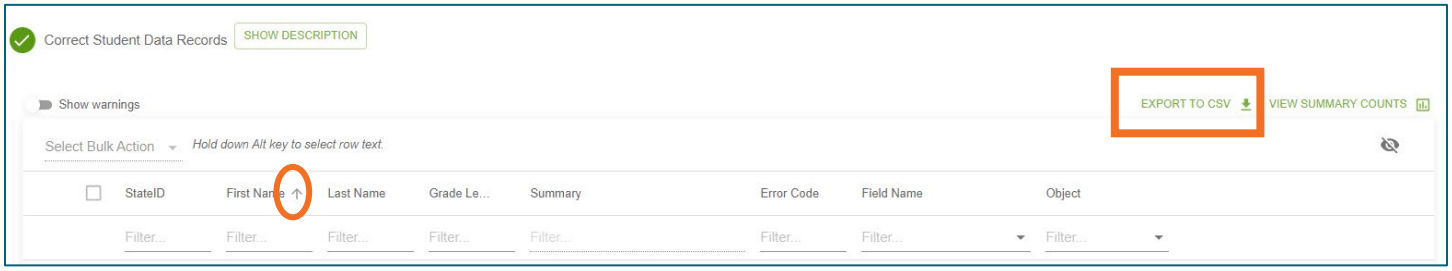
Any snapshot errors in the file are detected due to the validation checks and will be located in step 5.

- If ***NO ERRORS***, proceed to Step 6.
    - You will see a picture stating *Congratulations! You've cleared all validation errors for your district!* This does NOT mean that your data is submitted, please proceed to Step 6.
- If you ***HAVE*** errors in Step 5, these are the ones that **HAVE** to be corrected prior to final submission.
    - Review errors and correct in the original created csv file. (do not recreate a file)
        - Look at the Summary column in step 5 - this will explain what the error is related to
        - Click anywhere in the row of the error to open the record into a side-by-side view
            - The record will highlight the error(s)
            - The record will also show you all the data associated with that student.
- Once all errors and/or data changes have been corrected in the csv file:
    - Save the file (use same name and csv format)
    - Re-upload corrected file in step 2
        - All students should once again be resubmitted; not just the ones that need corrections.
    - Click the Re-snapshot data button in step 4
        - This will run through the validations again and hopefully clearing the errors

Helpful Tips

If you have a number of errors within step 5, here are a couple of ways to look at them:

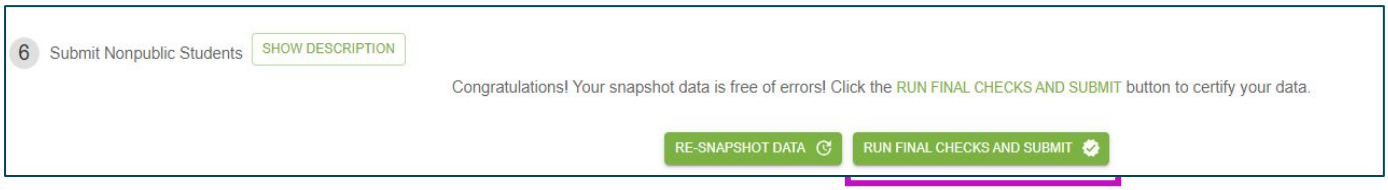
- download the errors clicking on the *EXPORT TO CSV*
- sort any of the columns ascending or descending



Step 6: Submit Nonpublic Students

Once you have successfully uploaded an error free file and reviewed the data; you are ready to submit the data to the Iowa Department of Education.

Click **RUN FINAL CHECKS AND SUBMIT**



- You will be asked to **Confirm** the submission in a pop-up box.
    - If you have no additional validation errors you should see **DISTRICT COLLECTION SUBMITTED** on the left side.
        - On the right will be a date and time stamp of when the last snapshot was taken and by whom along with a date and time stamp when the file was submitted.

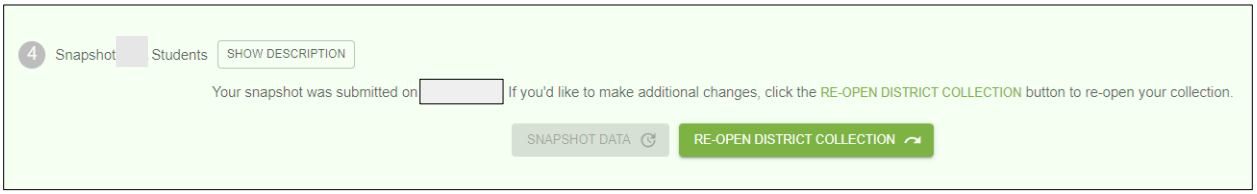
- If the date of the snapshot does not line up with the latest upload, you will want to Re-Open the collection and take a new snapshot in step 4.

Re-Open Collection

If you notice that corrections need to be made after the file has been submitted; you may reopen the collection until the collection close date.

- Fall Collection deadline is October 15, 2026
- Winter Collection deadline is January 30, 2027
- Spring Collection deadline is June 24, 2027

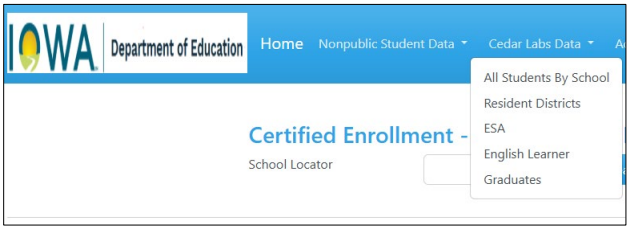
Go to Step 4, click the **RE-OPEN DISTRICT COLLECTION** button



- Click Confirm (pop up box)
- Correct items in the originally created file (CSV) and Save
- Upload the corrected file in step 2
- Re-snapshot data in step 4
- Check for any new errors in step 5 (if necessary: correct any new errors in file)
- Click **RUN FINAL CHECKS** in step 6 to resubmit a file

Nonpublic Student Data Collection

Once your data has been submitted from LevelData (Connect) it will then go to the Nonpublic Student Data application within the EdPortal under EdInfo for you to view different reports. All reports you can click into to either get an overview or you can drill in to show student level data. This will be available for all 3 reporting timeframes.



Reports

- All Students by School – Includes all PK-12 students, both Iowa and out-of state. Will include transfer students
- Resident Districts – Provides a breakdown of Iowa resident districts as well as out of state students
- ESA – Includes students that are approved, verified, and receiving an ESA.
    - ESAStudent = ‘1’ (Column M)
- English Learner – Provides a list of students as English Learners
    - EnglishLearner = ‘Y’ (Column AF)
- Graduates – Indicates students that have been marked as a graduate
    - Diploma = ‘1’ (Column T)