

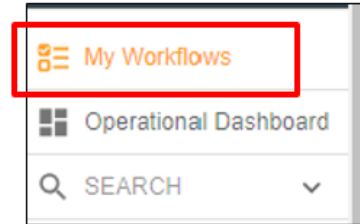
Nonpublic Reporting Submission Instructions: Reporting Students for Non-SRI Users

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 of screen



Step 1: Download Template File

Click **DOWNLOAD TEMPLATE FILE**



Below is a list of column headers and what data is needed in the template file. The *Nonpublic Reporting Data Elements* document provides detailed information on what each column should contain.

- A. StateStudentId: 10-digit number assigned from the Uniq-ID application.
- B. LegalFirstName
- C. LegalLast Name
- D. BirthDate: mm/dd/yyyy format
- E. Sex: M or F
- F. Race_White
- G. Race_Black
- H. Race_Asian
- I. Race_AmericanIndian
- J. Race_Native Hawaiian
- K. Ethnicity_Hispanic
 - If a 1 (yes) is entered for Hispanic then a Race(s) also has to be identified as a 1
- L. GradeLevel: 2 digits
 - e.g. 1st grade=01, 8th grade=08, kindergarten=KG
- M. ESASStudent
 - Any approved/verified ESA student through Odyssey should be marked as a 1
- N. EntryDate: mm/dd/yyyy format
- O. EntryCode
 - 81 for any Iowa resident enrolled in an accredited nonpublic
- P. ResidentDistrict: four-digit public district code
 - Public school code of where student(s) primary address is located
- Q. ResidentCounty: two-digit Iowa county code
- R. DaysEnrolled: 0.00 format
- S. Days Present: 0.00 format
- T. Diploma

- Only for schools with high school students
 - Only should be set to 1 (yes) if the student has completed all graduation requirements and received a signed diploma
- U. BilitSeal2ndLanguage
- Only for schools with high school students participating in the Biliteracy Seal program indicated in Fall BEDS
- V. BilitSeal3rdLanguage
- Only for schools with high school students participating in the Biliteracy Seal program indicated in Fall BEDS
- W. ExitDate: mm/dd/yyyy format
- X. ExitCode
- Y. DestinationCode
- Z. DestinationLocation
- AA.FreeLunch
- If your school participates in the National School Lunch Program (NSLP) then this needs to be completed. Default set to 0 (no).
- AB.ReducedLunch
- If your school participates in the National School Lunch Program (NSLP) then this needs to be completed. Default set to 0 (no).
- AC.SpecialEducationStatus
- Does the student have an active IEP (instructional, speech, etc) then enter Y.
- AD.Immigrant
- Definition of Immigrant is in the data element document. If student matches enter 1.
- AE.EnglishLearner
- Any student taking the ELPA21 that doesn't test proficient and actively receiving English Language Instructional Program will be marked as a Y.
 - Any student proficient after taking the ELPA21 or have waived services will be a N.
- AF.NativeLanguage
- Any student marked as Y in the EnglishLearner column must have another language indicated using specific three letter language code. Default set to eng (English).

Helpful Notes and Tips

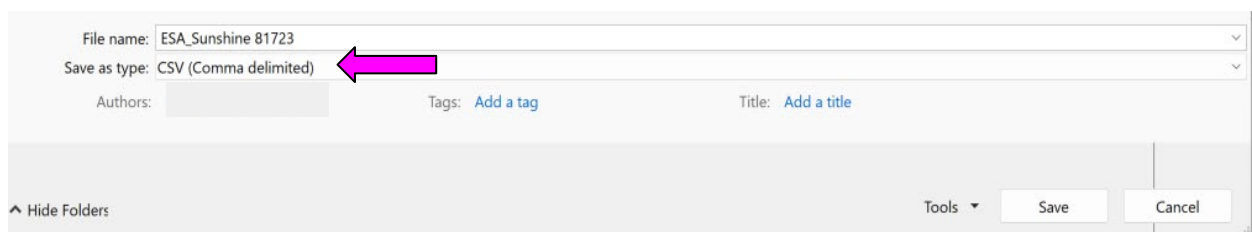
- Do not alter the wording in the header row (row 1). The data uploaded in Step 2 depends on an exact header match.
- Do not add, remove or re-organize any columns
 - You can expand the columns to see the entire header and what is being entered into the cell.
- Do not add spaces between each row
- If using a Mac, make sure you use Excel to edit your file, not Numbers.
- Avoid using Google Sheets as the application will not recognize it.
 - If using Google sheets, make sure you download to an excel and save as a csv before uploading
- Each school has a different building number associated with it. Be sure that a file is submitted for each school 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.
- 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.

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.
- State ID's: May want to copy and paste the ID into the template file. Sometimes typing the number can cause errors and non-matches to occur.
- If multiple students have the same state ID in the file, only one student will be submitted. Make sure you take note of the number of records that are in the file to the ones being submitted.
- 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.*
 - If nothing is entered into the cell, it will default to 0 (No).
- Utilize the *Nonpublic Reporting Data Elements* document as well as Addendums for appropriate codes for data elements. The system is expecting specific codes for the fields.
- You may have to reformat additional columns (grade level, resident district and/or county, destination location) within the template file to text fields.

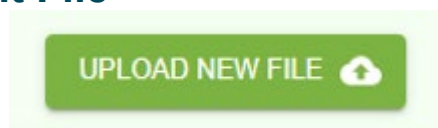
Completed File

- 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 File

Click **UPLOAD NEW FILE**



New File Upload box will appear

- Upload the saved CSV file
 - If you need to upload any subsequent files within the same submission, please be sure that **all** students are accounted for in each file to prevent lost data.
 - Each upload will overwrite all existing data from the previous uploaded file.
 - Always will be a Full upload type (no partials).

New File Upload

Zone
Sunrise Elem (Test Non SIF Zone) (11118111) ▼

File Type *
fileupload file for esa ▼

Upload Type *
☐ Partial ☒ Full
Full upload type will overwrite all existing data.

Drag and drop files, or click here to select

File: Sunrise Test.csv

VALIDATE FILE

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 records are not correct, there is a chance a couple of students in the file have the same state student ID.
 - 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. A new file has to be re-uploaded in step 2 if adjustments are made.
- Common errors:
 - Column Errors: Make sure there are 32 columns in the file with the exact column headers as on the template file.
 - DO NOT add or remove columns
 - DO NOT reword column headers
 - DO NOT rearrange columns
 - Missing data and/or data not in correct format
 - 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

Complete File Upload **BACK**

File Name
ESA_Test7.csv

File Type
fileupload file for esa - filesastudents

Upload Type
FULL

Records
Total Records: 8

Errors
Total Errors: 0

CANCEL **UPLOAD**

Complete File Upload **BACK**

File Name
ESA_Test8.csv

File Type
fileupload file for esa - filesastudents

Upload Type
FULL

Records
Total Records: 8

Errors
Total Errors: 8
fieldCount - Count: 8 ▼

CANCEL **UPLOAD**

When Upload is complete, the file 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 and re-upload.

2 Upload Students File

SHOW DESCRIPTION

File Name	Upload Type	Time ↓	Phase	Status
Filter...	Filter...	Filter...	Filter...	Filter...
ESA_Test7.csv	FULL	08/17/2023 9:33 AM CDT	COMPLETED	COMPLETED
ESA_Testx6.csv	FULL	08/10/2023 1:34 PM CDT	COMPLETED	COMPLETED
ESA_Testx6.csv	FULL	08/10/2023 1:33 PM CDT	FAILED	FAILED

Step 3: Choose Collection

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

Choose Collection

SHOW DESCRIPTION

Select Open Collection

Nonpublic Data Fall 2026

Step 4: Snapshot Student Data

Click **SNAPSHOT DATA**

4 Snapshot Student Data

SHOW DESCRIPTION

SNAPSHOT DATA

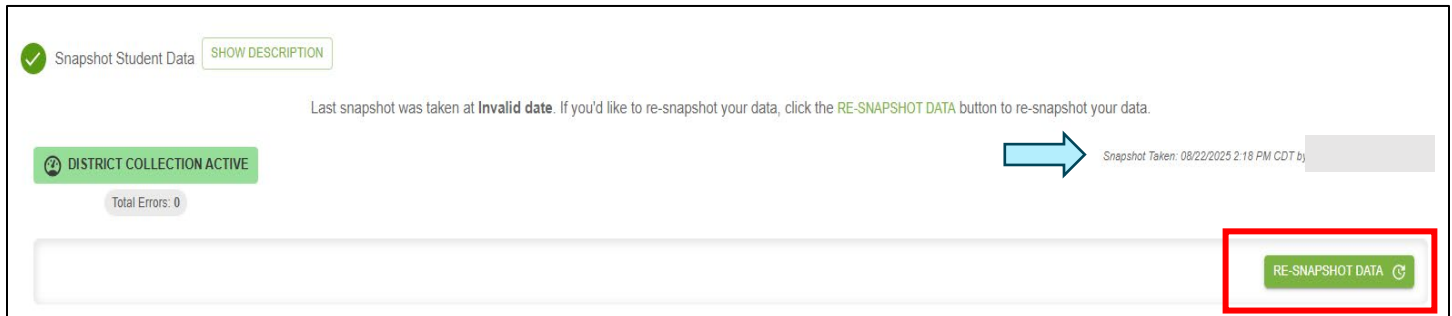
***Student data is ever changing, so the snapshot represents captured data at a point in time.*

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 in step 2 was completed.



Step 5: Correct Student Records

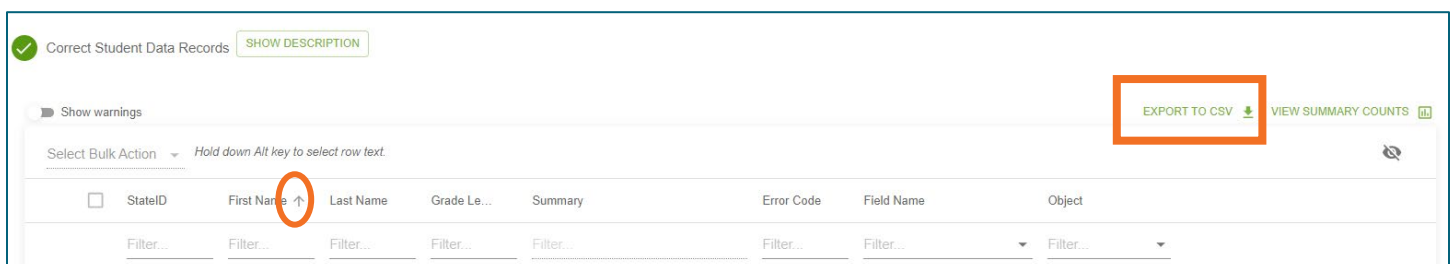
Any errors that are detected due to validation checks of the snapshot will be located in step 5.

- 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 needed corrections.
 - Re-snapshot data in step 4

Helpful Tips

Within step 5 you can:

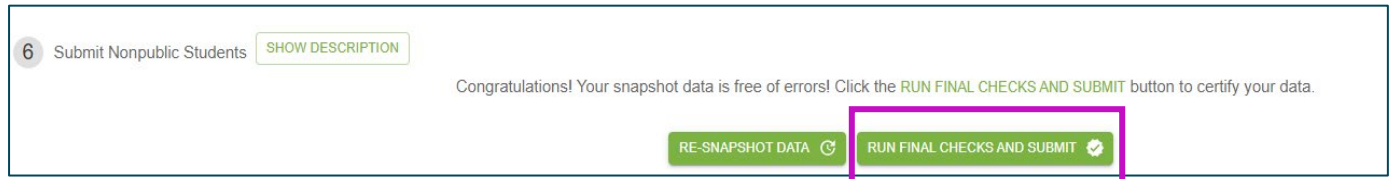
- download the errors clicking on the **EXPORT TO CSV**
- sort any of the columns ascending or descending



Step 6: Submit Nonpublic Students

Once you have uploaded a file, corrected all errors, and reviewed the data; you are ready to submit the data to the Iowa Department of Education.

Click **RUN FINAL CHECKS AND SUBMIT**



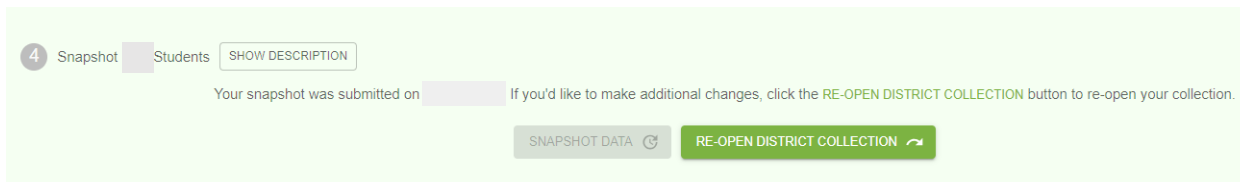
- You will be asked to **Confirm** the submission on a pop up box.
 - If you have no additional validation errors you should see **DISTRICT COLLECTION SUBMITTED** on the left side.
 - On the right will be a date and time stamp of when the last snapshot was taken and by whom.
 - There will also be a date 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, 2025
- Winter Collection deadline is January 29, 2026
- Spring Collection deadline is June 24, 2026

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 Connect it will then go to the Nonpublic Student Data Collection within the EdPortal for you to view different reports.

More information and documentation to come