

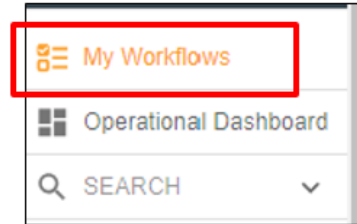
ESA Submission Instructions: Reporting ESA students for non-SRI users

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, left side of screen at top



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 *ESA Data Elements* document provides detailed information on what each column should contain.

The file should ONLY include the students that have been approved for an Educational Savings Account (ESA), be in attendance by September 30 and are an Iowa resident.

- A. StateStudentId: 10-digit number assigned from the State ID application.
 - Required for file to upload in step 2
- B. LegalFirstName
- C. LegalLast Name
- D. BirthDate: mm/dd/yyyy
- E. Gender
- 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 also has to be identified as a 1
- L. GradeLevel: 2 digits
 - e.g. 1st grade=01, 8th grade=08, kindergarten=KG
- M. EntryDate: mm/dd/yyyy
- N. EntryCode: 81 (will always be this number)
 - Code is Iowa resident enrolled in accredited nonpublic
- O. ResidentDistrict: four-digit public district code
 - Public school code of where student(s) primary address is located
- P. ResidentCounty: two-digit Iowa county code
- Q. DaysEnrolled: 0.00 format
- R. Days Present: 0.00 format

- S. Diploma
 - Only for schools with high school students
 - Only should be set to 1 (yes) is if the student has completed all graduation requirements and received a signed diploma
- T. ExitDate: mm/dd/yyyy
- U. ExitCode
- V. DestinationCode
- W. DestinationLocation
- X. FreeLunch
 - If your school participates in the National School Lunch Program (NSLP) then this needs to be completed. Default set to 0 (no).
- Y. ReducedLunch
 - If your school participates in the National School Lunch Program (NSLP) then this needs to be completed. Default set to 0 (no).

Helpful Notes and Tips

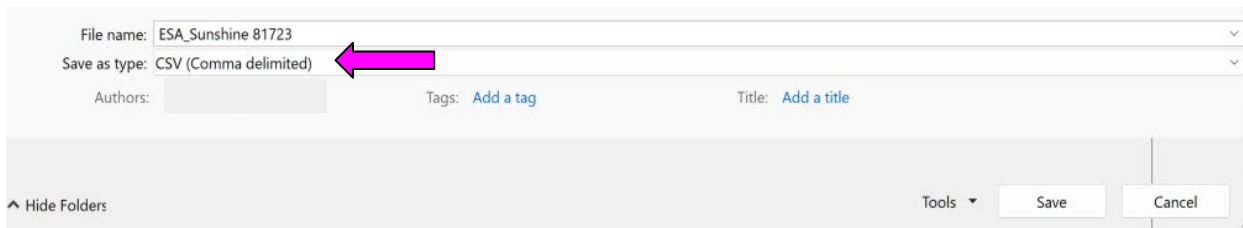
- Do not alter the wording in the header row (row 1). The data uploaded in Step 2 depends on an exact header match.
- Do not add, remove or re-organize any columns
- If using a Mac, make sure you use Excel to edit your file, not Numbers.
- Avoid using Google Sheets as the application will not recognize it
- 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.

Data Element Tips

- If no State ID is in the template file for every student, an error message will be received and the file will not upload.
- State ID's: May want to copy and paste state student ID into file. Sometimes typing the number can cause errors and non-matches to occur.
- 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 *ESA Data Elements* document as well as Addendums for appropriate coding for data elements, correct resident district, resident county, etc. 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 that are approved for ESA remain 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
filesastudents

Upload Type *

Partial Full

i Full upload type will overwrite all existing data.

Drag and drop files, or click here to select

VALIDATE FILE

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

- Once validation is complete a *Complete File Upload* box will appear.
 - Be sure to check you have chosen the correct file as well as the total number of records is accurate. (total number includes all students entered into the file plus the header row.

- If total records are not correct, there is a chance maybe a student in the file has the same state student ID.

If there are errors found, the Upload box will be grayed out and errors are indicated in the box. Any and all errors have to be corrected in your file. You can not fix any errors in the application. A new file has to be reuploaded in step 2 if adjustments are made.

- Common errors:
 - Column Errors: Make sure there are 25 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](#)

Complete File Upload [BACK](#)

File Name	ESA_Test7.csv
File Type	fileupload file for esa - fileesastudents
Upload Type	FULL
Records	Total Records: 8
Errors	Total Errors: 0

[CANCEL](#) [UPLOAD](#)

File Name	ESA_Test8.csv
File Type	fileupload file for esa - fileesastudents
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.

3 Choose Collection [SHOW DESCRIPTION](#)

Select Open Collection
ESA Winter 2024

Step 4: Snapshot ESA Students

Click **SNAPSHOT DATA**

4 Snapshot ESA Students [SHOW DESCRIPTION](#)



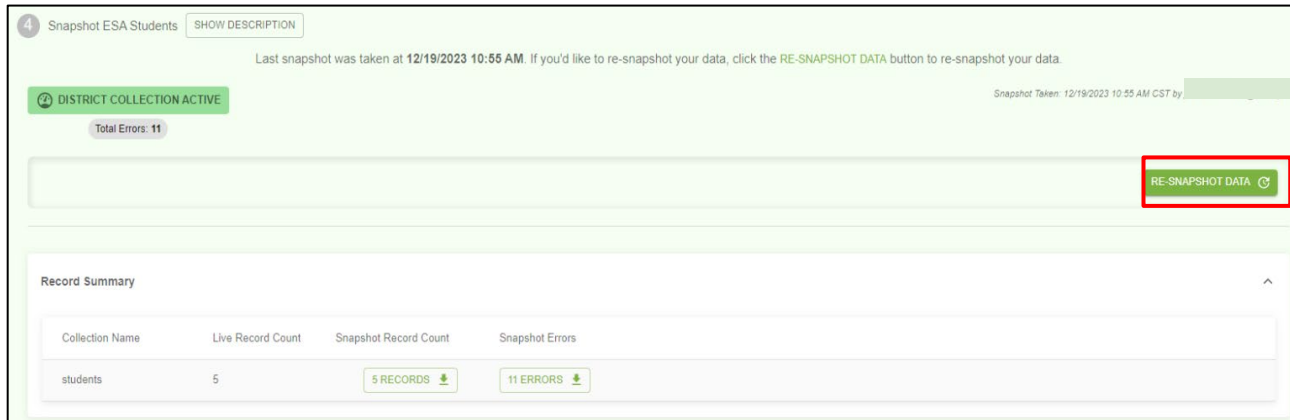
***Student data is ever changing, so the snapshot represents captured data at a point in time.*

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 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 ESA 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.
- You **HAVE** errors that are appearing in step 5. All errors **HAVE** to be corrected prior to final submission.
 - Review errors and correct in the original created csv file. (no need to recreate the file using template)
 - 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
 - Can save the file using the same name or renaming it
 - Make sure that it is a csv file
 - Re-upload corrected file in step 2 (remember to include ALL accepted students once again in the file as the new file will override the previous one)
 - Re-snapshot your data in step 4

Helpful Tips

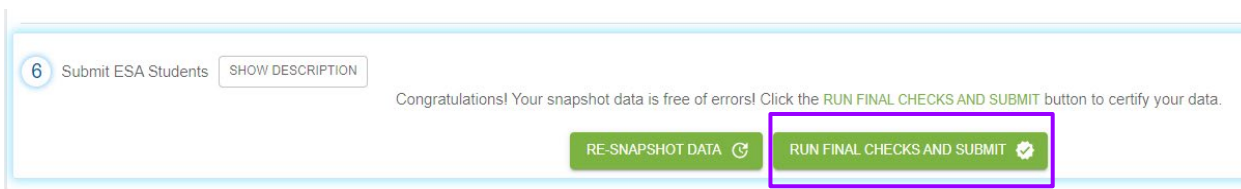
Within step 5 you can:

- sort any of the columns ascending or descending
- search for errors on specific students by typing in the student's first or last name to see the specific errors appearing for them.
 - Be sure that you type it in the exact way it is in the file. Ex: If the name is all uppercase, be sure that in your search the name is in uppercase as well.

Step 6: Submit ESA 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**



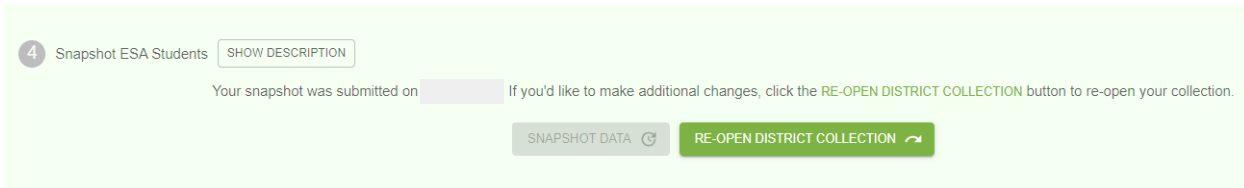
- You will be asked to **Confirm** the submission on a pop up box.
 - If you have no additional validation errors you should see **DISTRICT COLLECTION SUBMITTED** on the left side.
 - On the right will be a date and time stamp of when the last snapshot was taken and by whom. There will also be a date 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 in step 4 and take a new snapshot.

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 Oct. 15, 2024
- Winter Collection deadline is Jan. 29, 2025
- Spring Collection deadline is June 24, 2025

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

Submitted File

If you would like to download a copy of what student data was submitted in the current collection, go to the left side of the screen to the menu and under **Collections** choose **ESA**.



Look towards the bottom of the screen to locate the Record Summary box. Simply click on the box under Snapshot Record Count to download the list of submitted students.

Collection Name	Live Record Count	Snapshot Record Count	Snapshot Errors
students	4	4 RECORDS	0

If you would like to see what was submitted in prior collections there is a drop down menu in the top right corner where you can choose a Complete collection.

Pending collection will always be what is Open.

Please keep in mind that this area is **ONLY** for downloading current or past submitted data. DO NOT use this as a place to upload any files for a submission. That is all done through **My Workflows**.

