Synergy™
Student Information System

Synergy SIS™
State of Indiana Reporting Administrator and User Guide

Edupoint™

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This edition applies to Synergy SIS™ Student Information System software and all subsequent releases and modifications until indicated with new editions or revisions.

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ABOUT THIS MANUAL

Edupoint Educational Systems develops software with multiple release dates for the software and related documentation. The table below lists the release date, software version, documentation volume number, and the content included in each volume of documentation to date.

Software and Document History

Date	Volume	Edition	Revision	Content
October 2012	1	1	1	• Initial release of this document

CONVENTIONS USED IN THIS MANUAL

Bold Text

Bold Text - Indicates a button or menu or other text on the screen to click, or text to type.

Tip – Suggests advanced techniques or alternative ways of approaching the subject.

Note – Provides additional information or expands on the topic at hand.

Reference – Refers to another source of information, such as another manual or website

Caution – Warns of potential problems. Take special care when reading these sections.

BEFORE YOU BEGIN

Before installing any of the Edupoint family of software products, please be sure to review the system requirements and make sure the district's computer hardware and software meet the minimum requirements. If there are any questions about the system requirements, please contact an Edupoint representative at (877) 899-9111.

Caution: The Edupoint family of software does not support the use of pop-up blockers. Please disable any pop-up blockers (also known as pop-up ad blockers) on the system before logging into any Edupoint product.

Chapter One:
INSTALLATION

In this chapter, the following topics are covered:

► Recommended systems configuration

► How to download the latest release

► Pre-installation preparation

► Software installation steps

Synergy SIS SOFTWARE INSTALLATIONS

Follow these steps to install the Indiana State Reporting software for Synergy SIS.

Note: After installing a new Synergy SIS release it may be necessary to deploy the latest state patch.

Deploy All Patches

1. In your local **Services** start the service **Remote Registry**.

   - Select **Control Panel > System and Security > Administrative Tools**.

   - Scroll down to locate **Remote Registry**.

   - Right-click to **Stop and Restart the service**.

2. Open the **RT Dashboard**.

   - Select **Start > Programs > Edupoint > RT Dashboard**

   - Right-click **RT Servers**, and then choose **Click Deployment Assistant…**.

   - Click **Check All** to select all servers.

   - Click **Choose Files**.

3. Select the file location of the patch (the directory to which the zip files were extracted, i.e., C:\ XXSRC_YY_MM_#; where XX is the state abbreviation, YY is the year, MM is the month and # is the number of the release.

4. Select **Files of type – All Files**.

5. Choose all files in the folder.

6. Click **Open**.

   - Click **Deploy**.

   - Check the log file to make sure that "Server data committed" is displayed at the end of the log.

Restart IIS

Use one of these methods to restart IIS:

- On the Command Prompt
    1. Click **Start > Run**, type **cmd**, and click **OK** to open the Command Prompt.
    2. Type **iisreset /restart** and press **Enter**.

- In the Control Panel
    1. Go to **Control Panel > System** and **Security > Administrative Tools** and double-click **Services**.
    2. Scroll down to locate IIS Admin Services.
    3. Right-click to Stop and Restart the service.

GETTING STARTED AFTER INSTALLATION

After successfully installing the Synergy SIS State Reporting software, your administrator must complete the following action:

- On the Organization Screen, change the State CTDS Code field label to State School Code.

   1. Click **Synergy SIS > Setup > Property Override** to open the Property Override screen.

   2. Click **K12 > School > State School Code**. Drag the scroll bar to the top of the screen to view the entry fields.

   3. Type "**State School Code**" in the **Label** field.

   4. Type "**State School Code**" in the **Short Label** field.

   5. Click the **Save** button to save the change.

   6. Go to **Synergy SIS > Setup > Organization** to verify that the change was made.

Figure 1 – Organization, School Setup screen

ACCESSING THE INDIANA REPORTING Screens

The **IN** folder of the Synergy SIS menu (also known as the PAD tree) includes the Indiana state report and setup screens. Chapter 2, Setup and Configuration, beginning on page 13 discusses the setup required for each Indiana state report.

To access the **IN folder**:

1. Open the **Synergy SIS Navigation Tree** by clicking on the **Tree** button at the top of the page.
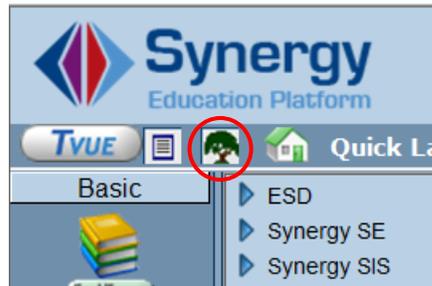
Figure 2 – Synergy SIS Navigation Tree

2. Expand the Synergy SIS folder by clicking on the **blue triangle pointing right**, next to the word Synergy SIS. Once clicked, the triangle will turn green and point downward.
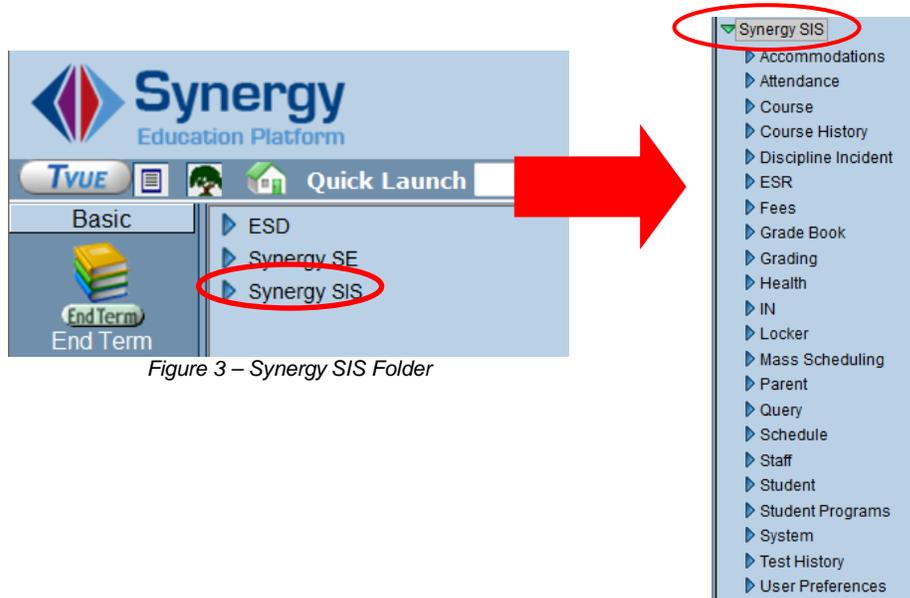
Figure 3 – Synergy SIS Folder

Figure 4 – Synergy SIS Folder Expanded

3. Under the Synergy SIS folder, open the **IN** folder by clicking on the blue triangle pointing right, next to the words **IN**. Once clicked, the triangle will turn green and point downward.
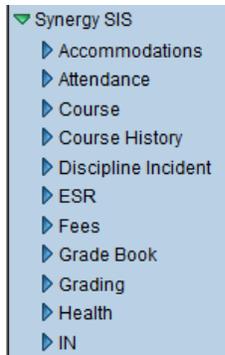
Figure 5 – IN Folder
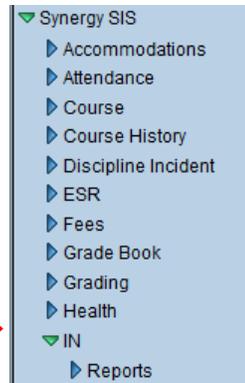
Figure 6 – IN Folder Expanded

Note: In the rest of the manual, the location of a screen or report in the Navigation Tree (also referred to as the PAD tree) is indicated using " > ". The example above would be indicated as **Synergy SIS > IN**. This would mean go to the Navigation Tree, click on the Synergy SIS folder, and then click on the IN folder.

Chapter Two:
SETUP AND CONFIGURATION

In this chapter, the following topics are covered:

► Setup required for Indiana State Reporting

ORGANIZATION SETUP

Verify correct entry of the County, District and School numbers. The Organization screen is used to define the district structure within Synergy SIS. Each school is assigned a State School code known as the State Assigned School ID. The State School Codes are used to ensure the data to the correct school within the district.

Organization — District

1. Navigate to the **Synergy SIS > System > Setup > Organization Screen**.

2. From the **Organization** screen, click the district to be updated.

3. In the **District Number** field, verify the district number is entered correctly.

Figure 7 – Organization, District Setup

Organization — School

Prior to entering the State School Code your system administrator should change the State CTDS Code field label to State School Code.

1. Navigate to the **Synergy SIS > System > Setup > Organization Screen**.

2. From the **Organization** screen, select the appropriate school to be updated.

3. Verify the 4-digit **State School Code** is correctly entered.

Figure 8 – Organization, School Setup

4. Repeat this step for each school in the district.

Organization — Hiding Schools From Use

Select the **Hide Organization from General Use** check box to remove a school from the School Chooser on the State Reporting interface screens and any other screen on which the School Chooser is available. Use this option only for schools that are closed so that they do not show on the School Chooser list.

1. Navigate to **Synergy SIS > System > Setup > Organization**.

2. From the **Organization** screen, select the appropriate school to be updated.

3. In the **Other Information** section click to select **the Hide Organization from General Use** check box.

Figure 9 – Organization, School Setup

DISTRICT SETUP

Define the following parameters in the District Setup screen.

Current School Year

The Current School Year is used to calculate the School Year for the Indiana state reports.

1. Navigate to **Synergy SIS > System > Setup > District Setup Screen > Options** tab.

2. In the **Current System Year** section, click to select the **Current Year**.
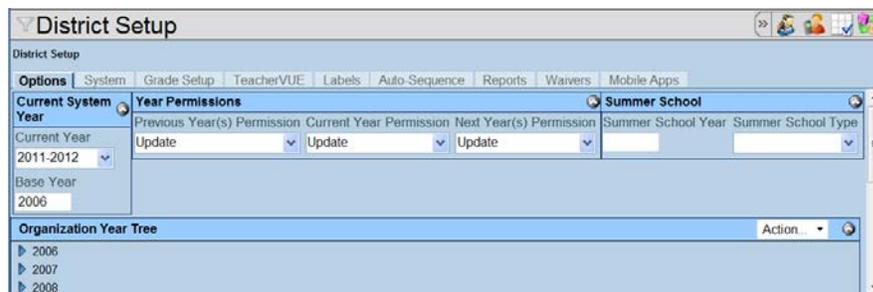
Figure 10 – District Setup, Options tab

Allowing No-Shows

Select the Allow "No Show" setting to collect leave codes and leave dates for students who are No Shows. A No Show student is a student that enrolled but never attended a school in the district. Follow the normal process to inactivate a student that was enrolled in the district. .

1. Navigate to **Synergy SIS > System > Setup > District Setup Screen > System** tab.

2. Click to select the following check boxes:

   - Allow "No Show" check box.

   - Require Summer Withdrawal Code/Date for "No Show"

   - Do Not Clear Summer Withdrawal Code and Date

Figure 11 – District Setup, System tab

Summer Withdrawals

Students who finished the previous school year in the district but do not return for the new school year are considered Summer Withdrawals. These students may have Enter Dates on or before the first day of school, if your school district follows this business practice.

The school district is required to track Summer Withdrawal Dates/Codes when a student who transferred during the summer is inactivated. However, the district is not required to track No Show students. A No Show student is a student that enrolled in your district over the summer but did not attend the school in the new school year. To exclude these No Show students from the state reports, the district must define a Summer Withdrawal Code for No Shows with a State Code equal to N in the K12.Demographics.Summer Withdrawal Code lookup table.

DISTRICT STATE REQUIREMENTS

Verify the following parameters are defined for the district:

- District Leave Codes that indicate an exit from the district
- State Leave Codes that indicate an exit from the state

1. Navigate to **Synergy SIS > System > Setup > District State Setup** tab.

2. In the **District Leave Codes** block, click to select the check boxes that correspond to a **Leave Code** assigned to a student when that student exists the school district.

3. In the **State Leave Codes** block, click to select the check boxes that correspond to a **Leave Code** assigned to a student when that student leaves the state.

Figure 12 – District State Requirements screen

4. Click the **Save** button.

SCHOOL SETUP

Define the following parameters in the School Setup screen.

Exclude From State Reporting

If a school is not eligible for state funding or should be excluded from Indiana State reporting requirements, use the Exclude from State Reporting check box to exclude that school from the state reporting process.

1. Navigate to **Synergy SIS > System > Setup > School Setup > Basic Info** tab.

1. From the **Organization** screen, select the appropriate school to be updated.

2. From the **Other Info** section, click to select the **Exclude from State Reporting** check box.
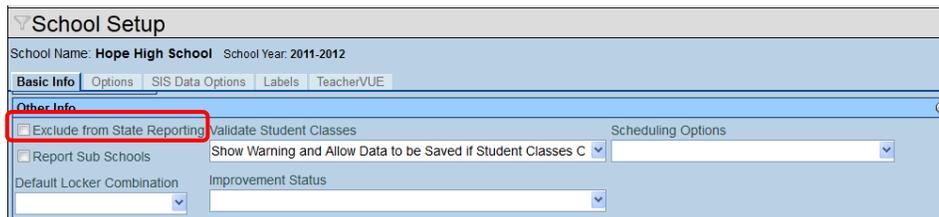
Figure 13 – School Setup , Other Options section

Note: When this box is selected, the school is excluded from all state reports.

Chapter Three:
LOOKUP TABLE MAPPED VALUES

In this chapter, the following topics are covered:

► Mapping Lookup Table codes for Indiana State Reporting

OVERVIEW

Verify that all tables defined in the Indiana State Reporting Data Mapping portion of this guide are set up correctly with the associated state values. The documents containing the valid state values are provided by the Indiana Department of Education on the Data Collection and Reporting Help Web site.

In general, during the file and reporting process, the state code is extracted, if a state-defined value is mapped to the standard Synergy SIS code (i.e., Grade). If the state code value is blank, the standard Synergy SIS code is extracted.

There are a few tables where the Alt Code 3 field is mapped to the state values and used to calculate a numeric value based on the codes assigned to the student's record. These tables are:

- Ethnicity Lookup Table
- Childhood Programs Lookup Table
- Title I SES Program Lookup Table

To update the Lookup Table definitions:

1. Navigate to **Synergy SIS > System > Setup > Lookup Table Definition**.

2. From **the Lookup Table Definition** screen, locate the appropriate table to be updated. Refer to the following table for a list of Lookup Definition screens and tables.

3. In each **Synergy SIS Lookup Table**, verify that the standard Synergy SIS values are mapped to their corresponding Indiana state reporting values.

Screen	Table	Corresponding State Field
K12	Grade	Grade Level
	Language	Native Language Code
K12.Enrollment	SR_USER_DD_01	ADM Type
	SR_USER_DD_02	County of Legal Residence
Revelation	Ethnicity	Ethnicity/Race
	Gender	Gender
	Hispanic Ethnicity	Ethnicity/Race

K12 LOOKUP TABLES

Verify that the following state code values are mapped in the following K12 Lookup Tables.

Grade Lookup Table

Follow this path to access the Grade Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12 > Grade**.

The Indiana Department of Education requires all schools to use the grade level reporting codes documented in the following table. The student's grade level is entered in the Grade field on the **Student Screen > Enrollment** tab.

Figure 14 – Student.IN screen, Enrollment tab with Grade field

Verify the following state codes are defined in the **State Code** column of the Grade Lookup Table. You must map each grade state code to the corresponding standard Synergy SIS codes defined in the **Code** column. The codes are listed in alphanumeric order by **Code**.

State Code	Description
KG	Kindergarten
01	Grade 1
02	Grade 2
03	Grade 3
04	Grade 4
05	Grade 5
06	Grade 6
07	Grade 7
08	Grade 8
09	Grade 9
10	Grade 10
11	Grade 11
12	Grade 12
13	Grade 12+/Adult

Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Grade Lookup Table with all of the valid state values; or enter the state values only for those grades that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

Language Lookup Table

Follow this path to access the Language Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12 > Language**.

The Language code is entered in the **Native Language Code** field on the **Student > Student.IN > Demographics** tab for any student whose native language is not English. If this field is blank, English is extracted as the student's native language.

Figure 15 – Student.IN screen, Demographics tab with Native Language Code field

Verify the Language state codes are defined in the **State Code** column of the Language Lookup Table. Refer to the Language Codes table located on the Indiana Department of Education Learning Connection Web site: for a list of valid state language codes.

Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Language Lookup Table with all of the valid state values; or enter the state values only for those languages that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

K12.ENROLLMENT LOOKUP TABLES

Verify that the following state code values are mapped in the following K12.Enrollment Lookup Tables.

Sr User Dd 01 (ADM Type) Lookup Table

Follow this path to access the Sr User Dd 01 Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Enrollment > Sr User Dd 01**.

Use the Sr User Dd 01 Lookup Table to define the ADM Type state codes. The ADM Type is entered in the **ADM Type** field on the **Student > Student.IN > Enrollments** tab to identify the capacity in which the student is enrolled and attending the reporting school.

Figure 16 – Student.IN screen, Enrollment tab with ADM Type field

Verify the following state codes are defined in the **State Code** column of the SR User Dd 01 Lookup Table. You must map each ADM Type state code to the corresponding standard Synergy SIS codes defined in the **Code** column. The codes are listed in alphanumeric order by **Code**.

State Code	Description
1	Resident Enrollment
2	Transfers Out
3	Cash Transfers
4	State Obligations
5	Placements In
6	Dual Enrollment

Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Sr User Dd 01 Lookup Table with all of the valid ADM Type state values; or enter the state values only for those ADM Types that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

Sr User Dd 02 (County of Legal Residence) Lookup Table

Follow this path to access the Sr User Dd 02 Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Enrollment > Sr User Dd 02**.

Use the Sr User Dd 02 Lookup Table to define the County of Legal Residence state codes. The County of Legal Residence is entered in the **County of Legal Residence** field on the **Student > Student.IN > Enrollments** tab to identify the Indiana county that is the where the student's legal residence is located.

Verify the County of Legal Residence state codes are defined in the **State Code** column of the Sr User Dd 02 Lookup Table. Refer to the County Codes table available through the Application Center at https://ac.doe.in.gov/appcenter, which requires a login.

Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Sr User Dd 02 Lookup Table with all of the valid state values; or enter the state values only for those counties that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

REVELATION LOOKUP TABLES

Verify that the following state code values are mapped in the following Revelation Lookup Tables.

Ethnicity Lookup Table

Follow this path to access the Ethnicity Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > Revelation > Ethnicity**. Use this table to calculate the Comprehensive Race field included in the extract.

The student's race is identified in the **Race and Ethnicity** section of the **Student.IN > Demographics** tab.
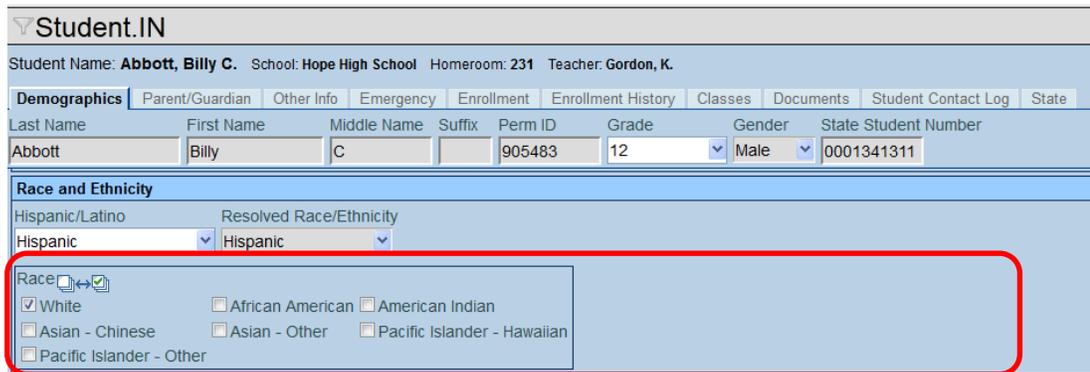
Figure 17 – Student.IN screen, Demographics tab, Race and Ethnicity

The race and ethnicity value is extracted from the Code column of the Ethnicity Lookup Table. If a student has multiple race codes selected, an ethnicity value of 6 – Multi Racial (not Hispanic) is extracted.

If the Hispanic/Latino field equals Hispanic, an ethnicity value of 4 is extracted, even if other Race codes are selected for that student.

Figure 18 – Ethnicity Lookup Table

The following table shows the value assigned to each Ethnicity state code.

State Code	Description
1	American Indian or Alaskan Native
2	Black or African American
3	Asian
4	Hispanic Ethnicity and of any race
5	White
6	Multiracial (two or more races)
7	Native Hawaiian or Other Pacific Islander

Optionally, run the SQL Scripts provided during the implementation process to populate the Ethnicity Lookup Table with all of the valid state values; or enter the state values only for those ethnicity codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

Gender Lookup Table

Follow this path to access the Country Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > Revelation > Gender**. Use this table to define the state codes for the student's gender.

The Gender is entered in the **Gender** field on the **Student.IN > Demographics** tab for each student.

Figure 19 – Student.IN screen, Demographics tab

Verify the following state codes are defined in the **State Code** column of the Gender Code Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
F	Female
M	Male

Hispanic Ethnicity Lookup Table

Follow this path to access the Hispanic Ethnicity Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > Revelation > Hispanic Ethnicity**. Use this table to define the state codes used to identify students with a Hispanic or Latino ethnicity.

The student's Hispanic/Latino ethnicity is identified in the **Race and Ethnicity** section of the **Student.IN > Demographics** tab.

Figure 20 – Student.IN screen, Demographics tab

Verify the following state codes are defined in the **State Code** column of the Hispanic Ethnicity Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
N	Non-Hispanic
Y	Hispanic

Chapter Four:
STUDENT.IN SCREEN DATA ENTRY

In this chapter, the following topics are covered:

► Location of specific student data entry values located in the Student.IN Screen

STUDENT.IN SCREEN

Use the Student.IN screen to collect student information required for Indiana state reporting. Complete the following fields in the Student.IN screen for each student in the school and/or district.

To display the **Student.IN** screen:

1. Navigate to **Synergy SIS > Student > Student.IN**.
2. From the Tab area, search for a student and modify the fields as needed.

Demographics Tab

Figure 21 – Student.IN Screen, Demographics tab

Field	Required	Note
STN	Y	Student Test Number
Last Name	Y	Student Last Name
First Name	Y	Student First Name
Middle Name	N	Student Middle Name / Middle Initial
Suffix	N	Student Name Suffix
Home Language	C	Native Language Code if the student indicated both English and another non-English language to any of the three questions on the HLS Default to 211 – English, Blank, or Space for native, non-immigrant English-speaking students.
Gender	Y	Gender
Birth Date	Y	Birth date in MMDDYYYY format or MM/DD/YYYY

Field	Required	Note
		format.
Hispanic Latino Indicator	Y	If the Hispanic/Latino check box is selected, extract a value of 4.
Race	Y	If Hispanic/Latino check box is not selected, extract the appropriate race value.

Enrollment Tab

Figure 22 – Student.IN Screen, Enrollment tab 1 of 2

Figure 23 – Student.IN Screen, Enrollment tab 2 of 2

Field	Required	Note
ADM Type	Yes	ADM Type
Corporation Number of Legal Settlement	Yes	Corporation Number of Legal Settlement
County of Legal Residence	Yes	County of Legal Residence
FTE	Yes	Used to calculate the Full Day Kindergarten value. A Y is extracted if this field is equal to 1.00 and the Grade is equal to KG (Kindergarten)

Field	Required	Note
Grade	*Yes*	Grade Level
Instructional Days	*Yes*	Instructional Days
Instructional Minutes	*Yes*	Instructional Minutes
School Number (Override)	*No*	School Number, if this student transferred out of the school to another school.

Chapter Five:
REPORTS

In this chapter, the following topics are covered:

► Navigating the Report Screens

► What are the available Indiana State reports

► How to customize the reports before printing

NAVIGATING THE REPORT Screens

You generate the Indiana State Reporting Extracts from a customized report screen. While the information required on this report screen may change, some functions apply to all report screens. This section discusses these report screen similarities.

You access the Indiana Report Screens from the **IN > Reports** folder in the **Navigation Tree**.
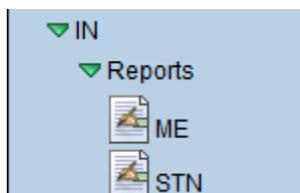
Figure 24 – IN Reports folder contents

You access a specific report screen by clicking the icon that represents that report. For example, to access the STN Screen, click the **STN** button.
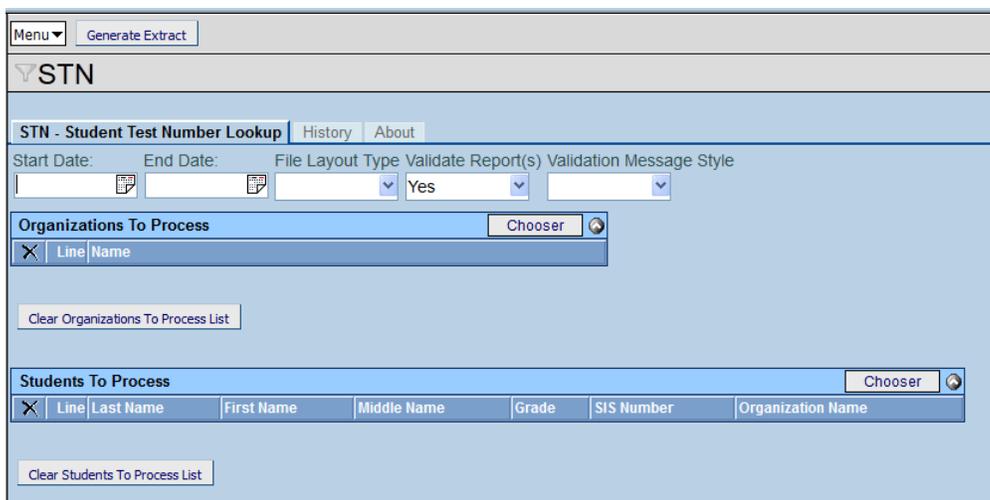
Figure 25 – STN Report Screen

The Report Screen has three tabs:

- Report Interface tab (see page)
- History tab (see page)
- About tab (see page)

The Report Interface Tab

Use the Report Interface tab to enter the fields required to extract the Indiana State Reporting Data for the report or data file (see Figure 25 – STN Report Screen). The Report Interface tab has the following components used to enter the record selection criteria:

- Data Entry fields — examples include the Record Type, Start Date, End Date, Validate Reports, and Validation Message
- Organizations to Process — use the Organizations to Process list to include all students enrolled in selected schools or districts in the extract or report.
- Students to Process — use the Students to Process list to include specific student records in the extract or report.

The Organizations to Process and Students to Process lists are mutually exclusive. This means that only one or the other list can be used to extract the student records that meet the record selection criteria; not both.

After the report selection criteria is entered, click the **Generate Extract** button to create the extract file or report. Each time an extract or report is submitted, a record is added to the History tab.

The History Tab

All files, logs, and reports generated by the users are stored in the SQL database. Use the History tab to view these files, logs, and reports; view the parameters used to generate a file, log, or report; view an error log; and view the data results in the Extract Viewer.

If the job is not displayed, click the **Refresh** button to refresh the History screen.

Each time a file, log, or report is saved to the History tab, the SQL database increases in size. To keep the size of the SQL database manageable, click the **Clear Report History** button to remove history records that are no longer required. You can click the **Pinned** check box to prevent a report from being removed by the Clear Report History screen.
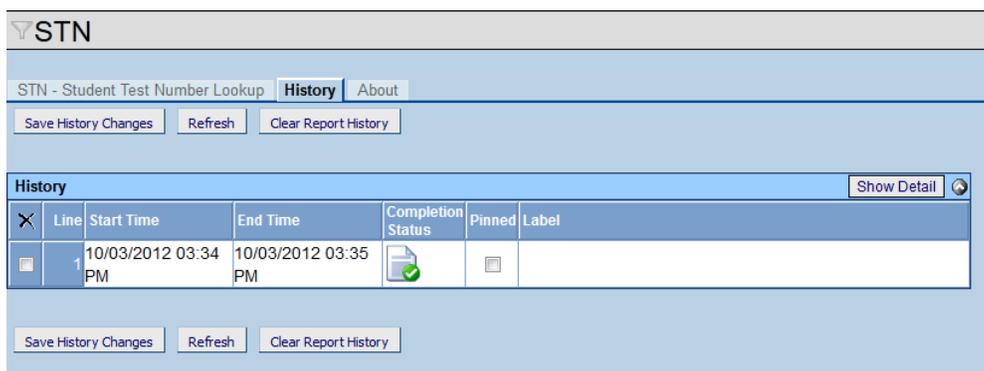
Figure 26 –History tab

The following table explains each column heading.

Column Heading	Definition
Line	A line number is use to automatically sequence each history record. The records are sequenced in ascending order, beginning with the most recent history record.
Start Time	The date and time this report instance started running is displayed.
End Time	The date and time this report instance finished running is displayed.
Completion Status	The following buttons represent the status of each report instance: Process is running/did not complete. Process Completed Report stopped due to errors
Pinned	Click the **Pinned** check box to prevent a report from being removed by the Clear Report History process. You may want to use this option to keep a copy of the report for historical purposes.
Label	When a report is pinned, you can type a descriptive label for the report to be saved (for example, 2010/2011 Final Submission).

Click a **Line** number, and then click the **Show Details** button to display details for that report instance. The **Parameters** tab shows the values used to extract the student date for this report instance.
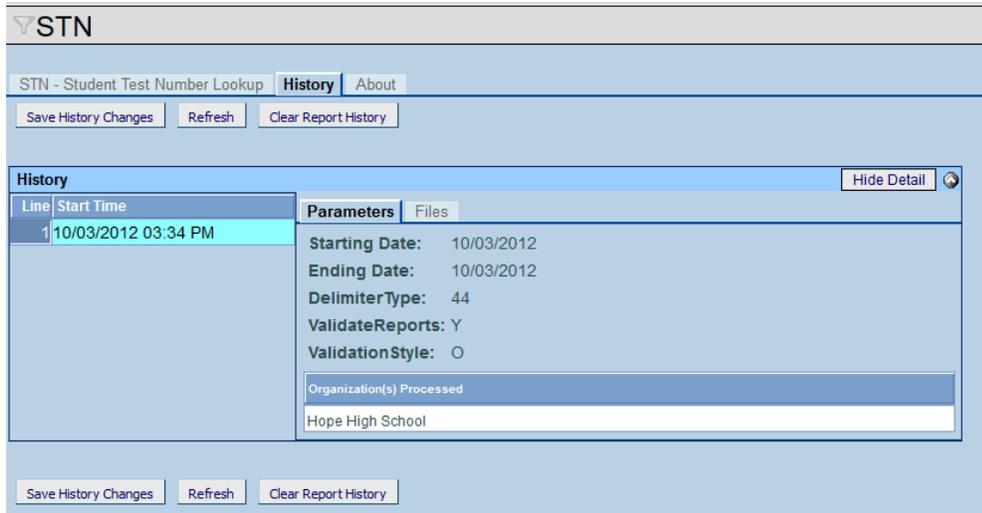
Figure 27 –History tab with details example

Click the **Files** tab to view the results of the report instance.
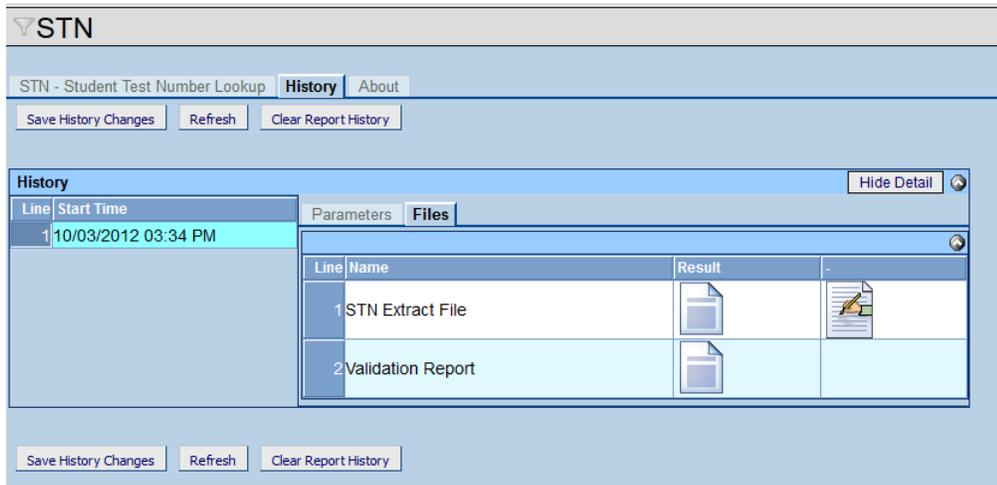
Figure 28 –History tab, Files tab example

Click the **Paper** button to save the extract file (or error log) to the computer or network.

Click the **Hide Detail** button to hide the history file details.

The Extract Viewer

On the History > Files tab, click the **Paper and Pencil** ![paper and pencil icon] button to open the extract viewer to view, add and modify the extracted student records; and to add a student record to the extract.
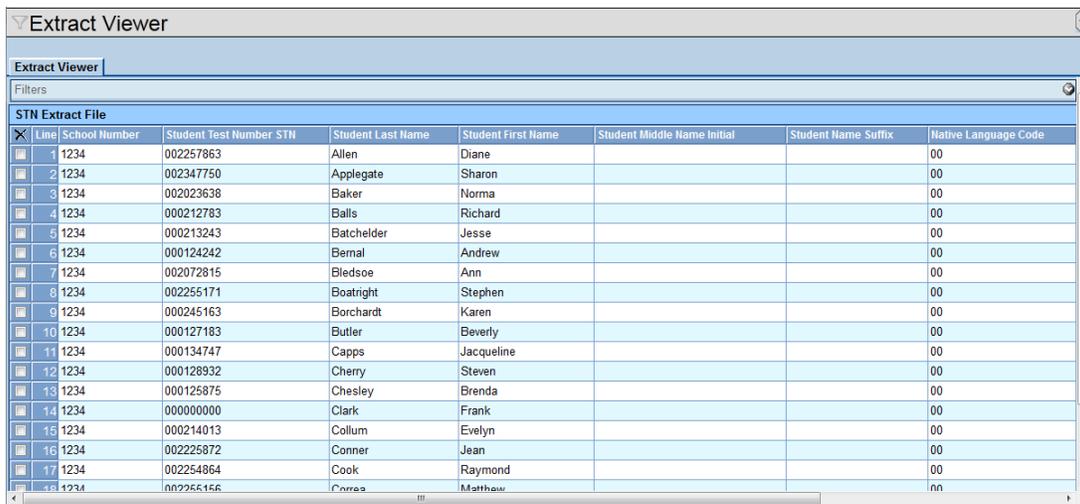
×	Line	School Number	Student Test Number STN	Student Last Name	Student First Name	Student Middle Name Initial	Student Name Suffix	Native Language Code
☐	1	1234	002257863	Allen	Diane			00
☐	2	1234	002347750	Applegate	Sharon			00
☐	3	1234	002023638	Baker	Norma			00
☐	4	1234	000212783	Balls	Richard			00
☐	5	1234	000213243	Batchelder	Jesse			00
☐	6	1234	000124242	Bernal	Andrew			00
☐	7	1234	002072815	Bledsoe	Ann			00
☐	8	1234	002255171	Boatright	Stephen			00
☐	9	1234	000245163	Borchardt	Karen			00
☐	10	1234	000127183	Butler	Beverly			00
☐	11	1234	000134747	Capps	Jacqueline			00
☐	12	1234	000128932	Cherry	Steven			00
☐	13	1234	000125875	Chesley	Brenda			00
☐	14	1234	000000000	Clark	Frank			00
☐	15	1234	000214013	Collum	Evelyn			00
☐	16	1234	002225872	Conner	Jean			00
☐	17	1234	002254864	Cook	Raymond			00
☐	18	1234	002255156	Correa	Matthew			00

Figure 29 – Extract Viewer example

To modify the student data:

1. Click the **Line** number of the record to be modified.

2. Tab to the field to be changed or click and drag the Horizontal scroll bar.

3. Make the necessary change to the student data.

4. Click the **Save** button to save the changes to the student data.

5. When finished modifying the student data, close the extract viewer. A modified student data extract is saved with the following name ([Extract File Name] (Modified)).

To delete records from the extract viewer:

1. Click to select the check box in the **Delete** column (![x icon]) that corresponds to the student record to be deleted.

2. Click the **Save** button to save the changes to the student data.

3. When finished modifying the student data, close the extract viewer. A modified student data extract is saved with the following name ([Extract File Name] (Modified)).

The About Tab

The About tab contains state-specific information about the extract or report.
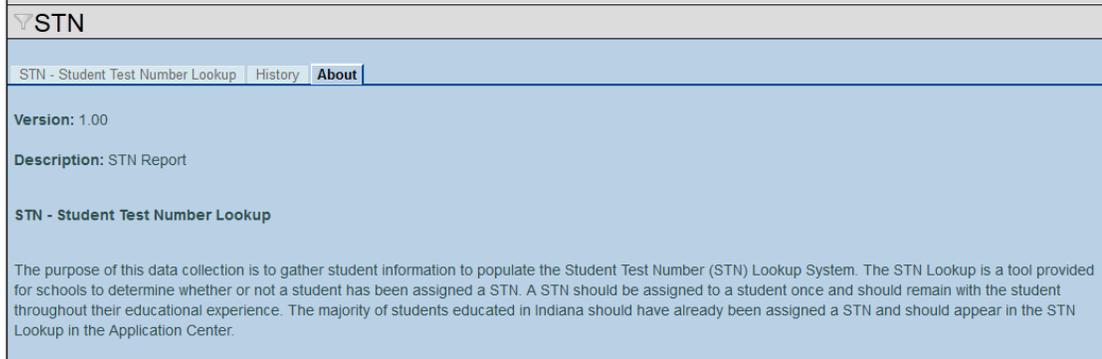
Figure 30 – About tab example

DOE-SL (STN) EXTRACT

Use the DOE-SL (STN) Extract to gather student information used to populate the Student Test Number (STN) Lookup System provided by the Indiana State Department of Education (IDOE). Schools use the STN Lookup System to determine if a student has been assigned an STN by the IDOE. An STN is assigned to a student at the beginning of their career in the Indiana school system and remains with that student throughout their educational experience.

Refer to the current STN Lookup Date (DOE-SL) document published by the IDOE for more information.

To generate the extract file:

1. In the **Indiana > Reports** list, click to select the **STN** button.
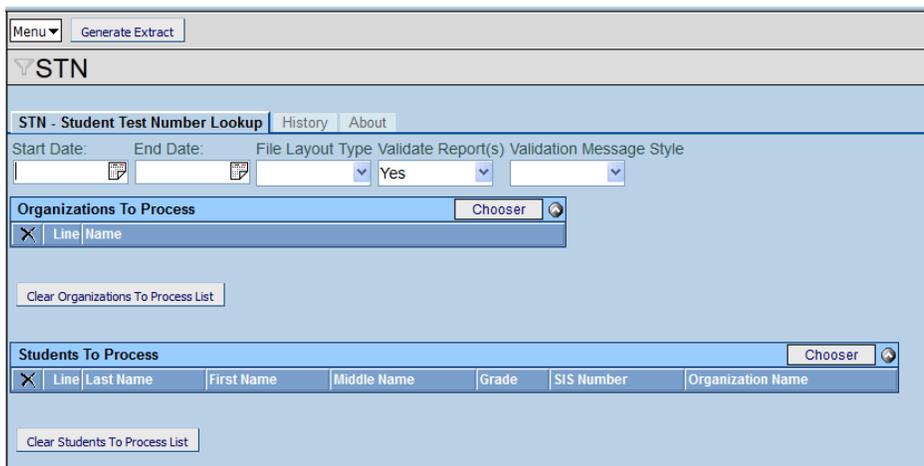
Figure 31 – STN screen

2. In the **Start Date** and **End Date** fields, click the **Calendar** button to select the custom date range for the report; or type each date in M/D/YY format. Any student with an enrollment record that falls between the start and end dates, and that meets the other student selection criteria, is included on the report.

3. In the **File Layout Type** field, click to select the type of file to be created. The choices are **Comma**, **Fixed Length**, and **XML**.

4. In the **Validate Report(s)** field, click **Yes** to validate the active student enrollment records selected for the report. Click **No** to generate the extract without validating the student enrollment records.

5. In the **Validation Message Style** field, click to select **One Per Line** to list one error message per line on the error report; or click to select **Paragraph** to list the error messages in paragraph format.

6. In **Organizations To Process**, click the **Chooser** button to select the organizations in which the students to be included in the file extract are enrolled. Leave this section blank to include students from all organizations in the report selection process.

7. In **Students To Process**, click the **Chooser** button to select the students to be included in the file extract. Leave this section blank to include all students in the report selection process.

   If specific student records are selected for the extract, any organizations selected in the **Organizations To Process** section are ignored during the record selection process.

8. Click the **Generate Extract** button. The **Job Status** screen appears. When the extract process is finished, the **Job Status** screen automatically closes.

9. Click the **History** tab to view the job status (see Figure 26 on page 38). If the job is not displayed, click the **Refresh** button to refresh the History screen.

10. Click to select a job record, and then click the **Show Details** button to view the job details and to access the extract file viewer.

    Refer to The History Tab procedure on page 38 for more information.

11. Click the **Files** tab to view the STN Extract File (see Figure 28 on page 39).

12. Click the **Paper and Pencil** button to view the STN Extract File in the Extract File viewer.

    You can modify the student data displayed in the Extract File viewer. Refer to The Extract Viewer procedure on page 40 for more information.

13. Click and drag the **Horizontal** scroll bar to view/verify the extracted student data.

14. When the student data is verified correct, upload the STN Extract File to the STN Application Center.

DOE-ME (MEMBERSHIP) EXTRACT

Use the DOE-ME Extract to gather the Average Daily Membership and Full Day Kindergarten data for students with an active enrollment on the count date. Refer to the current Membership (DOE-ME) document published by the IDOE for more information.

To generate the extract file:

1. In the **Indiana > Reports** list, click to select the **ME** button.
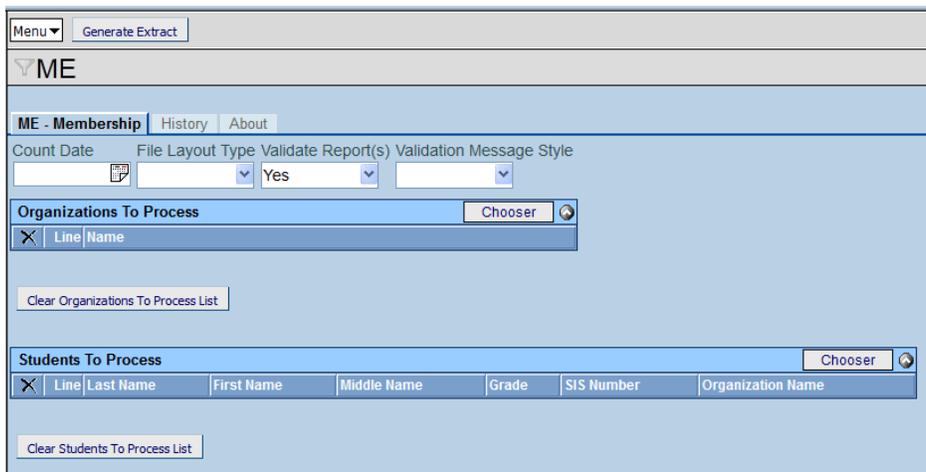
Figure 32 – ME screen

2. In the **Count Date** field, click the **Calendar** button to select the date on which the student must have an active enrollment record to be included in the extract; or type each date in M/D/YY format. The IDOE provides specific dates for the student count; refer to the current Membership (DOE-ME) document provided by the IDOE for more information.

3. In the **File Layout Type** field, click to select the type of file to be created. The choices are **Comma**, **Fixed Length**, and **XML**.

4. In the **Validate Report(s)** field, click **Yes** to validate the active student enrollment records selected for the report. Click **No** to generate the extract without validating the student enrollment records.

5. In the **Validation Message Style** field, click to select **One Per Line** to list one error message per line on the error report; or click to select **Paragraph** to list the error messages in paragraph format.

6. In **Organizations To Process**, click the **Chooser** button to select the organizations in which the students to be included in the file extract are enrolled. Leave this section blank to include students from all organizations in the report selection process.

7. In **Students To Process**, click the **Chooser** button to select the students to be included in the file extract. Leave this section blank to include all students in the report selection process.

   If specific student records are selected for the extract, any organizations selected in the **Organizations To Process** section are ignored during the record selection process.

8. Click the **Generate Extract** button. The **Job Status** screen appears. When the extract process is finished, the **Job Status** screen automatically closes.

9. Click the **History** tab to view the job status (see Figure 26 on page 38). If the job is not displayed, click the **Refresh** button to refresh the History screen.

10. Click to select a job record, and then click the **Show Details** button to view the job details and to access the extract file viewer.

    Refer to The History Tab procedure on page 38 for more information.

11. Click the **Files** tab to view the ME Extract File (see Figure 28 on page 39).

12. Click the **Paper and Pencil** button to view the ME Extract File in the Extract File viewer.

    You can modify the student data displayed in the Extract File viewer. Refer to The Extract Viewer procedure on page 40 for more information.

13. Click and drag the **Horizontal** scroll bar to view/verify the extracted student data.

14. When the student data is verified correct, upload the DOE-ME Extract File to the IDOE.

Chapter Six:
EXTRACT FILE MAPPING

In this chapter, the following topics are covered:

► DOE-SL (STN)

► DOE-ME (Membership)

DOE-SL (STN) EXTRACT

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
1	School Number	4	K12.School.State SchoolCode OR K12.School.School Code	K12.Setup.School	School Number	N/A	A/N	
2	Student Test Number (STN)	9	K12.Student.State StudentNumber	K12.Student (Demographics)	STN	N/A	A/N	
3	Student Last Name	50	K12.Student.Last Name	K12.Student (Demographics)	Last Name	N/A	A/N	
4	Student First Name	50	K12.Student.First Name	K12.Student (Demographics)	First Name	N/A	A/N	
5	Student Middle Name / Middle Initial	50	K12.Student.Middle Name	K12.Student (Demographics)	Middle Name	N/A	A/N	MMDDYYYY
6	Student Name Suffix	4	K12.Student.Suffix	K12.Student (Demographics)	Suffix	N/A	A/N	
7	Native Language Code	3	K12.Student.Home Language	K12.Student (Demographics)	Home Language	K12. Language	N	
8	Gender	1	K12.Student.Gender	K12.Student (Demographics)	Gender	Revelation. Gender	A/N	
9	Birth Date	10	K12.Student.Birth Date	K12.Student (Demographics)	Birth Date	N/A	Date	MMDDYYYY
10	Ethnicity/ Race	1	Calculation based on race and ethnicity. K12.Student. HispanicIndicator and Revelation.Rev PersonSecondary Ethnic.EthnicCode	K12.Student (Demographics)	Hispanic/Latino Indicator Race	Revelation.Hi spanic_Ethni city Revelation. RevPerson Secondary Ethnic.Ethnic Code	N	

DOE-ME EXTRACT

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
1	School Number	4	K12.School.State SchoolCode or K12.School.School Code K12.EnrollmentInfo. StudentEnrollment Activity.SREnrUser Num03 (Override for Transfer Outs)	K12.Setup.School Or K12.Student (Enrollment)	School Number	N/A	A/N	
2	Student Test Number (STN)	9	K12.Student.State StudentNumber	K12.Student (Demographics)	STN	N/A	A/N	
3	ADM Type	1	K12.EnrollmentInfo. StudentEnrollment Activity.SREnrUser DD01	K12.Student (Enrollment or Enrollment History)	ADM Type	K12. Enrollment. SR_USER_ DD_01	N	Refer to the Membership (DOE-ME) document published by the IDOE for an explanation of how to determine a student's ADM Type.
4	Corporation Number of Legal Settlement	4	K12.EnrollmentInfo. StudentEnrollment Activity.DistrictOf Residence	K12.Student (Enrollment or Enrollment History)	Corporation Number of Legal Settlement	N/A	N	
5	Instructional Days	3	K12.EnrollmentInfo. StudentEnrollment Activity.SREnrUser Num01	K12.Student (Enrollment or Enrollment History)	Instructional Days	N/A	N	This is a required field for students that have Dual Enrollment with a nonpublic or home school.
7	Instructional Minutes	3	K12.EnrollmentInfo. StudentEnrollment Activity.SREnrUser Num02	K12.Student (Enrollment or Enrollment History)	Instructional Minutes	N/A	N	This is a required field for students that have Dual Enrollment with a nonpublic or home school.
8	Grade Level	2	K12.EnrollmentInfo. StudentEnrollment Activity.Grade	K12.Student (Enrollment or Enrollment History)	Grade	K12.Grade	A/N	
9	County of Legal Residence	2	K12.EnrollmentInfo. StudentEnrollment Activity.SREnrUser DD02 If blank default to the K12.Setup.District Setup.CountyCode	K12.Student (Enrollment or Enrollment History)	County of Legal Residence	K12. Enrollment. SR_USER_ DD_02	A/N	
10	Full Day Kindergarten	1	Calculated based on K12.EnrollmentInfo. StudentEnrollment Activity.FTE and K12.EnrollmentInfo. StudentEnrollment Activity.Grade	K12.Student (Enrollment or Enrollment History)	Grade FTE	N/A	A/N	Y if Grade equals KG (Kindergarten) and FTE – 1.00 N if Grade does not equal KG or FTE is less than 1.00

Chapter Seven:
CALCULATIONS

In this chapter, the following topics are covered:

► Calculations for the DOE-SL (STN) Extract Fields

► Calculations for the DOE-ME (Membership) Extract Fields

DOE-SL (STN) EXTRACT FIELD CALCULATIONS

The following table contains the calculation used to determine the values extracted for each calculated field included in the DOE-SL (STN) extract.

No	Data Element	Calculation	Screen	Requirement Codes		
				M – Mandatory	C – Conditional	O – Optional
1	School Number	Value entered on K12.School.State SchoolCode. If K12.School.State SchoolCode is blank, extract K12.School.School Code.	K12.Setup.School	X		
2	Student Test Number (STN)	Value entered on K12.Student.State StudentNumber.	K12.Student (Demographics)	X		
3	Student Last Name	Value entered on K12.Student.Last Name.	K12.Student (Demographics)	X		
4	Student First Name	Value entered on K12.Student.First Name.	K12.Student (Demographics)	X		
5	Student Middle Name / Middle Initial	Value entered on K12.Student.Middle Name.	K12.Student (Demographics)			X
6	Student Name Suffix	Value entered on K12.Student.Suffix.	K12.Student (Demographics)			X
7	Native Language Code	Value entered on K12.Student.Home Language.	K12.Student (Demographics)		X	
8	Gender	Value entered on K12.Student.Gender.	K12.Student (Demographics)	X		
9	Birth Date	Value entered on K12.Student.Birth Date.	K12.Student (Demographics)	X		
10	Ethnicity/ Race	Calculation based on race and ethnicity. K12.Student.HispanicIndicator and Revelation.RevPersonSecondary Ethnic.EthnicCode.	K12.Student (Demographics)	X		

DOE-ME (MEMBERSHIP) EXTRACT FIELD CALCULATIONS

The following table contains the calculation used to determine the values extracted for each calculated field included in the DOE-ME extract.

No	Data Element	Calculation	Screen	Requirement Codes		
				M – Mandatory	C – Conditional	O – Optional
1	School Number	Value entered on K12.School.State SchoolCode. OR If K12.School.State SchoolCode is blank, extract K12.School.School Code. OR If the student transferred out of the school, extract 12.EnrollmentInfo.StudentEnrollment Activity.SREnrUserNum03 (School Code Override)	K12.Setup.School Or K12.Student (Enrollment or Enrollment History)	X		
2	Student Test Number (STN)	Value entered on K12.Student.State StudentNumber.	K12.Student (Demographics)	X		
3	ADM Type	Value entered on K12.EnrollmentInfo. StudentEnrollmentActivity. SREnrUserDD01	K12.Student (Enrollment or Enrollment History)	X		
4	Corporation Number of Legal Settlement	Value entered on K12.EnrollmentInfo. StudentEnrollmentActivity.DistrictOf Residence	K12.Student (Enrollment or Enrollment History)	X		
5	Instructional Days	Value entered on K12.EnrollmentInfo. StudentEnrollmentActivity. SREnrUserNum01 This is a required field for students that have Dual Enrollment with a nonpublic or home school.	K12.Student (Enrollment or Enrollment History)			X
6	Instructional Minutes	Value entered on K12.EnrollmentInfo. StudentEnrollmentActivity. SREnrUserNum02 This is a required field for students that have Dual Enrollment with a nonpublic or home school.	K12.Student (Enrollment or Enrollment History)			X
7	Grade Level	Value entered on K12.EnrollmentInfo. StudentEnrollmentActivity.Grade	K12.Student (Enrollment or Enrollment History)	X		

No	Data Element	Calculation	Screen	Requirement Codes		
				M – Mandatory	C – Conditional	O – Optional
8	County of Legal Residence	Value entered on K12.EnrollmentInfo. StudentEnrollmentActivity. SREnrUserDD02 If K12.EnrollmentInfo.StudentEnrollment Activity.SREnrUserDD02 is blank, extract K12.Setup.DistrictSetup.CountyCode.	K12.Student (Enrollment or Enrollment History)	X		
9	Full Day Kindergarten	Calculated Extract a Y if Grade equals KG (Kindergarten) and FTE equals 1.00. Otherwise, extract an N.	K12.Student (Enrollment or Enrollment History)	X		

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