

Add County of Residence to FS Record Instructions

Note: This manifest and process only need to be completed if your SIS vendor is not currently including the County of Residence on the FS file. If you are not sure if your SIS vendor is including the County of Residence on the FS file, run a new collection with the October manifest. If the FS records are collected by the regular manifest, you do not need to add spaces for County of Residence.

Steps

- Load a full set of October files from your SIS.
- Run a collection for the “z_Add County of Residence Default to FS” manifest.



z_Add County of Residence Default to FS

MOST DISTRICTS SHOULD NOT RUN THIS COLLECTION REQUEST! This collection request will pull in a FY13K FS record that does not include spaces for the County of Residence (positions 165 and 166), and after running a prepare, will allow the LEA to save an Student Standing (FS) preview of the records with the default value for County of Residence included. Loading the preview in the Data Collector will allow an LEA whose vendor has not loaded the County of Residence to still report for October. The saved preview can also be loaded into Flat File Editor to add the County of Residence manually.

- Pull the data from the flat file location.

Add County of Residence Default to FS

Start Collection — Submission Number 1 (attempt 0)

To start data collection, choose the data sources from which to collect data. You may exclude some of the data sources now and resume data collection later, by clicking the Start/Stop Collection action on the Collection Requests Summary page.

[Start Data Collection for all items checked below](#)

All EMIS Formatted Files		
Data Sources	Availability	Collection Status
<input checked="" type="checkbox"/> EMIS Flat Files	✔ Ready	Not Started

- After the collection is complete, you can check that the proper number of FS records was loaded on the Collection Status tab.

EMIS Formatted Files					
Collection / Data Source	Records	Start	Elapsed	Status	
▼ Add County of Residence Default to FS	2288	12/11 11:28 AM	00:00:01	Complete	
▼ ✔ EMIS Flat Files	2288	12/11 11:28 AM	00:00:01	Complete	
FS / 13K_OH_STUDENT_STANDING_10122011_13K.SEQ	2288	12/11 11:28 AM	00:00:01	Complete	

- Prepare the collected data.

Submissions: January 01, 2099 - January 01, 2099
Expiration Date: January 01, 2099 (in 31432 days)
Collection Request: 1
Status: Data Collection completed successfully today at 11:28:47 AM.
Submission Number: 1 (attempt 0)
Actions: [Start/Stop Collection](#)
[Prepare](#)
[Cancel](#)
[Add New Scheduled Collection](#)

- Once the Prepare is complete, preview the data.

Submissions: January 01, 2099 - January 01, 2099
Expiration Date: January 01, 2099 (in 31432 days)
Collection Request: 1
Status: Data Collection has been prepared today at 11:33:46 AM and is available for preview or certification.
Submission Number: 1 (attempt 1)
Actions: [Start/Stop Collection](#)
[Prepare](#)
[Preview](#)
[Cancel](#)
[Add New Scheduled Collection](#)

- Generate a .CSV preview of the data.

Add County of Residence Default to FS

Submission Number 1 (attempt 1)

Select the options and click on the Generate Preview link to create the preview.

Last Prepared: Today at 11:33:46 AM

Preview Types

Detail

Output Options

Zip File: Download file as a compressed .zip (for faster downloads)

File Format: CSV
 HTML

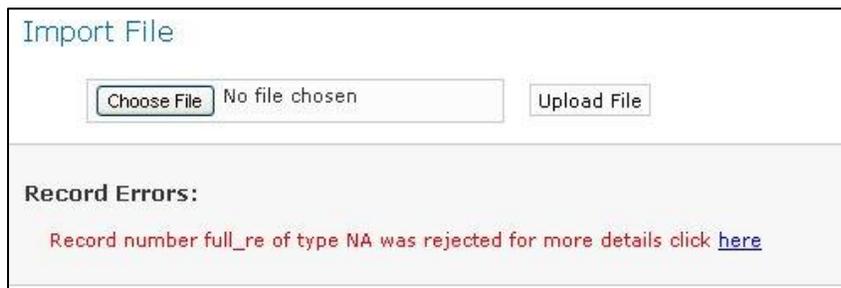
[Generate Preview](#)

File	Valid	Invalid	Total
 Student Standing with County of Residence Added.csv	2288	0	2288
Total counts:	2288	0	2288

- When you click on the link for the file, the file download box appears. Save the file to your hard drive-do not open it in Excel.



- **Note:** The File Download screen shot above is from Internet Explorer. The File Download screen may look different depending on the browser you use.
- If you plan to use the Flat File Editor to update the County of Residence on the file, save the file with a “.SEQ” extension instead of the “.CSV” extension that is defaulted.
 - When you upload the file to the FFE, you will receive the error displayed below. This error can be ignored. It is caused by the header record in the file, not by a row of FS data.



- Go to Data Sources/Other Data Sources and upload the file you just updated. (Student_Standing_with_County_of_Residence_Added.csv or Student_Standing_with_County_of_Residence_Added.seq if updated in FFE.)
- Go to Manage Files and upload the file.

Manage Files

Other Data Sources — EMIS Flat Files

Use the options below to manage files for this data source.

[Select All](#) | [Select None](#)

Currently Uploaded File(s)		
File Name	Upload Date	Size
<input type="checkbox"/> Student_Standing_with_County_of_Residence_Added.seq	December 11, 2012 11:39:41 AM	(395853 bytes)
<input type="checkbox"/> 13K_FC student override spreadsheet.prn	November 20, 2012 10:28:05 AM	(170 bytes)
<input type="checkbox"/> 13K_OH_STUDENT_SPECED_10122011_13K.SEQ	November 18, 2012 08:57:39 PM	(370 bytes)
<input type="checkbox"/> 13K_USPEMX.SEQ	November 18, 2012 08:48:13 PM	(250658 bytes)

- You can now collect the regular October manifest. Since the updated FS record file has a more recent date, the Data Collector will use the updated file and ignore your original FS file.