

Frequently Asked Questions for Synergy Uploads and Conversion

General FAQs

How do we get a new student ID once Infinite Campus District Editions stop syncing on July 7?

Starting July 10, please call the help desk at (207)624-6896. Your access to the State Edition of Infinite Campus will be changed so you will be able to request a new statestudentid from IC State Edition (ICSE). IC District Edition users will need to upload a student personal record in order to receive new statestudentids.

Once ICSE is shut down later in July, the Helpdesk will be able to assist you with getting a statestudentid from Synergy until you attend training and learn to do this on your own.

How many uploads are there?

There will be 10 in total: Student Personal, Student Enrollment, FRM, Special Ed, ELL Student, Attendance, CTE, Behavior, Truancy, and Proficiency Based Education.

What format do you want the upload file in? –

CSV file. Row 1 should contain a header with the field name listed in the upload document for each column.

How many times per school year do we have to upload each of the submissions?

It varies by the content of the upload. For example: reports like Truancy, behavior and attendance will be quarterly; others such as enrollment should be done at least weekly or when there are changes to student demographics or enrollments.

What are the submission timeframes for each of upload?

Once the system is live, any of uploads can be submitted, with the individually defined due dates for most uploads. The data due dates will vary based on the content of the upload.

How do we determine what students are to be uploaded?

Submit data for all students who have valid enrollments of at least 1 day.

Are double quotes needed in each field?

No, quotes are not needed. Everything is read in as a string and converted to the type it should be.

Is there a specific File Name and Extension for each upload?

There is not a specific File Name needed, but the extension should be txt or csv.

Upload file Questions/Clarification:

NEW STATE ID

What's the purpose of this file?

The purpose of this file is to submit data to Synergy to generate a statestudentid for those students who are new to the Maine public education system.

What students are to be included in this upload?

Students for which a statestudentid has not yet been assigned

When is this upload submitted?

When the user needs a statestudentid for a student who is new to the Maine public education system

STUDENT ENROLLMENT UPLOAD

What students are to be included in this upload?

Submit data for all students who have valid enrollments of at least 1 day.

When is this upload submitted?

Ideally at least weekly, during assessment season, it may be necessary to upload daily.

STUDENT PERSONAL UPLOAD

What students are to be included in this upload?

Students who are new to the district, students whose demographic data may have changed – for 2017-2018 all students in all schools

When is this upload submitted?

Before any other data can be uploaded for a student that is new to the district (everyone for 2017-2018), when student demographic data changes

CTE (Career and Technical Education) UPLOAD

What students are to be included in this upload?

All students who are participating in Career and Technical Education programs at Career and Technical Education schools

When is this upload submitted?

At least quarterly

Can a student have more than one CTE record (multiple CTE Program Codes) in one upload?

Yes, if there are duplicate records nothing will happen and anything else would update appropriately.

If there is more than one CTE submission period, can we re-submit previously submitted CTE Program Codes and fields related to that CTE Program Code?

Yes. The record is keyed off the Start date and the CTE code so if we find that match previously then the associated fields can be updated. However, if the district is no longer has enrollment for the student then they will not be able to update the records.

ATTENDANCE UPLOAD

What students are to be included in this upload?

Submit data for all students who have valid enrollments of at least 1 day (by attending school)

When is this upload submitted?

At least quarterly

ECONOMIC STATUS UPLOAD

What students are to be included in this upload?

Submit data for all students who have valid enrollments of at least 1 day.

When is this upload submitted?

Whenever there is an enrollment upload and when a student has a change of economic status

ENGLISH LANGUAGE LEARNER UPLOAD

What students are to be included in this upload?

Students who are identified as English Learners and who are not already identified in Synergy state edition

When is this upload submitted?

When a student needs to be identified as an English Learner or when an update needs to be made to the EL record for the student

PROFICIENCY BASED EDUCATION DATA UPLOAD

What students are to be included in this upload?

Students who have demonstrated proficiency in a content area or guiding principle

When is this upload submitted?

When proficiency has been demonstrated – quarterly if applicable

SPECIAL EDUCATION DATA UPLOAD

What students are to be included in this upload?

Submit data for students who have valid enrollments of at least 1 day and who have been identified as special education students by having an Individual Education Plan (IEP) as defined by the Individuals with Disabilities Act (IDEA)

When is this upload submitted?

Whenever there is an enrollment upload and whenever there is a change to a student's record that is a data point that is in the special education upload.

TRUANCY UPLOAD

Can a student have more than one TRUANCY record (multiple Truancy START DATES) in one upload file?

Unless the student has multiple enrollments in one year, then we cannot see a reason for having multiple start dates – The process now includes a “pause” feature to allow the truancy event to be restarted without a new start date. If there are duplicate records nothing would happen, and anything else would upload appropriately.

If there is more than one TRUANCY submission period can we re-submit previously submitted Truancy START DATES and fields related to that START DATE?

Yes. The record is keyed off the Start Date and the Truancy Type Code so if we find that match previously then the associated fields can be updated. Enrollment of the student is not required for Truancy so historical records can be updated even if the district no longer has enrollment of the student. Truancy records cannot be overlapping by date.