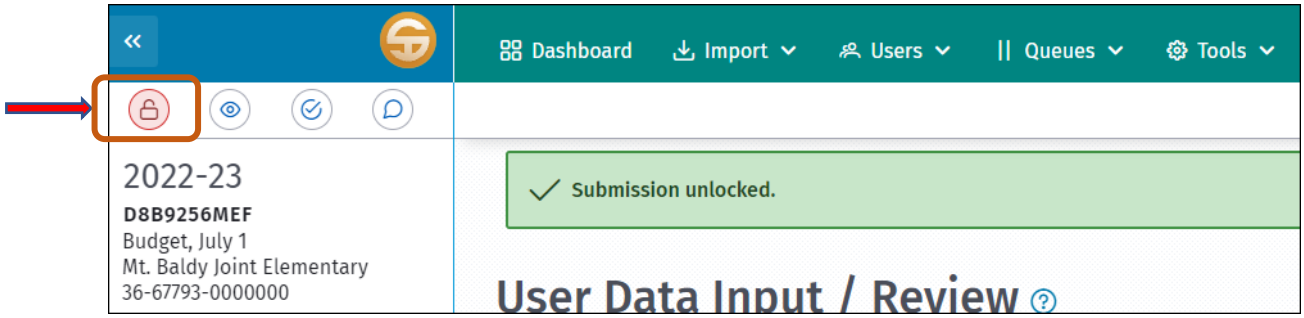
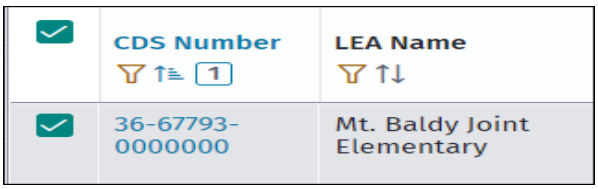
PROMOTING FILE TO COE & PROMOTING AGAIN IF DEMOTED BACK

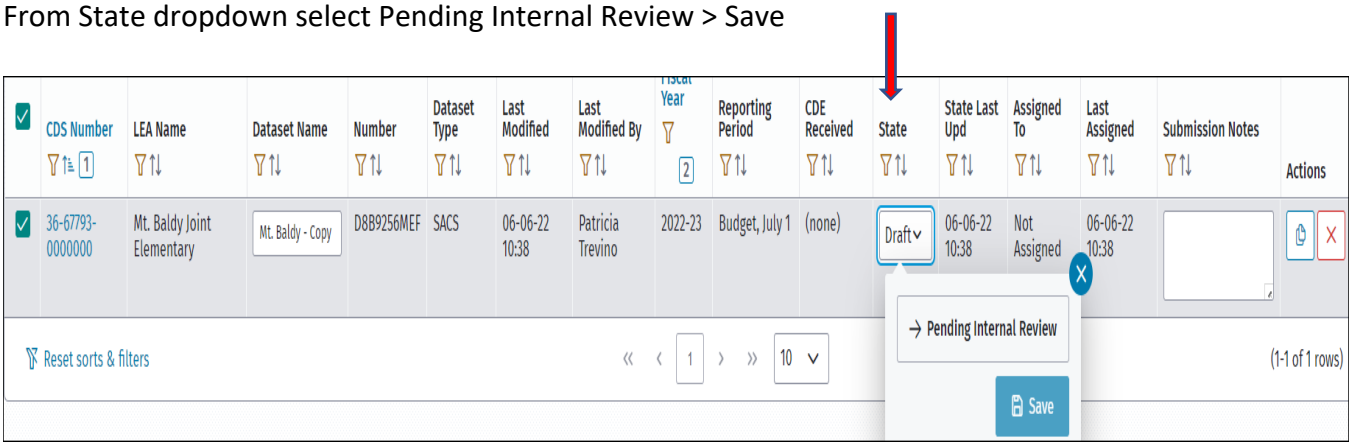
1. Make sure Dataset **Unlocked**.



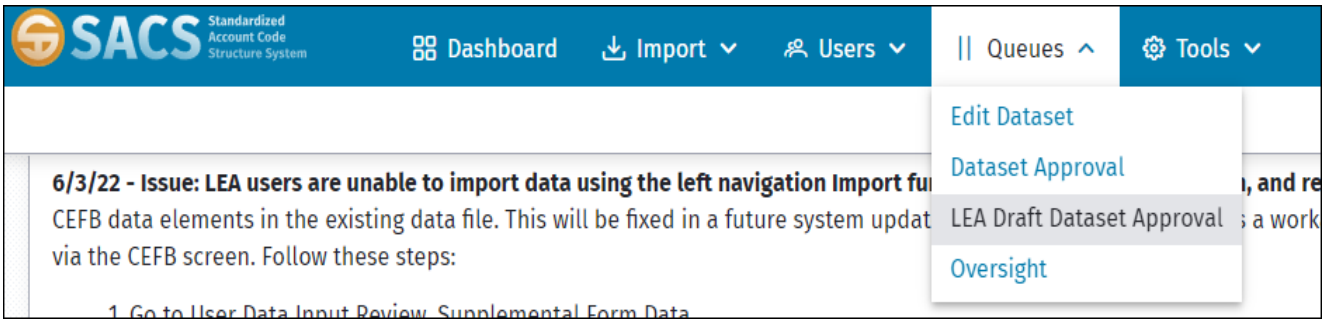
2. Go to Dashboard > Select Dataset



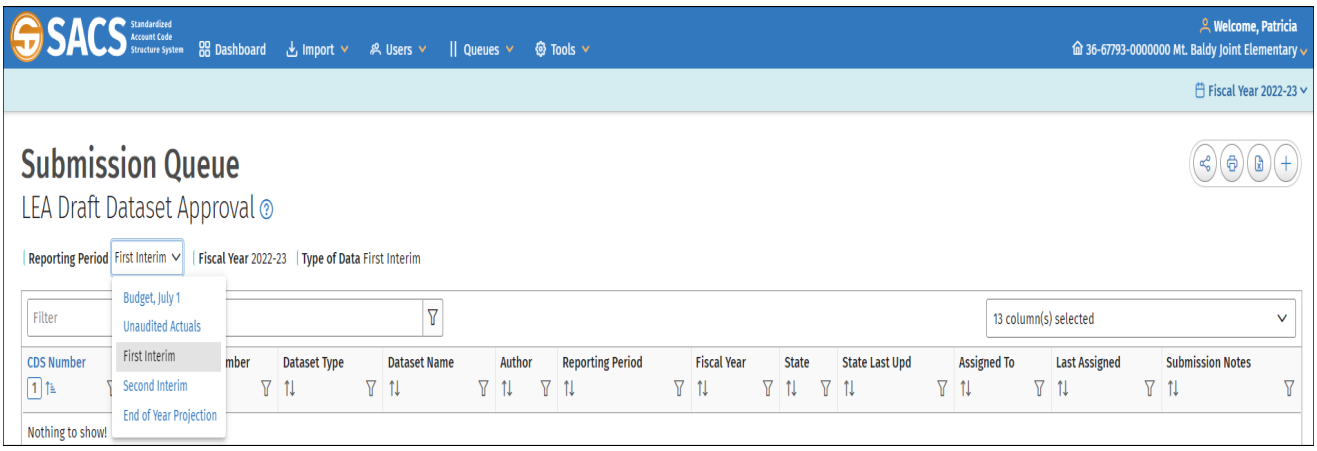
3. From State dropdown select Pending Internal Review > Save



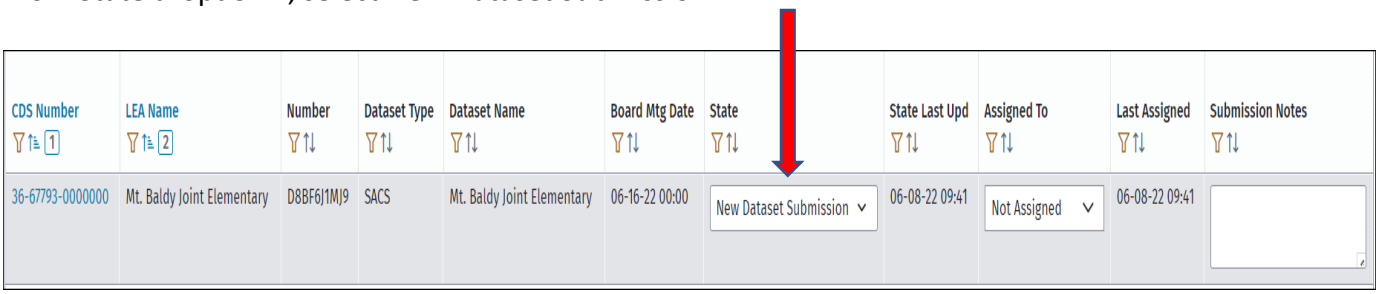
4. From Queues dropdown select LEA Draft Dataset Approval



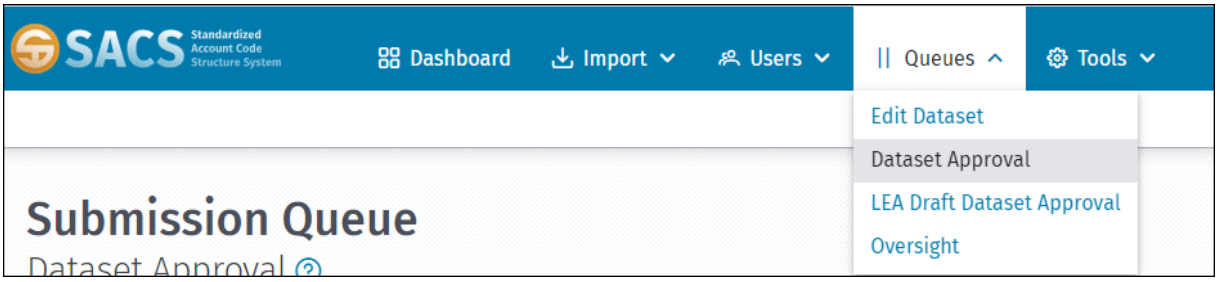
5. Click on Reporting Period drop-down and select Reporting Period



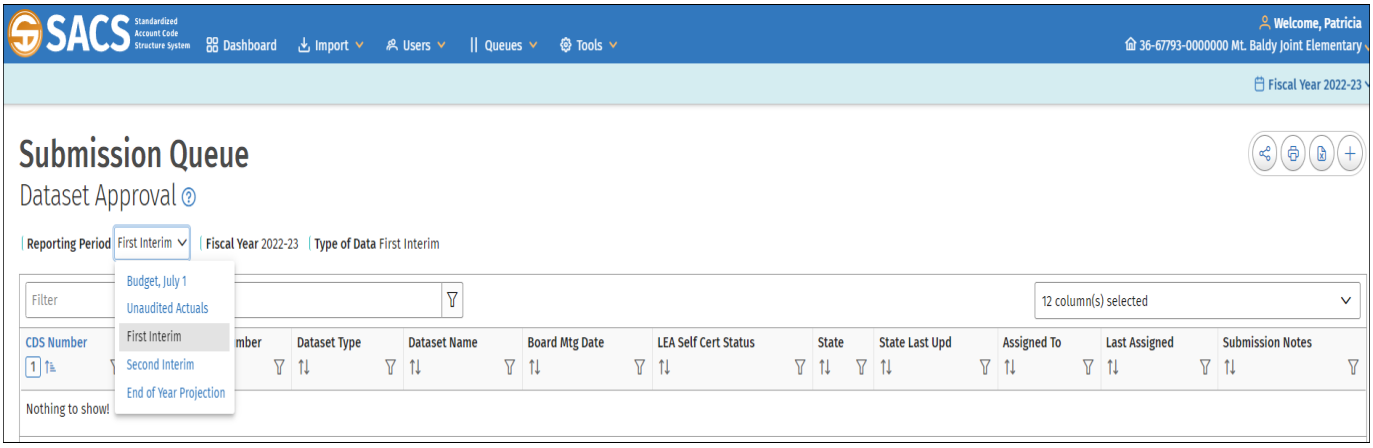
6. From State dropdown, select New Dataset Submission



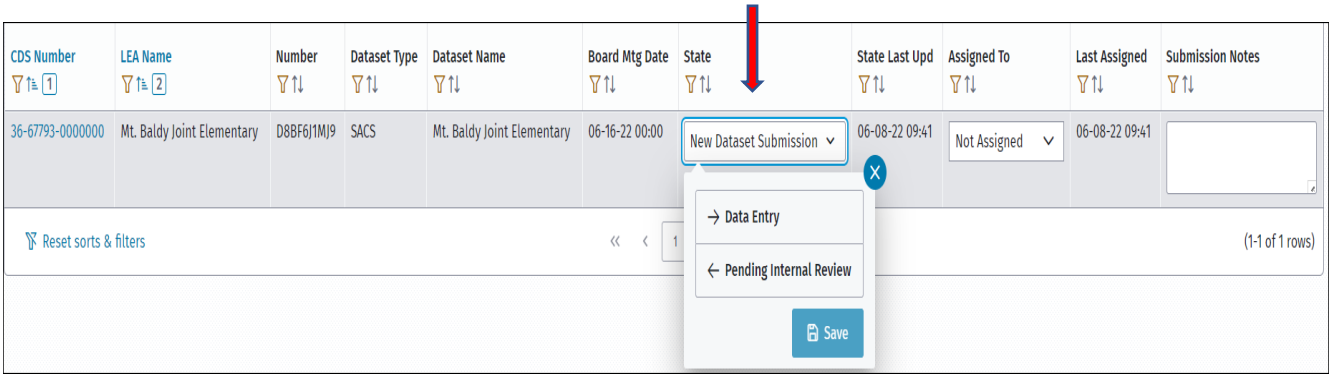
7. From Queues, select Dataset Approval



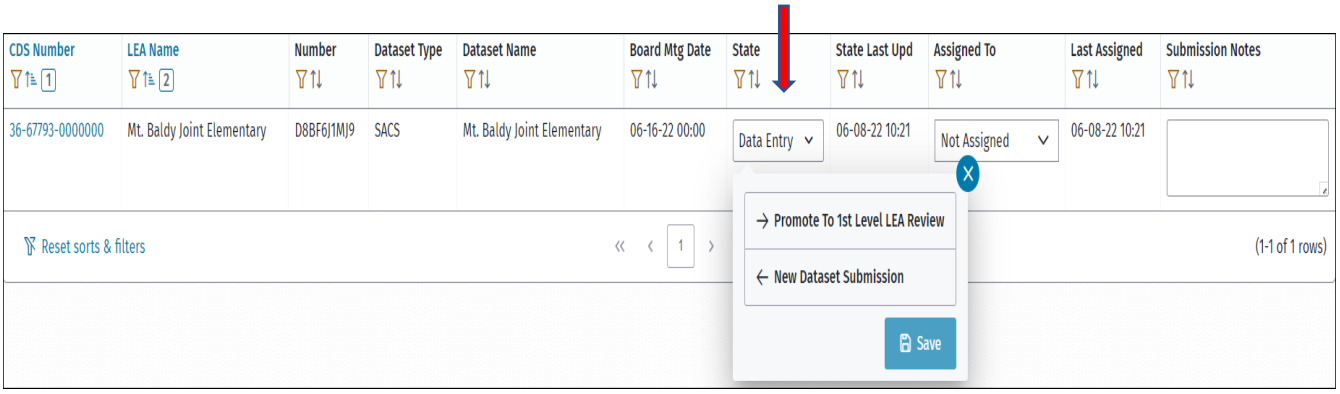
8. Click on Reporting Period drop-down and select Reporting Period



9. From State dropdown, select Data Entry > Save



10. While still in Dataset Approval go to State and select Promote to 1st Level LEA Review > Save
(This final step has Promoted your file to COE)



How to Promote file AGAIN if sent back from COE due to errors

1. Unlock file.
2. Follow steps 7 through 10 above