

Importing Section 31a At-Risk with Federal/State Program Update Wizard

Page 1 of 3, 02/27/2026

Section 31a At-Risk Data

The Federal/State Program Update Wizard can now be used to import Section 31a At Risk data into Infinite Campus.

[State of Michigan Section 31a At-Risk Information](#)

These are the steps to import the data.

Step 1

First, identify your Section 31a At Risk Students. Prepare them in a spreadsheet with the following columns:

State ID or Person ID – you must have one of these 2 identifiers in order to import the data and match them up.

Start Date – the date they were identified. This is typically in the Fall or Spring.

End Date – the date the identification ends. This is an annual review, and the end date should be the day after the last day of school but before 6/30 of the school year so it does not carry over to the Fall count for the following school year.

Once you have the data in the spreadsheet, export it a CSV file to prepare it for importing.

Step 2

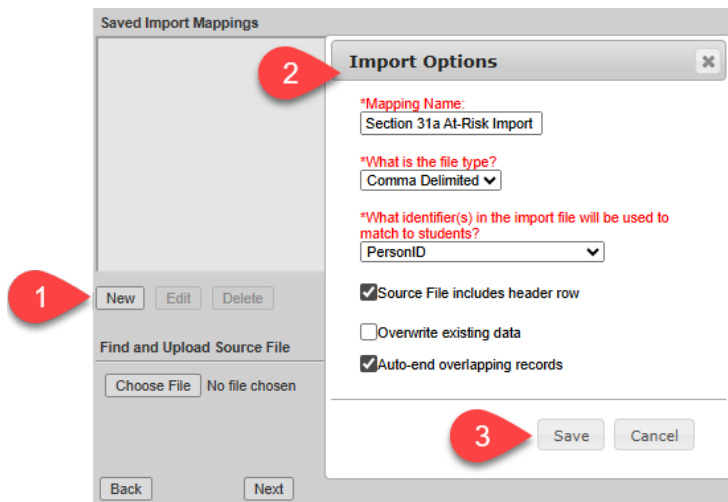
Go to **Student Information > Program Administration > Federal/State Program Update Wizard** tool. In the “Select Federal Program” drop-down list, select **“At Risk”**. Then Select Mode: Import **File to Add/Edit Participation**. Click **Next** to go to the next step.

Step 3

You will need to map the data file to the data fields. If this is already set up, you can select the mapping and select the new file and import it. Otherwise, click on **New** and set up the Import Options. Give it a name, the file type (typically Comma Delimited), the identifier you are using (State ID or Person ID). Check “Source File includes header row” and “Auto-end overlapping records”. You may choose to “Overwrite Existing Data” in special circumstances.

Importing Section 31a At-Risk with Federal/State Program Update Wizard

Page 2 of 3, 02/27/2026

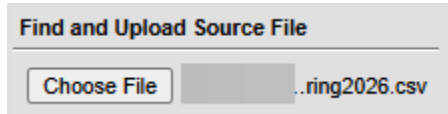


The screenshot shows the 'Import Options' dialog box. It has a title bar 'Import Options' with a close button. Inside, there are three red callout numbers: 1 points to the 'New' button in the 'Saved Import Mappings' section; 2 points to the 'Import Options' dialog box itself; 3 points to the 'Save' button at the bottom right. The dialog contains the following fields and options:

- *Mapping Name: Section 31a At-Risk Import
- *What is the file type?: Comma Delimited
- *What identifier(s) in the import file will be used to match to students?: PersonID
- ☒ Source File includes header row
- ☐ Overwrite existing data
- ☒ Auto-end overlapping records
- Buttons: Save, Cancel

Step 4

Once the Import Options are set, then Choose File. This is the Comma Separated data file you created in Step 1. Then click Next. When you will do your file mapping to that file.



The screenshot shows the 'Find and Upload Source File' section. It has a title bar 'Find and Upload Source File'. Below the title bar is a 'Choose File' button and a file name field containing '..ring2026.csv'.

Step 5

Map your data file. As you select your data mappings, it will appear in the Mapped Fields box.

Field Name: Person ID or State ID – select the column that has this identifier in it.

Field Name: Start Date – select the Start Date field. Then click Map Field and select the Data format. This will typically be MM/DD/YY or MM/DD/YYYY.

Field Name: End Date – select the End Date field. Then click Map Field and select the Data format. This will typically be MM/DD/YY or MM/DD/YYYY.

Field Name: Comments – you can add a comments field in your data file or just set the value by clicking the Edit Value button. This should be set to when the data was imported such as Fall 2025 or Spring 2026, etc.

Importing Section 31a At-Risk with Federal/State Program Update Wizard

Page 3 of 3, 02/27/2026

Enter the column number(s) from the import file that contain the student identifier(s):

Field Name	Column in Import File	Actions
*PersonID	PersonID	Clear

To import data, fill the Column in Import File box with the column from the Import File that corresponds with the Campus field. To batch update a field with the same value for all records, leave the column field blank. Select the Map Data button to select the action you want for each field. Leave the column field blank and do not create a field mapping if you do not have data to import or batch update for any of the non-required fields.

Field Name	Column in Import File	Actions
*Start Date	StartDate	Edit Map Clear
End Date	EndDate	Edit Map Clear
Comments		Edit Value Clear

Run Test or Run Tool

Test or Batch Queue - Test

Add/Edit Records or Batch Queue - Add/Edit Records

Import Data File Sample:

1	2	3	4	5	6
StudentNumber	PersonID	LastName	FirstName	StartDate	EndDate
63	81	Ac	J	2/4/2026	6/6/202
63	51	Ac	M	2/4/2026	6/6/202
68	95	Ab	G	2/4/2026	6/6/202
60	65		L	2/4/2026	6/6/202
60	65			2/4/2026	6/6/202
68	97	A	E	2/4/2026	6/6/202
63	81	A	C	2/4/2026	6/6/202

Mapped Fields:

2	5	6	Set Value
PersonID	Start Date	End Date	Comments
8	02/04/2026	06/06/2026	Spring 2026 At-Risk
5	02/04/2026	06/06/2026	Spring 2026 At-Risk
9	02/04/2026	06/06/2026	Spring 2026 At-Risk
6	02/04/2026	06/06/2026	Spring 2026 At-Risk
6	02/04/2026	06/06/2026	Spring 2026 At-Risk
9	02/04/2026	06/06/2026	Spring 2026 At-Risk
8	02/04/2026	06/06/2026	Spring 2026 At-Risk
9	02/04/2026	06/06/2026	Spring 2026 At-Risk

Start Date Field Map

Date Format
MM/DD/YY or MM/DD/YYYY

Comments Field Set Value

Text
Spring 2026 At-Risk

Step 6

Test and then Add/Edit Records. Click the Test button first. This will provide you a CSV file with what will happen when you Add/Edit Records. When that looks accurate, then click the Add/Edit Records button to do the final import.

References

[Infinite Campus Federal/State Program Updater Tool](#)

[Infinite Campus Michigan At-Risk](#)