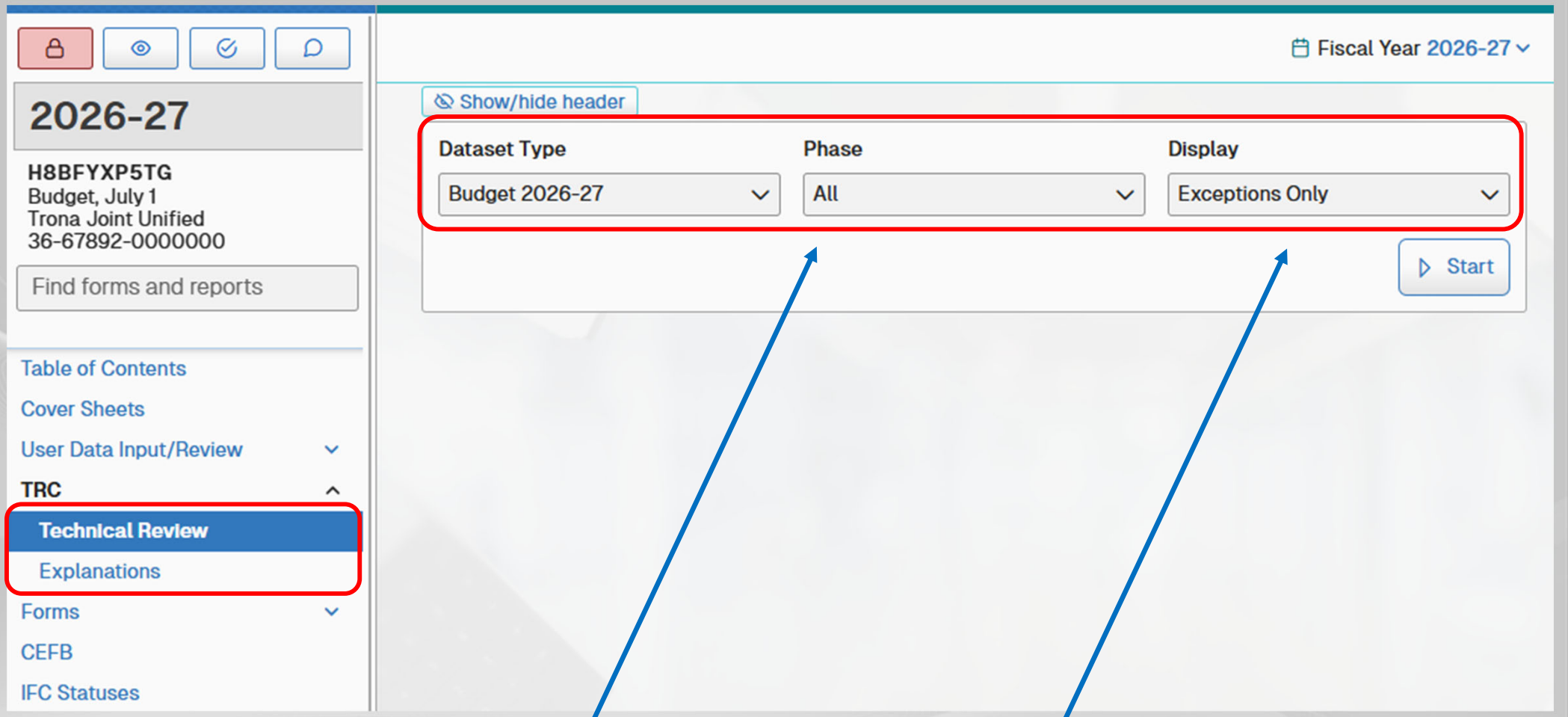
Steps to Promote SACS Dataset to SBCSS

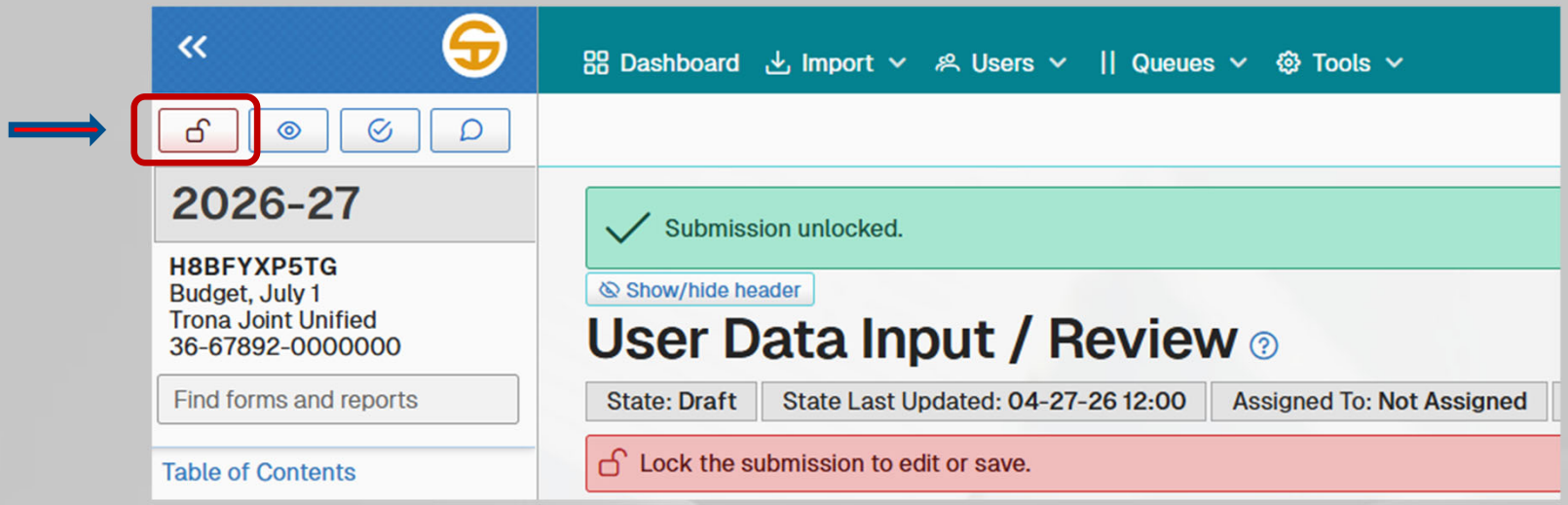
Run TRCs Often & Before Promoting to SBCSS



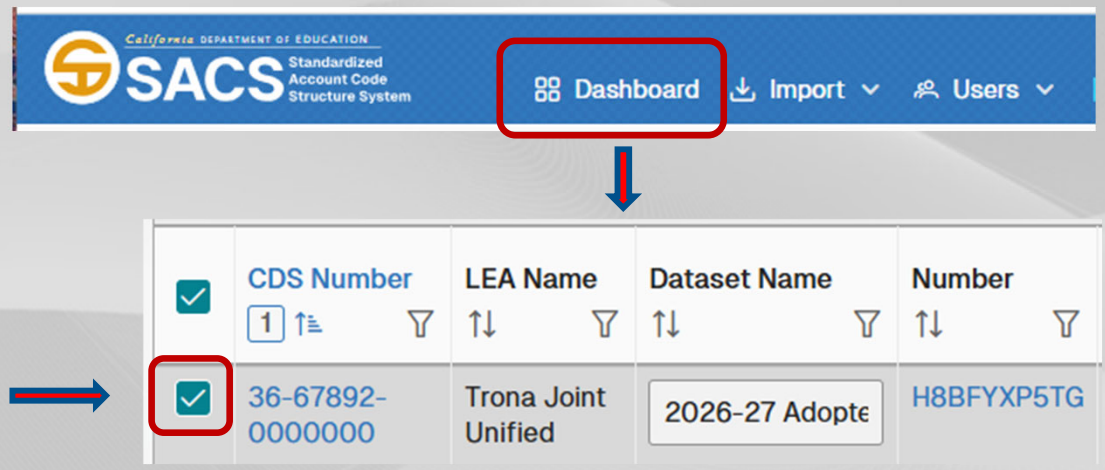
❖ Under Phase select All & under Display select Exceptions Only

Steps to Promote file to SBCSS

1. Ensure Dataset is Unlocked

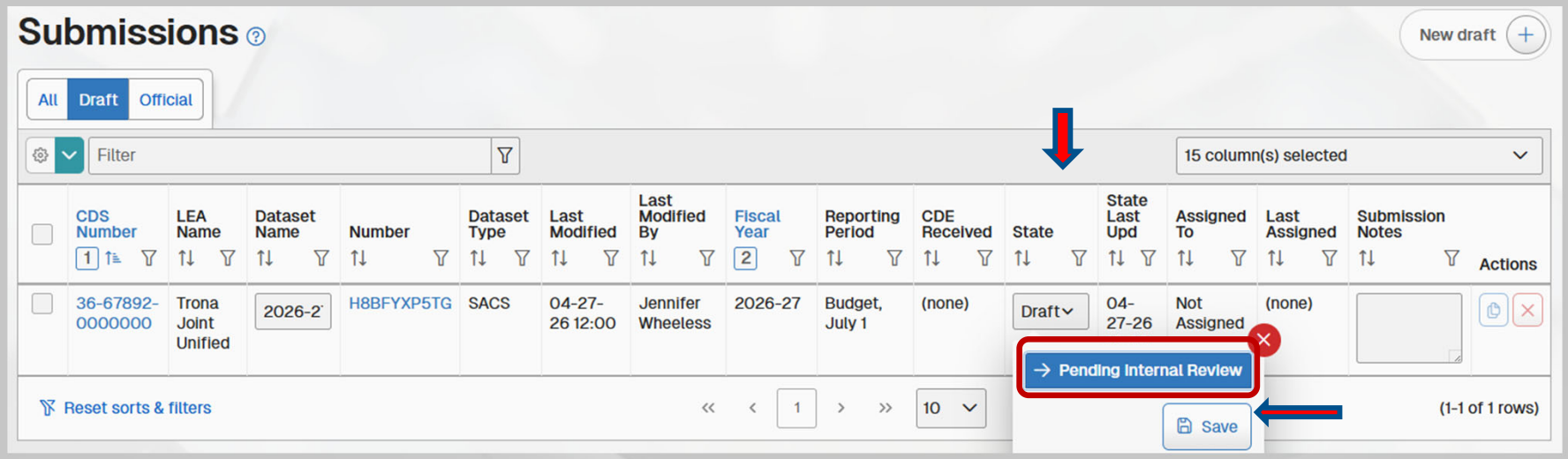


2. Go to Dashboard > Select Dataset by Clicking in Box

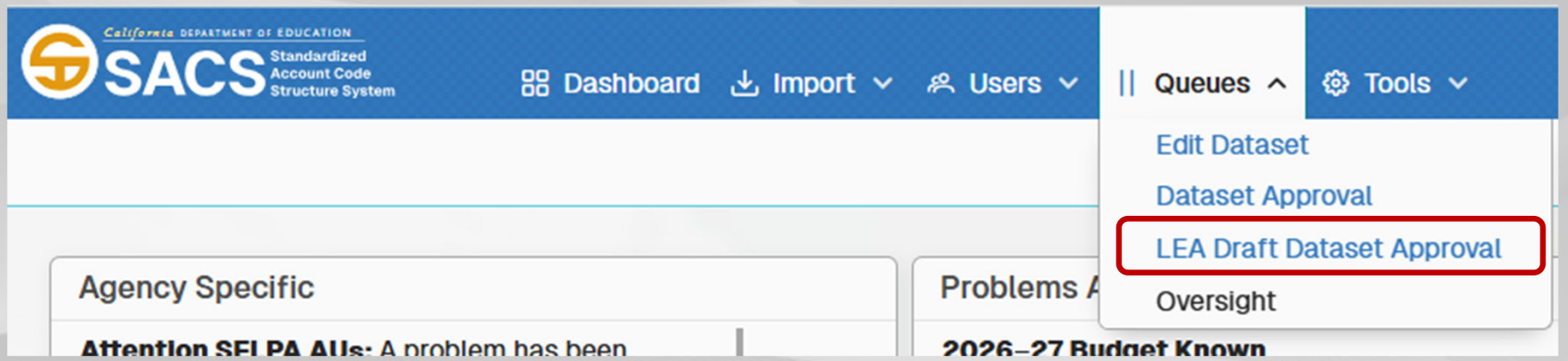


Steps to Promote file to SBCSS

3. From State Dropdown, Select **Pending Internal Review** > Save

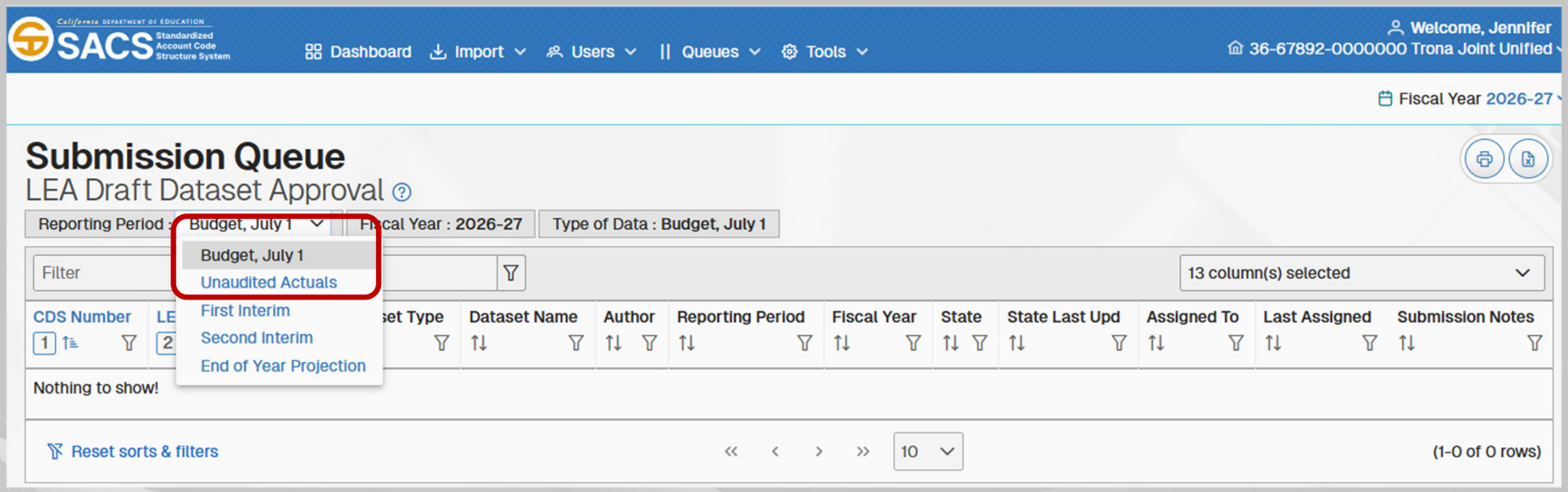


4. From Queues Dropdown, select **LEA Draft Dataset Approval**

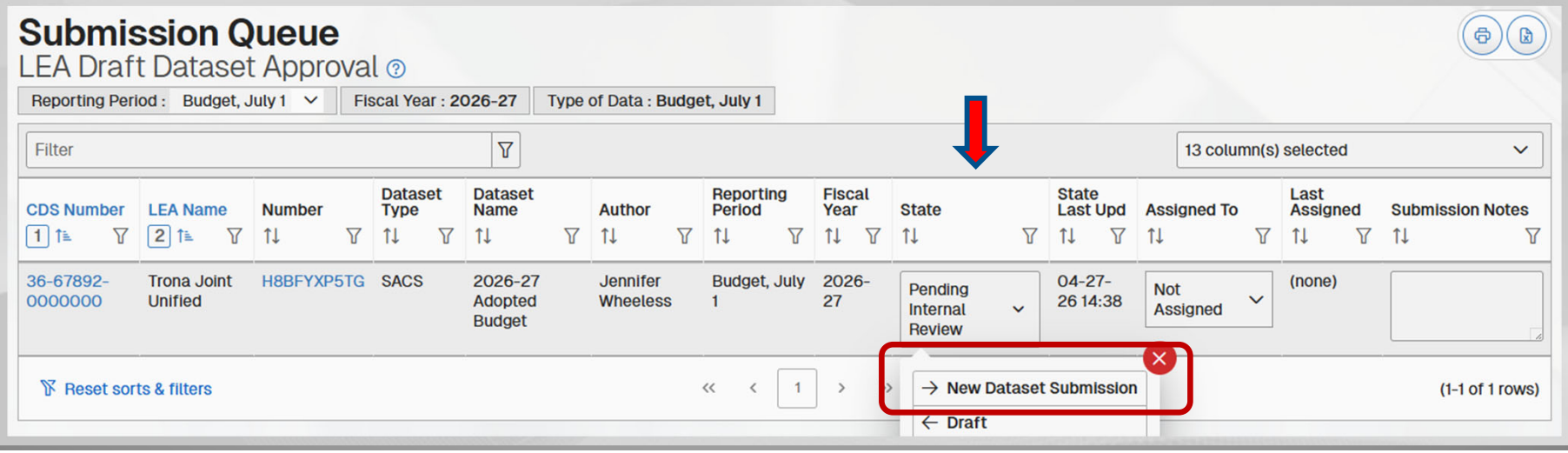


Steps to Promote file to SBCSS

5. From Reporting Period Dropdown, Select **Budget, July 1**

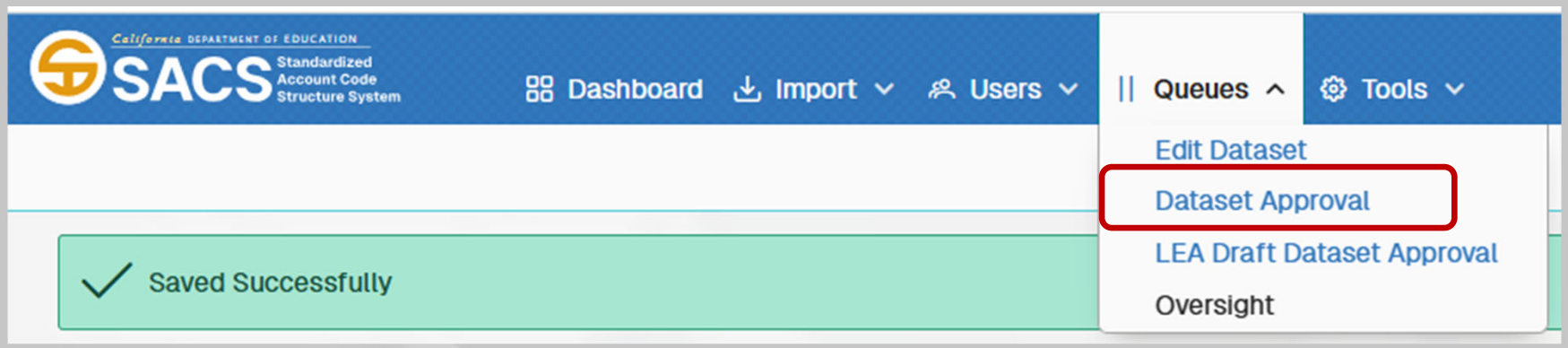


6. From State Dropdown, Select **New Dataset Submission**

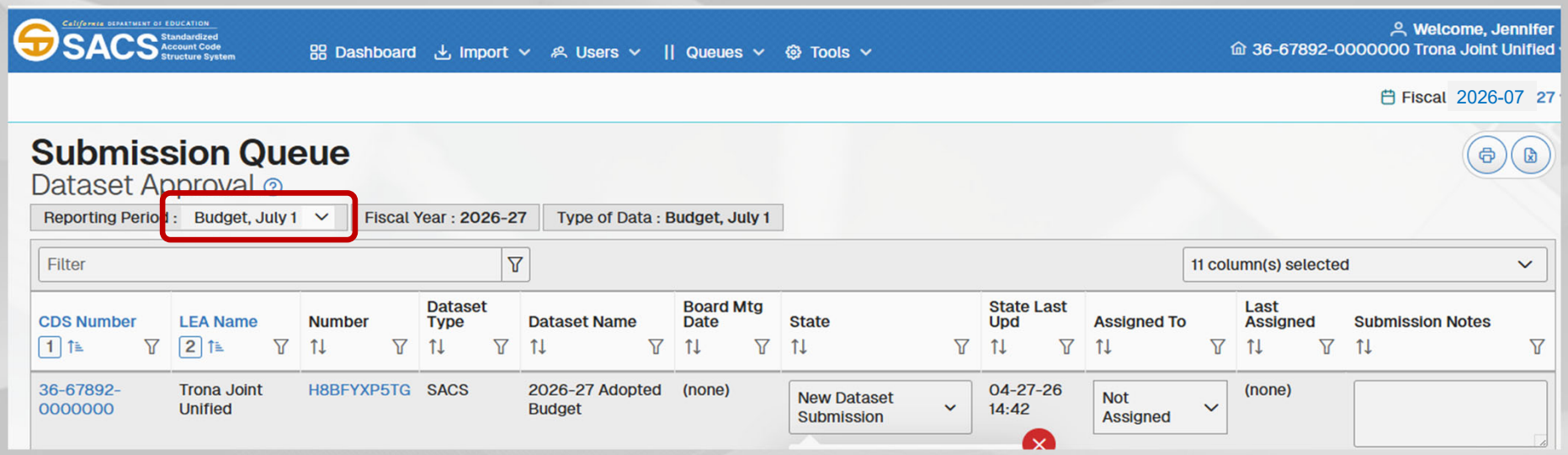


Steps to Promote file to SBCSS

7. From Queues Dropdown, Select **Dataset Approval**

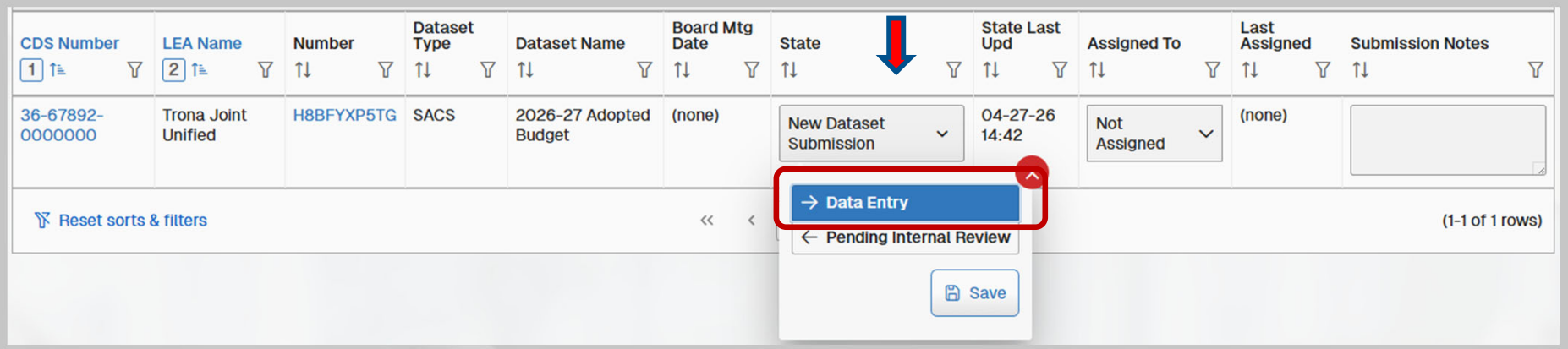


8. In Submission Queue, Click the Reporting Period Dropdown and Select **Budget, July 1**

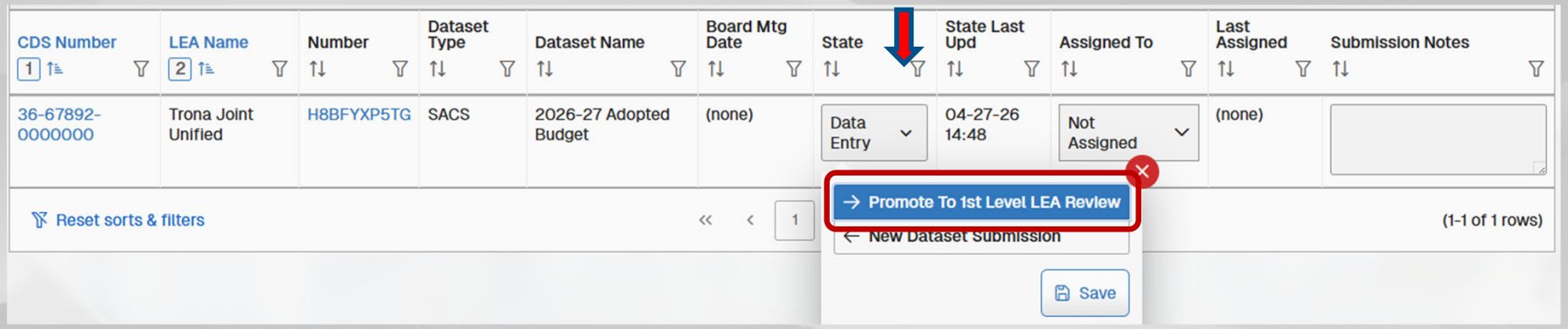


Steps to Promote file to SBCSS

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



Steps to Promote file to SBCSS

To Promote file AGAIN if sent back from COE due to Errors

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

The Steps can be found on our BAS Workshop website at

https://www.sbcss.net/fs/resource-manager/view/52144922-8b29-4c54-bf24-b011e65aeb6d