Tagged Student Interchange Files

Tagging Student Interchange files is an option upon file upload of the Student Demographic (DEM) or Student School Association (SSA) file allowing the LEA to track information for a count day collection such as Student October (OCT) or Special Education December (DEC) separate from the more recent, untagged, file. LEAs who regularly upload interchange files in an effort to keep their current SIS data up-to-date and error free may find the tag option beneficial because the OCT and DEC collections expect data to reflect what was true on that specific day. *Tagging files is an option for LEAs who find this to be beneficial to their workflow but* ***is not required.***

Example: Student whose homeless status changed mid-year as reflected across tagged files.

SASID	Homeless	SIS Data Date	Tag	Note
xxxxxxxxxx	0 (Not Homeless)	10/1	OCT	Reflects what was true in the SIS as of 10/1 but may have been uploaded at any point in the OCT collection. Assumes LEA has a method for extracting SIS data as of a set date.
xxxxxxxxxx	3 (in physical custody of guardian)	11/20	(none)	Data extracted and uploaded on 11/20 reflecting what was true in the SIS on this date.
xxxxxxxxxx	4 (not in physical custody of guardian)	12/1	DEC	Reflects what was true in the SIS as of 12/1 but may have been uploaded at any point in the DEC collection. Assumes LEA has a method for extracting SIS data as of a set date.
xxxxxxxxxx	4 (not in physical custody of guardian)	2/5	(none)	Replaces the untagged file previously uploaded based on what was true in the SIS on this date.

Reminder: Some demographic fields, such as homeless, are cumulative in nature. Once a status becomes true it remains true until the end of the reporting year unless a new, more impactful, status is added. A student would not move from yes to no during the year. The reporting year ends 06/30 each year.

How do you know if records have been tagged?

Use the **Batch Maintenance screen** under **File Upload** in **Data Pipeline** to review the status of an uploaded file. The screen lists all uploaded files and indicates if the file was tagged for OCT, DEC. Untagged files have a blank in the tag code column. This screen also shows the record count, error count, and processed status of the file.

Advantages/Disadvantages

Tagging files is not required. There are some advantages and disadvantages to consider when tagging Student Interchange files to determine if it is beneficial to the LEA's workflow.

Should I tag?

Tagging may make it easier for you to know which data sets you are working with. If you tag for Student October (OCT) or December Count (DEC), ensure your data is as of those count dates. If your SIS does not have the option to extract data as of a specified date, then tagging may not be for you.

Tagging only applies to the Student Demographic (DEM) and Student School Association (SSA) files. The Graduation Guidelines (GG) and Adjustment (ADJ) files do not offer a tagging option.

Advantages

- Easier to verify data (for certain collections/time periods)
- Clearer that you include the correct students and data.
- Easier data management
- Allows for validating your data for multiple snapshots simultaneously

Disadvantages

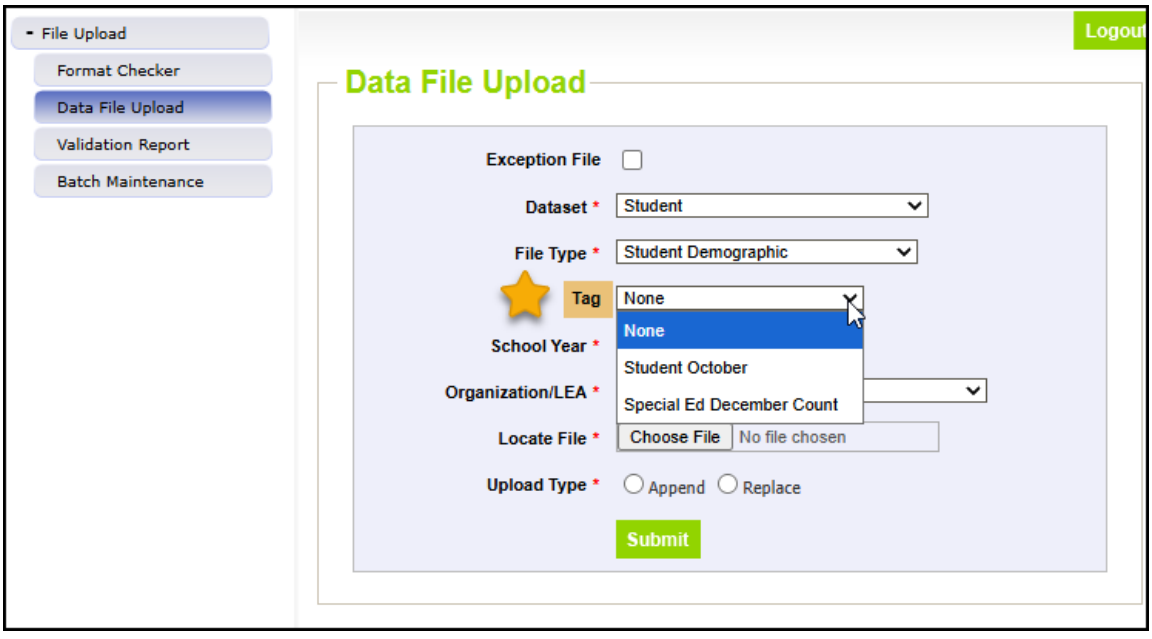
- Possibly more work as errors should be cleared on both tagged and untagged files
- Could cause more errors/confusion throughout different collections
- If you tag files for OCT or DEC, you must be sure to upload untagged files for use in other snapshots
- Some CEDAR/COGNOS reports only show data for untagged interchange files

Data Pipeline Screens

Tags are shown in drop down menus on applicable data pipeline screens for the DEM and SSA files.

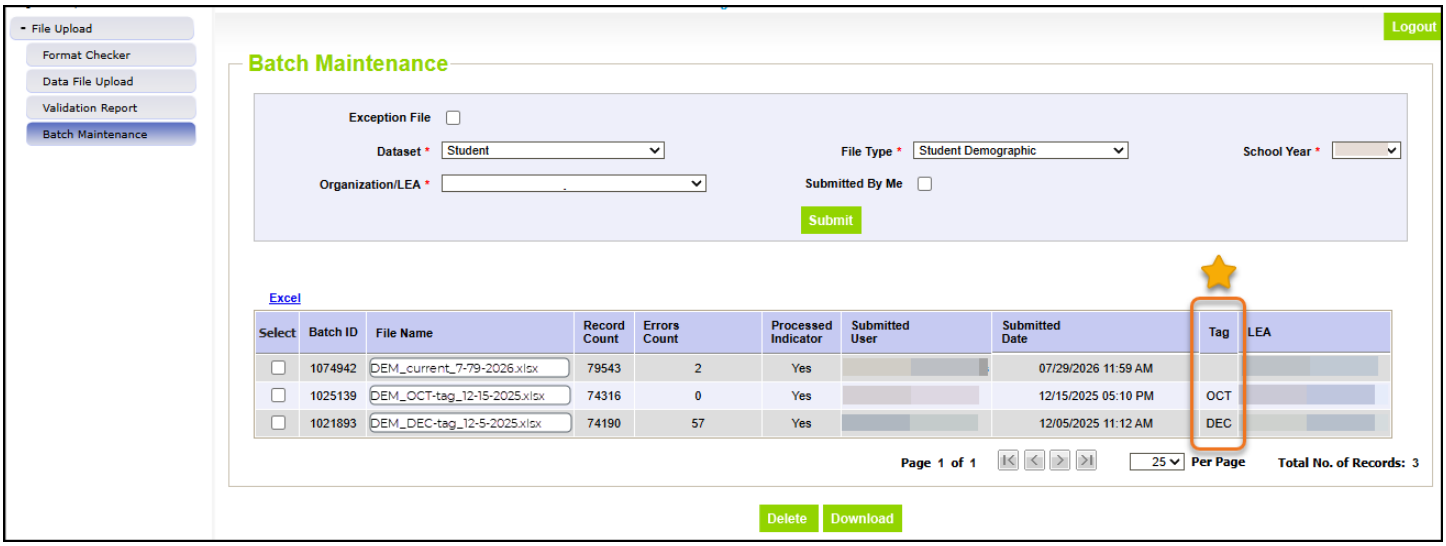
File Upload

The tag dropdown menu is optional and defaults to 'none' if no specific tag is chosen.



Batch Maintenance

The Tag column shows if the file is tagged for OCT or DEC collection. Untagged files (tag = none) show with blanks in this column.



Reminder: LEAs are encouraged to save and name their files in a meaningful way to their workflow.

Pipeline Error Report

The Tag dropdown on the pipeline error report screen defaults to 'All' which combines the list of errors and warnings across all uploaded files. Use this dropdown to view the specific errors or warnings for a tagged or untagged file.



Add Record and Edit Record

Both the add record and edit record screens also include tag as a dropdown option. These two screens are designed for use in the final phase of the Student End of Year collection when only untagged DEM and SSA files are used.