

Add Attendance Recovery Program Records using the Import File option on the Federal/State Program Updater

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Tool Search: Federal/State Program Updater

The [Federal/State Program Updater](#) (FSPU) allows State Edition and District Edition users to import federal or state program participation data using an import file. Users can also add, edit, or delete federal or state program participation data using an Ad hoc filter.

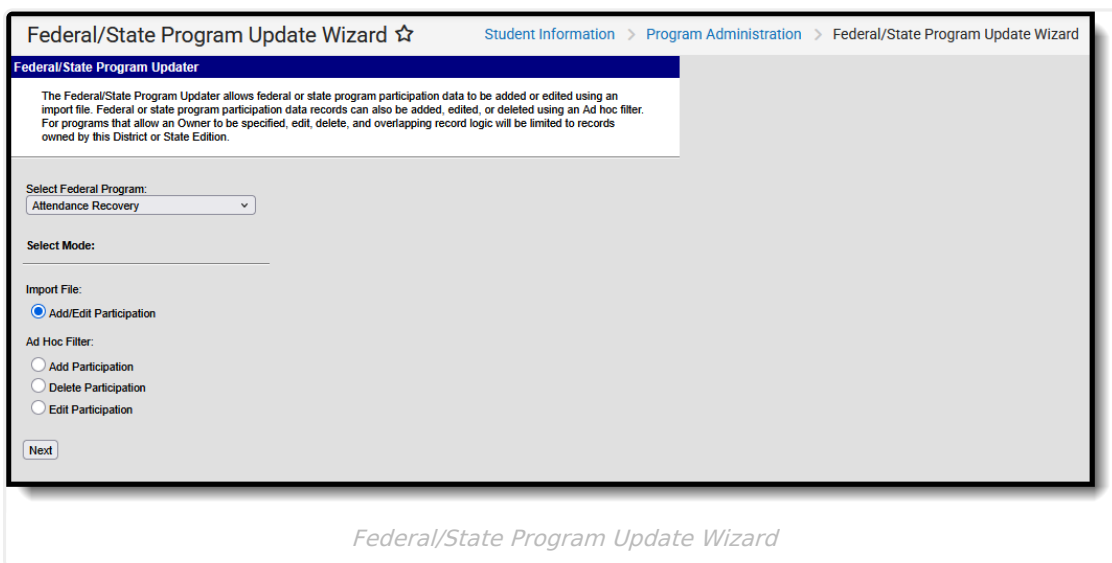
Records can also be imported for Attendance Recovery (AR) using the same file used when requesting new SSIDs, a current Ad hoc filter, or another file that includes the student's SSID.

Use this tool to:

- Create Attendance Recovery Program records.
- Add Attendance Recovery Program Services records for Days Used.
- Add Attendance Recovery Program Services records for Hours Earned.

The FSPU can be used to add and maintain Attendance Recovery records when using the manual process to manage records, particularly when program attendance for recovery programs is recorded outside of Campus.

The import can be run daily (consider creating a daily task using the Task Scheduler). Every time the import runs, the total hours earned for students are updated.



Before you start

- Review the [Federal/State Program Updater](#) article for a general understanding of the tool.
- See the [Federal/State Program Updater Tool Rights](#) article for details on available tool rights.
- Create a list of students who require Attendance Recovery Program records and/or have existing Attendance Recovery records. This can come from the Filter Designer, the SSID file, an existing Google Sheet, or an Excel file. Verify the list of students includes their SSID.

Every student can be assigned an Attendance Recovery Program record without that record affecting reporting. Attendance hours are not reported on the Program record; the hours are recorded on the Program Services record.

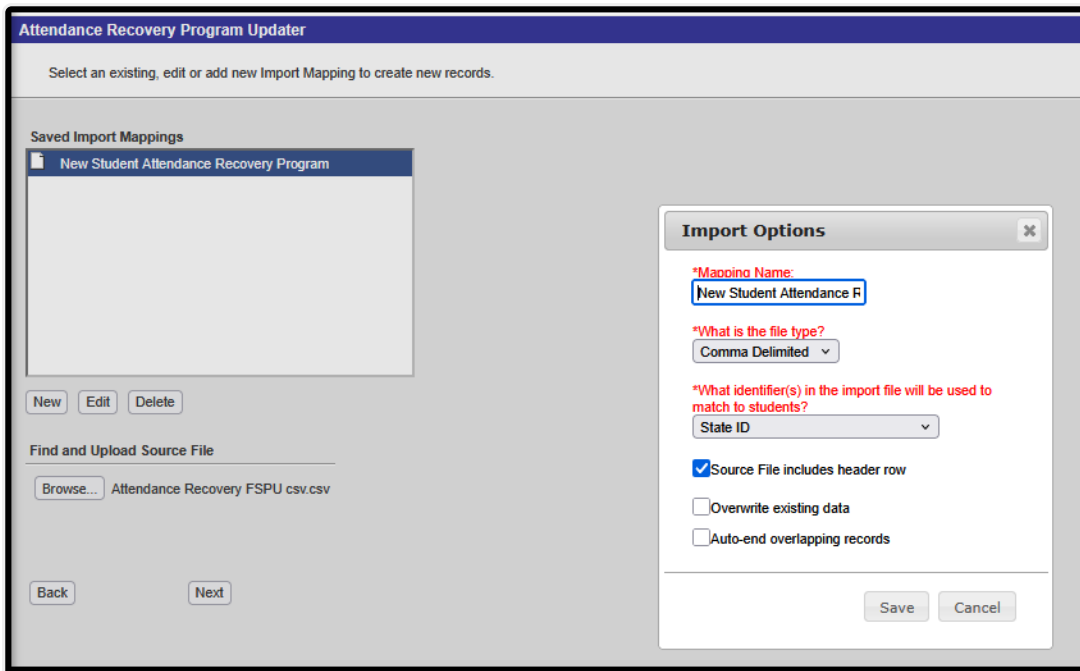
This task creates only the Program record by importing a file.

Step 1. Select Program and Mode

1. Select **Attendance Recovery** from the Select Federal Program dropdown list.
2. Select **Import File: Add/Edit Participation** from the Select Mode list of radio buttons.
3. Click **Next**.

Step 2. Create a new Import Mapping

1. Click **New**. An **Import Options** modal displays.
2. Enter the **Mapping Name** that identifies what is included in the mapping, e.g., *Student Attendance Recovery Program Records 011426*.
3. Select the correct file type in the **What is the file type?** Options are Comma Delimited or Tab Delimited.
4. Select the correct identifier for the records in the **What identifier(s) in the import file will be used to match to students?** Options are State ID, Last Name/First Name/Birth Date, or Person ID. **Best Practice is to match to the student's State ID when possible.**
5. Mark the remaining checkboxes when your file includes the following:
 - Source File includes a header row
 - Overwrite existing data
 - Auto-end overlapping records
6. Click **Save**. The import record is available in the **Saved Import Mappings** window.



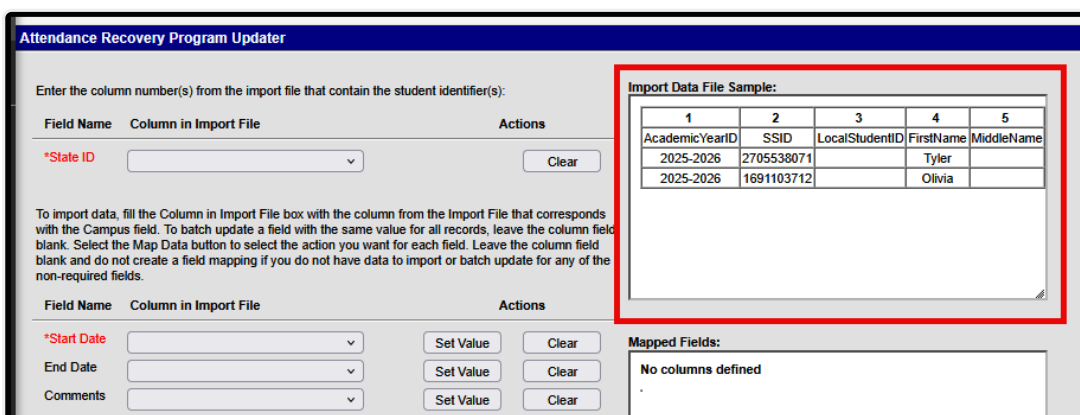
Creation of a new import mapping for importing Attendance Recovery Program Records

Step 3. Upload the Source File

1. Click **Browse** to locate the source file to import on your device.
2. Select the file from your device location and click Open on the File Upload window. The selected file is listed next to the Browse button.
3. Click **Next** to map the fields in the source file to the saved import mappings.

Step 4. Map the Import Mapping to the Source Fields

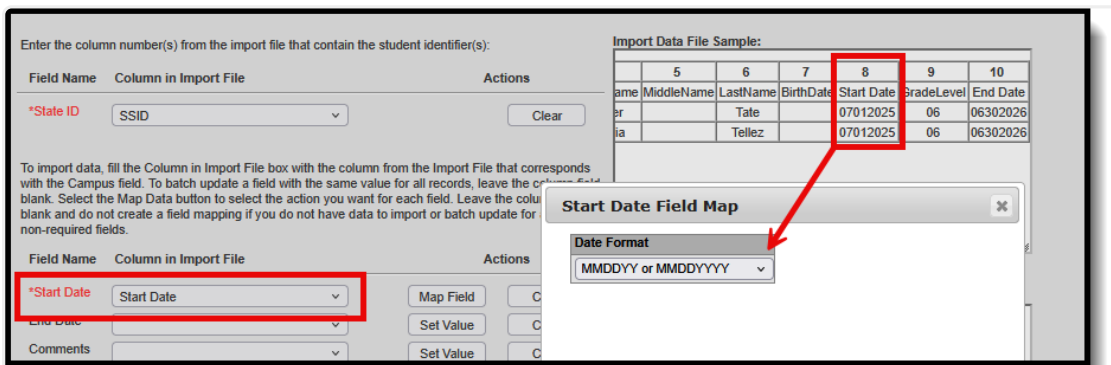
When you created the import mapping, you chose how to map the data to the selected students. Now you are going to use that entry to test and eventually import the data in the source file to create Attendance Recovery Program Records.



FSPU - Mapped File Data Column Assignment

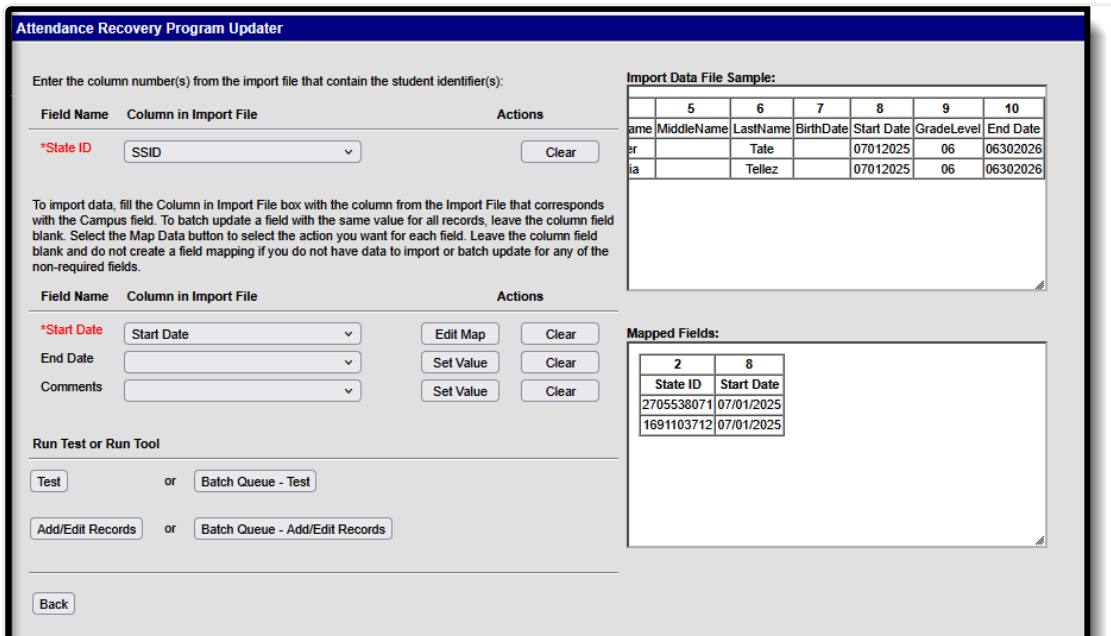
The columns from the source file are displayed in the Import Data File Sample (see image above), with each column from that file assigned a corresponding number.

1. Enter the column header name from the import file that contains the student identifier. For the field name **State ID**, select **SSID** from the Column in Import File field. That field is then displayed in the **Mapped Fields** window.
2. Enter the column header name from the import file that contains the student's **Start Date**. In this example, the start date is column 8.
3. Date fields need to be mapped to a specific format. After selecting Start Date in the **Column in Import File** field, click **Map Field**. Select the **Date Format** in the **Start Date Field Map** modal. In this example, the date format is MMDDYYYY. Select that option from the dropdown field and click **Save**. That field is then displayed in the **Mapped Fields** window.



Start Date Format Selection

When finished, the Mapped Fields window includes the columns for State ID and Start Date.



Completed Mapped Fields

The SSID and Start Date are the only required values to be mapped. However, you can also map the End Date and any Comments, if desired. Comments may not be in the source file, so instead of

mapping a value, you can **Set the Value** with a comment that will be added to each student's record that is created. This might be useful to track who created the records and when they were entered.

To include a Comment in the Mapped Fields:

1. Click **Set Value** for the Comments.
2. In the **Comments Field Set Value**, enter the desired comment to import with each student's record.
3. Click **Save**. The Comments field is added to the Mapped Fields.

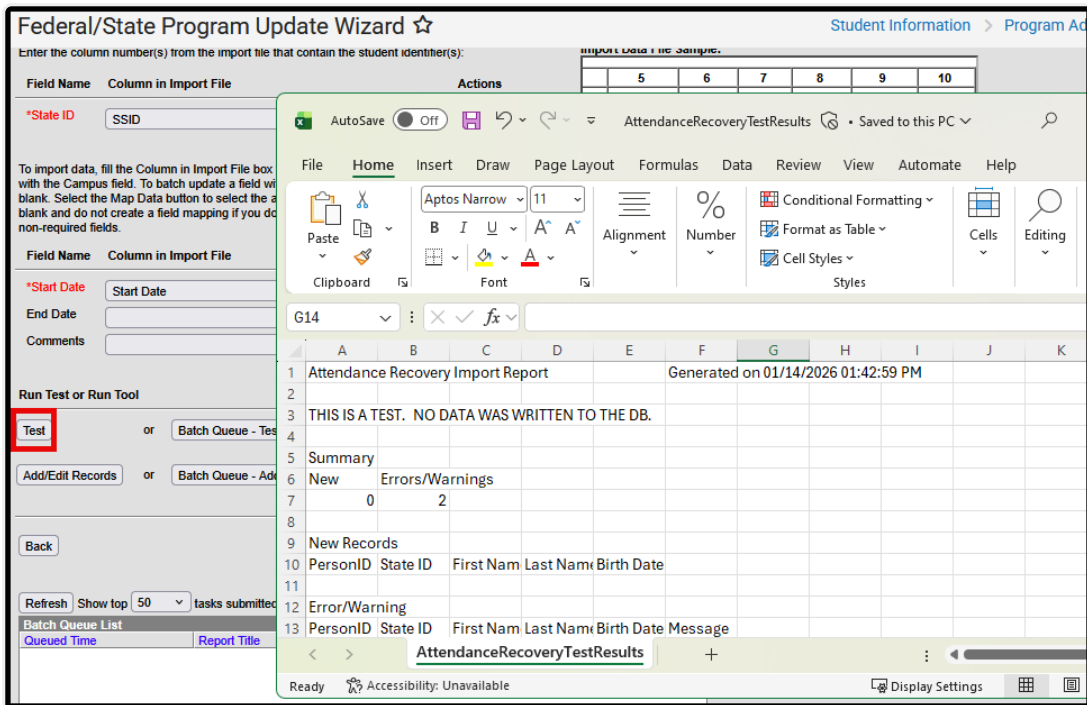
The screenshot shows the 'Attendance Recovery Program Updater' application. It features a main window with several sections: 'Enter the column number(s) from the import file that contain the student identifier(s):', 'Import Data File Sample:' (with a table), 'Field Name' and 'Column in Import File' mapping tables, 'Run Test or Run Tool' buttons, and a 'Back' button. A 'Comments Field Set Value' dialog box is open, showing a text input field with the text 'created 1.14.26 using ESPU' and 'Save' and 'Cancel' buttons. A red box highlights the 'Set Value' button in the main interface, and a red arrow points from it to the dialog box.

Set a Value for a field not included in the Source Field

Step 5. Test the import

Before adding or editing the records, test the import first. This allows you to edit the source file or the mapped fields without altering any records.

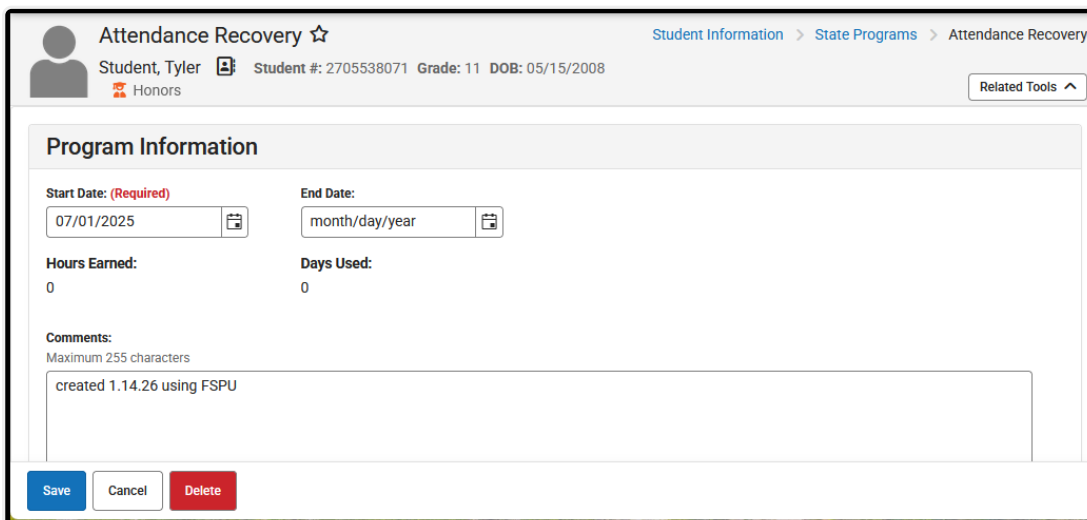
1. In the **Run Test or Run Tool** section, click **Test**. A CSV file displays in your downloads that lists what data is imported and if there were any errors.
2. If there are errors or warnings, make adjustments to the import file and test the record again.
3. If there are no errors or warnings, the file can be imported.



Test the FSPU Import

Step 6. Import records

1. In the **Run Test or Run Tool** section, click **Add/Edit Records**. A CSV file displays in your downloads that lists what data is imported.
2. Navigate to the Attendance Recovery Program Record for one of the students who was imported. A new record with the selected start date and any comments displays.



Attendance Recovery Program Record Added Through FSPU

What's next

- Create Attendance Recovery Program Services records for Earned Hours and Days Used.

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