

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.

Federal/State Program Update Wizard ☆

Student Information > Program Administration > Federal/State Program Update Wizard

Federal/State Program Updater

The Federal/State Program Updater allows federal or state program participation data to be added or edited using an import file. Federal or state program participation data records can also be added, edited, or deleted using an Ad hoc filter. For programs that allow an Owner to be specified, edit, delete, and overlapping record logic will be limited to records owned by this District or State Edition.

Select Federal Program:

Select Mode: _____

Import File: Add/Edit Participation

Ad Hoc Filter:

Add Participation
 Delete Participation
 Edit Participation

Federal/State Program Update Wizard

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.

Attendance Recovery Program Updater

Select an existing, edit or add new Import Mapping to create new records.

Saved Import Mappings

New Student Attendance Recovery Program

New Edit Delete

Find and Upload Source File

Browse... Attendance Recovery FSPU csv.csv

Back Next

Import Options

*Mapping Name:

*What is the file type?

*What identifier(s) in the import file will be used to match to students?

Source File includes header row

Overwrite existing data

Auto-end overlapping records

Save Cancel

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.

Attendance Recovery Program Updater

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

Field Name	Column in Import File	Actions
*State ID	<input type="text"/>	<input type="button" value="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	<input type="text"/>	<input type="button" value="Set Value"/> <input type="button" value="Clear"/>
End Date	<input type="text"/>	<input type="button" value="Set Value"/> <input type="button" value="Clear"/>
Comments	<input type="text"/>	<input type="button" value="Set Value"/> <input type="button" value="Clear"/>

Import Data File Sample:

1	2	3	4	5
AcademicYearID	SSID	LocalStudentID	FirstName	MiddleName
2025-2026	2705538071		Tyler	
2025-2026	1691103712		Olivia	

Mapped Fields:

No columns defined

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.

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

Field Name	Column in Import File	Actions
*State ID	SSID	<input type="button" value="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 non-required fields.

Field Name	Column in Import File	Actions
*Start Date	Start Date	<input type="button" value="Map Field"/>
End Date		<input type="button" value="Set Value"/>
Comments		<input type="button" value="Set Value"/>

Import Data File Sample:

	5	6	7	8	9	10
Name	MiddleName	LastName	BirthDate	Start Date	GradeLevel	End Date
Per		Tate	07012025	06	06302026	
lia		Tellez	07012025	06	06302026	

Start Date Field Map

Date Format
 MMDDYYYY or MMDDYYYYY



Start Date Format Selection

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

Attendance Recovery Program Updater

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

Field Name	Column in Import File	Actions
*State ID	SSID	<input type="button" value="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	Start Date	<input type="button" value="Edit Map"/>
End Date		<input type="button" value="Set Value"/>
Comments		<input type="button" value="Set Value"/>

Run Test or Run Tool

<input type="button" value="Test"/>	or	<input type="button" value="Batch Queue - Test"/>
<input type="button" value="Add/Edit Records"/>	or	<input type="button" value="Batch Queue - Add/Edit Records"/>

Import Data File Sample:

	5	6	7	8	9	10
Name	MiddleName	LastName	BirthDate	Start Date	GradeLevel	End Date
Per		Tate	07012025	06	06302026	
lia		Tellez	07012025	06	06302026	

Mapped Fields:

2	8
State ID	Start Date
2705538071	07/01/2025
1691103712	07/01/2025

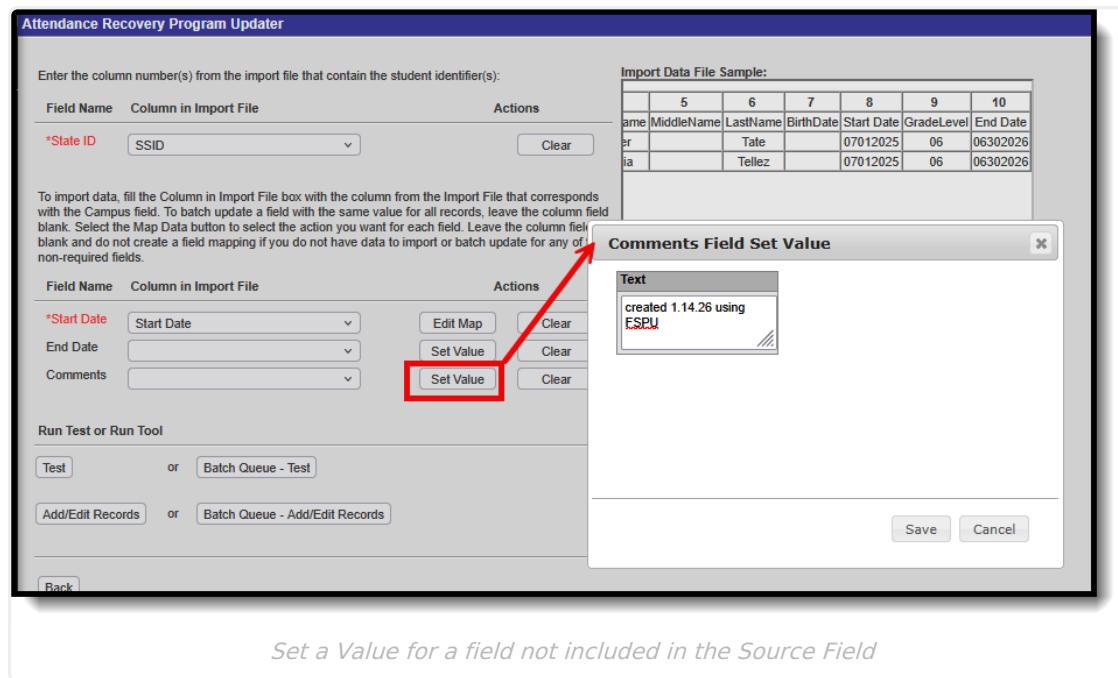
Completed Mapped Fields

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.



Attendance Recovery Program Updater

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

Field Name	Column in Import File	Actions
*State ID	SSID	<input type="button" value="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	Start Date	<input type="button" value="Edit Map"/> <input type="button" value="Clear"/>
End Date		<input type="button" value="Set Value"/> <input type="button" value="Clear"/>
Comments		<input type="button" value="Set Value"/> <input type="button" value="Clear"/>

Run Test or Run Tool

or

or

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

Comments Field Set Value

Text

created 1.14.26 using ESEU

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.

Federal/State Program Update Wizard ☆

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

Field Name	Column in Import File	Actions	Import Data File Sample								
*State ID	SSID	AutoSave (Off)	AttendanceRecoveryTestResults (Saved to this PC)								
To import data, fill the Column in Import File box with the Campus field. To batch update a field with a blank. Select the Map Data button to select the a blank and do not create a field mapping if you do not require fields.											
<table border="1"> <thead> <tr> <th>Field Name</th> <th>Column in Import File</th> </tr> </thead> <tbody> <tr> <td>*Start Date</td> <td>Start Date</td> </tr> <tr> <td>End Date</td> <td></td> </tr> <tr> <td>Comments</td> <td></td> </tr> </tbody> </table>				Field Name	Column in Import File	*Start Date	Start Date	End Date		Comments	
Field Name	Column in Import File										
*Start Date	Start Date										
End Date											
Comments											
Run Test or Run Tool <input checked="" type="button"/> Test or <input type="button"/> Batch Queue - Test											
<input type="button"/> Add/Edit Records or <input type="button"/> Batch Queue - Add											
<input type="button"/> Back											
<input type="button"/> Refresh Show top 50 tasks submitted											
Batch Queue List <table border="1"> <thead> <tr> <th>Queued Time</th> <th>Report Title</th> </tr> </thead> <tbody> <tr> <td>AttendanceRecoveryTestResults</td> <td>AttendanceRecoveryTestResults</td> </tr> </tbody> </table>				Queued Time	Report Title	AttendanceRecoveryTestResults	AttendanceRecoveryTestResults				
Queued Time	Report Title										
AttendanceRecoveryTestResults	AttendanceRecoveryTestResults										

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 ☆

Student, Tyler Student #: 2705538071 Grade: 11 DOB: 05/15/2008 Honors

Related Tools

Program Information

Start Date: (Required)	End Date:
07/01/2025	month/day/year
Hours Earned:	Days Used:
0	0
Comments: Maximum 255 characters created 1.14.26 using FSPU	

Save Cancel Delete

Attendance Recovery Program Record Added Through FSPU

What's next

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

- .sdfsdf
