

Installation How-To Guide - Add Attendance Recordy JUST THE PIECES

Last Modified on 02/16/2026 10:39 am CST

INCLUDES ALL PIECES OF INSTALLATION TEMPLATE, CROSSED OUT IF NOT USED

Tool Search: Federal/State Program Updater

Introduction

{LABELING THIS SECTION FEELS UNNECESSARY}

SAME INTRO TEXT FROM HOW-TO GUIDE SAMPLE ARTICLE

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 begin

SAME AS BEFORE YOU START? CURRENT HTG TEMPLATE DOESN'T HAVE INTRO SENTENCE TO BEFORE YOU START, BUT CONCEPT IS THE SAME

Before installing {version number}, ensure you have:

- 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.

About the "Before you begin" section

In this section, explain the prerequisites. Prerequisites tell the user what they require to accomplish a goal, such as:

- Necessary dependencies or packages.
- Required version for your system or other system requirements.
- Specialist knowledge or skills.

ABOUT INFO FROM INSTALLATION GUIDE TEMPLATE

About the "Before you begin" section

{This section is optional}

This section describes what your users need to know, or need to have before they attempt the how-to. By stating the requirements up front, you prevent your users from getting halfway through and discovering that they need to go and read other documentation before they can continue.

Use this section to communicate any prerequisites for this how-to, such as:

- Familiarity with the application
- Software and tools needed
- Environments to set up and configure
- Authentication and authorization information
- Other guides or information to read
- Links to procedures or information, or any useful pointers about how to get what they need.

For easy understanding, consider grouping prerequisites into categories such as background knowledge and software prerequisites.

Optionally, provide cues that signal to a user that they're probably in the wrong place and offer more suitable options. For example, If you are a Linux user, refer to {link to relevant Linux how-to guide}.

ABOUT INFO FROM HOW-TO GUIDE TEMPLATE

Installation steps

The following procedure explains how to use the Federal/State Program Update to create Attendance Recovery Program records for students.

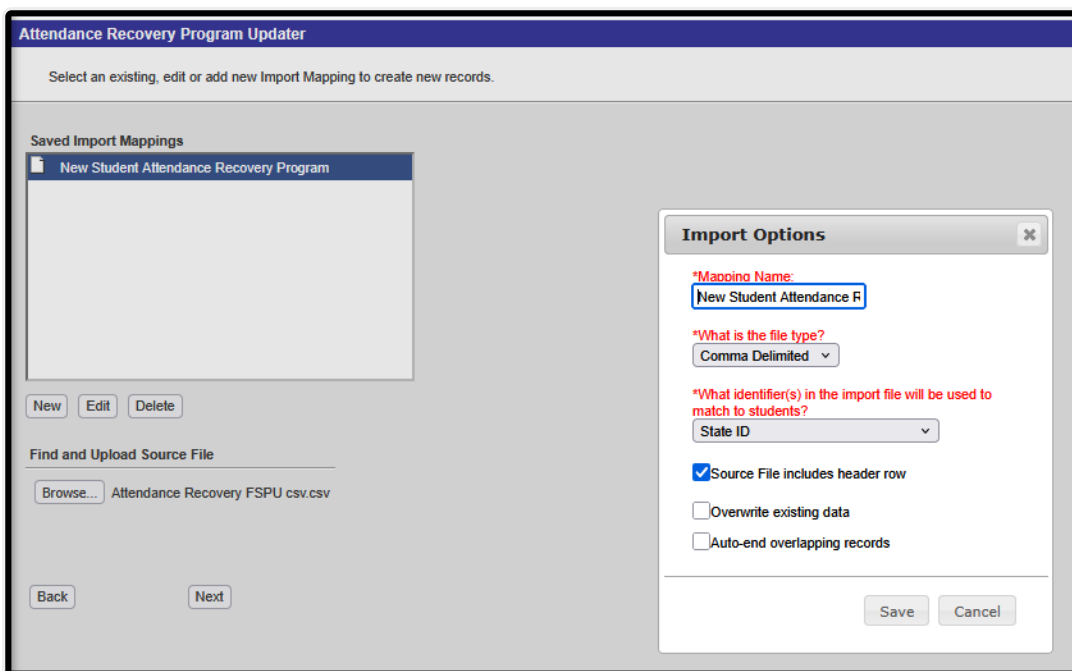
Every student can be assigned an Attendance Recovery Program record without that record affecting reporting. Attendance hours are not reported on the Program record; the hours are recorded on the Program Services record.

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.



The screenshot shows the 'Attendance Recovery Program Updater' window. On the left, under 'Saved Import Mappings', there is a list with 'New Student Attendance Recovery Program'. Below this are 'New', 'Edit', and 'Delete' buttons. Further down is the 'Find and Upload Source File' section with a 'Browse...' button and the filename 'Attendance Recovery FSPU csv.csv'. At the bottom are 'Back' and 'Next' buttons. On the right, the 'Import Options' modal is open. It contains the following fields and options:

- *Mapping Name:** A text box containing 'New Student Attendance R'.
- *What is the file type?:** A dropdown menu set to 'Comma Delimited'.
- *What identifier(s) in the import file will be used to match to students?:** A dropdown menu set to 'State ID'.
- ☒ **Source File includes header row**
- ☐ **Overwrite existing data**
- ☐ **Auto-end overlapping records**

At the bottom of the modal are 'Save' and 'Cancel' buttons.

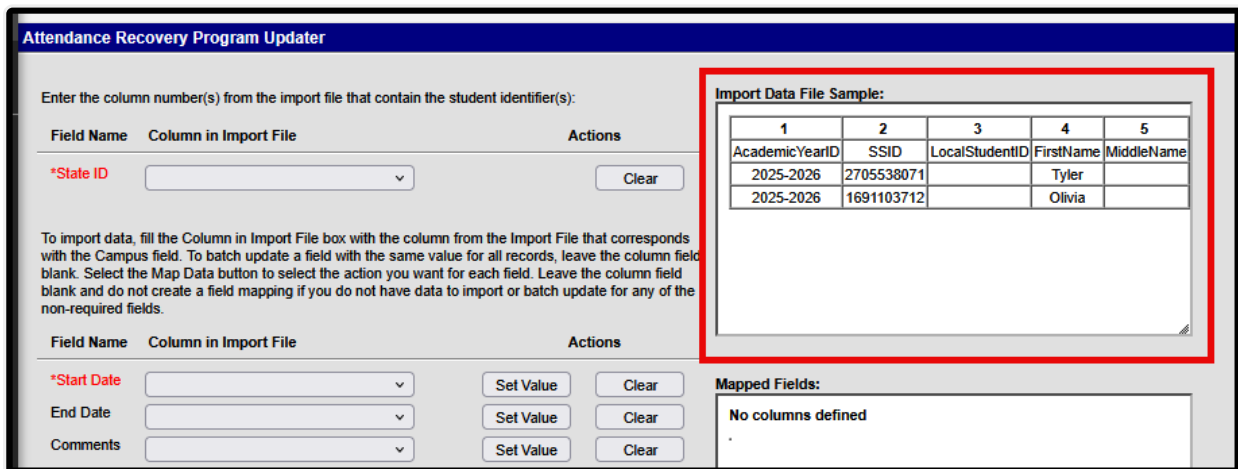
Creation of a new import mapping

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.

That's not the end, but we get it.

It's OWL great!

Troubleshooting

THIS SECTION FEELS HELPFUL. WE MAY NOT ALWAYS HAVE INFO TO PUT HERE

{This section helps solve problems encountered during installation. Start with a problem statement, then indicate the cause(s) and provide a solution. Additional information can be added (e.g., restart the computer)}.

{Add a warning note and highlight in color if the action has the potential to affect security.

Communicating with the product engineers and programmers is essential to keep this section up-to-date.}

{Problem title: ...}

{Optional: More details about the **problem**.}

{Optional: More details about the **cause(s)** of the problem.}

Solution: {Solution to the problem...}

Contact: {Support/contact information for issue reports and feedback...}

{Problem title: ...}

...

~~Next steps~~ What's next?

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