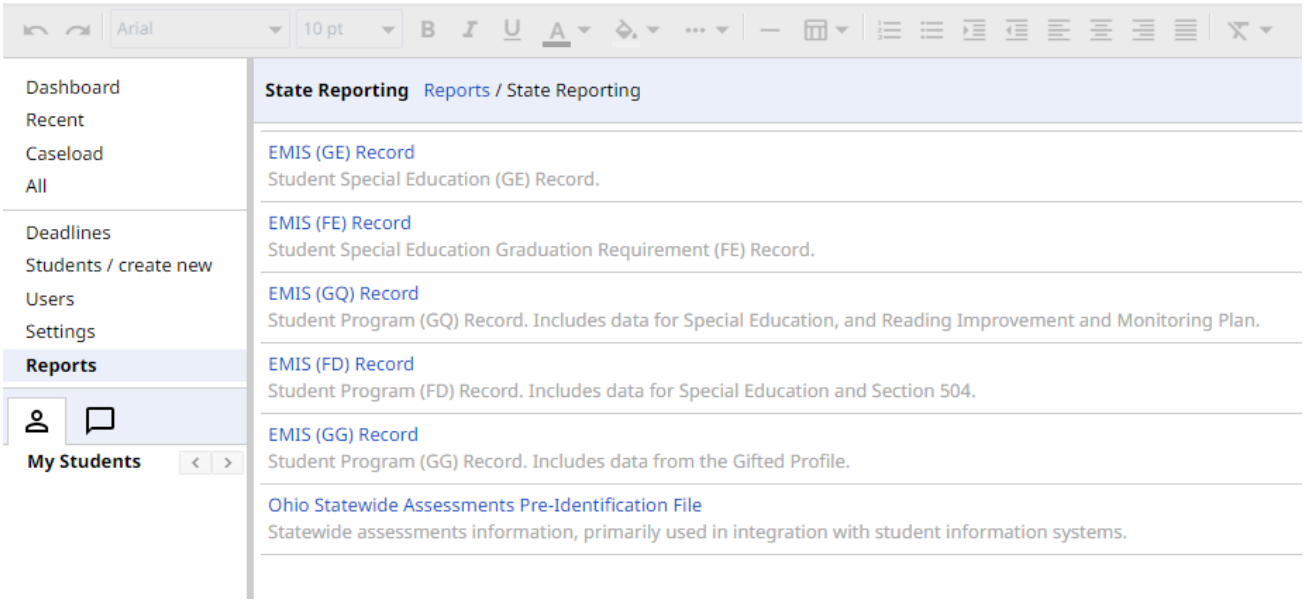
Extraction/Import of Files from SameGoal to StudentInformation

**Before extracting files from SameGoal, be sure that documents (IEP's, ETR's, etc.) are marked as complete in SameGoal.*

Step 1-To generate an extract out of SameGoal - select Reports from the side navigation menu, then click State Reporting. You will be brought to a screen upon which you will select the EMIS record that you want to extract:



Step 2-Begin by selecting the EMIS (GE) Record.

Step 3-You are prompted to select specific line items based on what you want to extract:

LEAs: By default, your current LEA will be selected. Be careful to not accidentally run the report for multiple domains if you have access to do so.

Record Types: It is good practice to run the report with Invalid first so as to clear up pre-existing errors. Once cleanup is complete, select Valid records for the actual extract file.

Building: Select the Building(s) for which you want to extract the EMIS data.

District Enrollment: Select the enrollment status of which you want to extract the data.

All: Selected by default that encompasses all student statuses

Pre-enrolled: Active status that is typically pre-K students that have not yet enrolled

Enrolled: Active status students

Transferred: Inactive status

Withdrew: Inactive status

Dropped Out: Inactive status

Graduated: Inactive status

Historical/Other: Inactive status- Used when StudentInformation has a different reason or does not include a reason for a student's inactive status

Historical/Idle: Inactive status - A special enrollment status for students whom have not been updated in a set amount of time:

- **Integrated students:** Set to Historic/Idle after 2 weeks of inactivity if the integration ran each week but the student was not in the integration.

- **Non-integrated students:** Set to Historic/Idle after 5 quarters of inactivity (no edits to **Details** tab, no document creations/edits, etc.). This provides ample time for a student to be updated through the completion of annual documentation, even if completed slightly later than required.

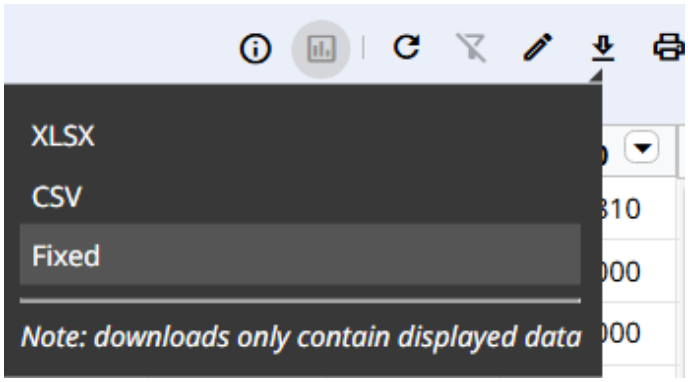
Fiscal Year: Typically, you would be pulling information for the current school year

Record Date: Optional field to use a set date rather than the Fiscal Year option

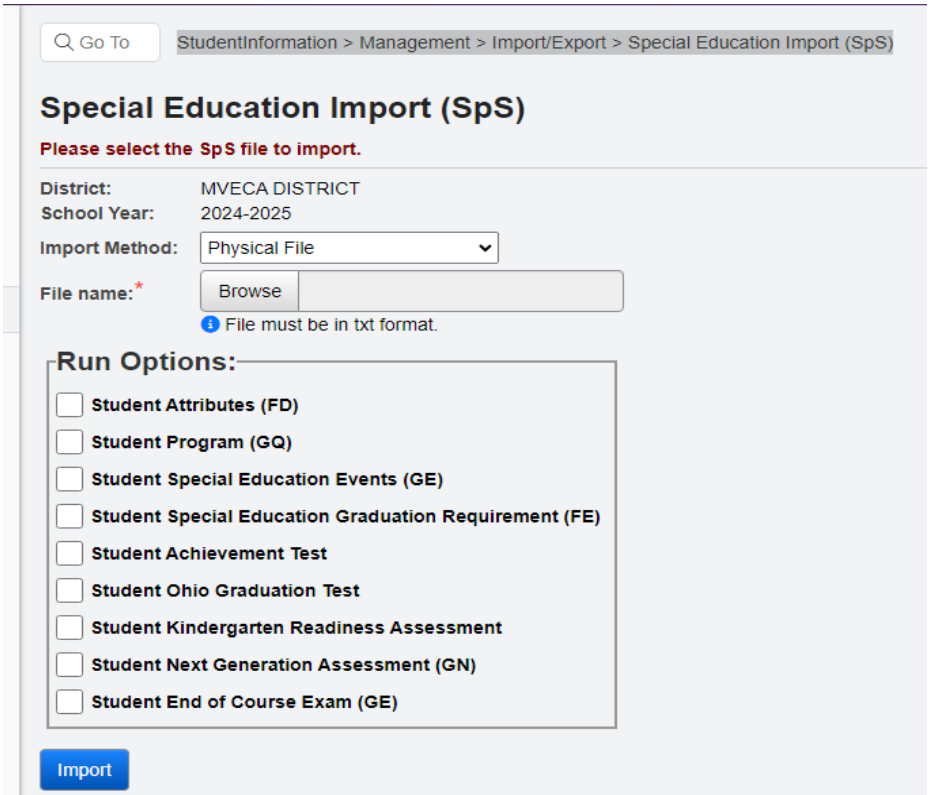
Data Set: S (Student) or F (Special Education Federal Follow Up) - S is set as default

Step 4: Click Run Report

Step 5: In the upper right hand corner of the report is a down arrow that when clicked on you can select how you want to export the file. You will want to select Fixed, (remember where you saved it).

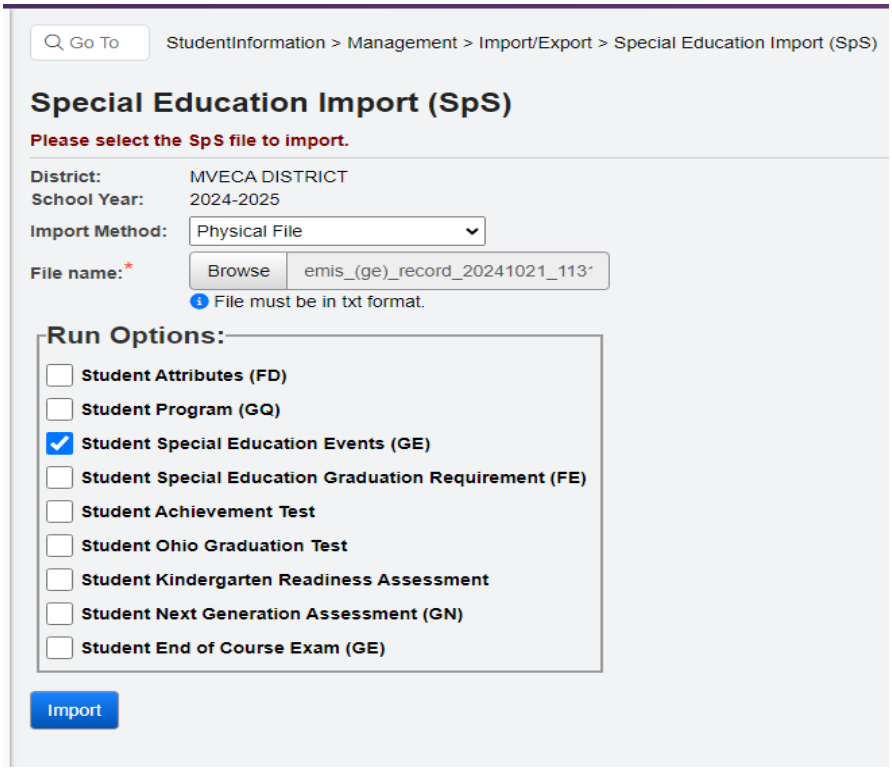


Step 6: Go to StudentInformation at the district level. In the Go To box type in Special Education Import or follow this breadcrumb trail: StudentInformation > Management > Import/Export > Special Education Import (SpS)

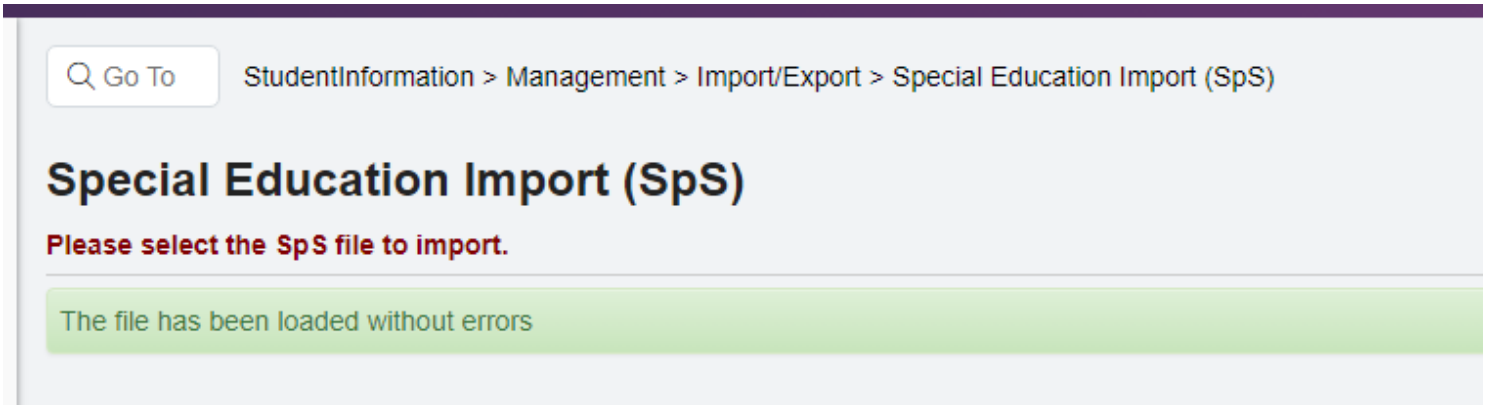


Step 7: Browse and select the File name of which you saved from SameGoal.

Step 8: Select the Run Option of which file you are importing.



Step 10: Click Import. You will receive a confirmation message that the file has been loaded without errors, or a message that the file contains errors and could not be loaded.



Repeat the above steps for the remaining Records: **EMIS FE Record, EMIS GQ Record, EMIS FD Record, EMIS GG Record.**

Access the **EMIS Crosswalk** in SameGoal as an additional resource to help with Errors: *https://samegoal.com/iep/g/support/online-guides/administrative-guide/emis-crosswalk#fe-record*