

To import your initial FW follow-up file into PowerSchool – log into the Data Collector scroll down to the Exiting Student Follow-up Initial collection then click on the Level 2 Reports link



### Exiting Student Follow up - Initial (FY24)

FY24-S-Exiting Stndnt Flwup Init: Required reporting for all students who left secondary education before the current school year, including students w... [i](#)

**Submissions:** October 19, 2023 - January 05, 2024 (74 days till close)

**Version:** 1 **From ODE:** [Level 2 Reports](#)

**Status:** This collection has never been submitted.

**Submission Number:** 1 (attempt 0)

**Actions:** [Start Collection](#)  
[Add New Scheduled Collection](#)  
[Set Default Collection properties](#)

Select CSV then click Show Reports

**File Format:**  HTML  CSV  CSV by Building IRN  CSV by Other Field (see Field Name in the table below)

[Show Reports](#) | [Restore Defaults](#) | [Reset Date textboxes](#)

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set
▼ Exiting Student Follow up - Initial (FY24) (2024S1EXT)								
<a href="#">(FLUP-001) Exiting Student Follow Up Extract (All Students)</a>		0	0	0	<a href="#">121</a>	<a href="#">121</a>	Student Reports	S

[Generate a single.zip file for all reports](#) | [Export report information to a .csv file](#)

Click the FLUP-001 Exiting Student Follow Up Extract (All Students) link and save that file to your computer – you do not need to open/edit it.

In PowerSchool click District on the left then scroll down and click Data Import Systems then click Exiting Student Follow-Up (FW) Import and then select 2024 for the fiscal year and then browse for the file you just saved from the data collector and proceed to import your FW records.

In the new User Interface go to District Management > Compliance > (FW) Exiting Student Follow-Up Import

### Directions For Import

This import is designed to populate the State/Province – OH page FW tab with data pr  
required data for Existing Student Follow-up as a csv and as a flat file. Users must ob

### Select A File

Select a Fiscal Year:

2024 ▾

File to Import:

Browse...

Clear



Once your FW files has been imported into PowerSchool – you can update these records in one of three ways from your district access – not the building:

From the search bar – you can enter - /S\_OH\_STU\_FW\_X.Fiscal\_Year=20xxOr to find all of your CTE students -  
/S\_OH\_STU\_FW\_X.Fiscal\_Year=20xx;S\_OH\_STU\_FW\_X.CTE\_Program>A

### Option 1



Once you have your student/s selected – you can click on the student and update as necessary Click on the student – then from the left menu State / Province – OH – then the FW tab and update and then submit and go to the next student...

## Ohio State Information - Exiting Student Follow-Up (FW)

64		Graduated Students		Graduated									
Home	GI	FD	FN	FS	FA	FB	FE	FW	Gifted	Pre-ID	SSID	CRDC	Obsolete
<b>Fiscal Year: 2023</b>													
Employment Status	(*) Unknown (Default)							Reporting District IRN	044602				
Employment Career Field	(**) Not known to be employed or the employment career field is not requ							EMIS Student ID Number (SSID)	<input type="text"/>				
Employment Typical Hours Per Week	(**) Not known to be employed or the typical hours per week is not requ							First Name	<input type="text"/>				
Employment Duration	(*) Not known to be employed or reporting this element is not required (De							Middle Name	<input type="text"/>				
Employment Compensation Type	(*) Not known to be employed or reporting this element is not required (De							Last Name	<input type="text"/>				
Employment Setting	(*) Not known to be employed or reporting this element is not required (De							CTE Include Flag	Y				
Employment Advancement	(*) Not known to be employed or reporting this element is not required (De							Grad Include Flag	Y				
Apprenticeship Status	(*) Unknown (Default)							SWD Include Flag	N				
Apprenticeship Type	(*) Student is not known to have enrolled in an apprenticeship or reporting							CTE Program of Concentration Code	C4				
Postsecondary Education Status	(*) Unknown (Default)							CTE Follow-Up LEA IRN	044602				
Postsecondary Education Type	(**) Student is not known to have enrolled in postsecondary education (De							Graduate Follow-Up LEA IRN	044602				
Postsecondary and Advanced Training	(*) Not known to be enrolled in more than 1 type of post-secondary educa							SWD Follow-Up LEA IRN	(Blank)				
Postsecondary Duration	(*) Not known to be enrolled in a post-secondary institution or reporting th							Active Flag	Y				
Military Enlistment Status	(*) Unknown (Default)							EMIS ID	<input type="text"/> 64				
Service Program Status	(*) Unknown (Default)							Building IRN	006494				
Other Follow Up Status	(*) Not applicable, Default							Import ID	1				
Exclude From FW	<input type="checkbox"/>												
<input type="button" value="Submit"/>													

## Option 2

You can also find your FW students by clicking on District on the left menu – then scroll down to Exiting Student Follow-Up (FW) – then you can sort and add in filters from here as well

Scroll to the right and click the  button then you can do the same as your search add in your filter then click the  button on the right






## Exiting Student Follow-Up (FW)


Basic Filter



Fiscal Year ▼ 2023

















Then again – to find your CTE students or bring them to the top of the list – sort on the column header CTE Program.

1-10 of 294 items

	Reporting District IRN	SSID	First Name	Middle Name	Last Name	CTE Flag	Graduate Flag	SWD Flag	CTE Program
	044602	SY				Y	Y	Y	T9
	044602	RU				Y	Y	Y	T9
	044602	SY				Y	Y	N	T9
	044602	SH				Y	Y	Y	T9



Then you can click on the  icon to the left to edit the student, then click the  button when done editing the student.

<b>Employment Status</b>	(*) Unknown (Default) 
<b>Employment Career Field</b>	(**) Not known to be employed or the employment career field is not required to be rep 
<b>Employment Typical Hours Per Week</b>	(**) Not known to be employed or the typical hours per week is not required to be rep 
<b>Employment Duration</b>	(*) Not known to be employed or reporting this element is not required (Default) 
<b>Employment Compensation Type</b>	(*) Not known to be employed or reporting this element is not required (Default) 
<b>Employment Setting</b>	(*) Not known to be employed or reporting this element is not required (Default) 
<b>Employment Advancement</b>	(*) Not known to be employed or reporting this element is not required (Default) 
<b>Apprenticeship Status</b>	(*) Unknown (Default) 
<b>Apprenticeship Type</b>	(*) Student is not known to have enrolled in an apprenticeship or reporting this elemer 
<b>Postsecondary Education Status</b>	(*) Unknown (Default) 
<b>Postsecondary Education Type</b>	(**) Student is not known to have enrolled in postsecondary education (Default) 
<b>Postsecondary and Advanced Training</b>	(*) Not known to be enrolled in more than 1 type of post-secondary education or adva 
<b>Postsecondary Duration</b>	(*) Not known to be enrolled in a post-secondary institution or reporting this element is 
<b>Military Enlistment Status</b>	(*) Unknown (Default) 
<b>Service Program Status</b>	(*) Unknown (Default) 
<b>Other Follow Up Status</b>	(*) Not applicable, Default 
<b>Exclude From FW</b>	<input type="checkbox"/>

### Option 3

You can also use data import and data export manager to export your FW student to a file – then update that file and import the FW data back into PowerSchool. So after your file has been initially loaded into PowerSchool from the data collector. You can do your search to find those students.

Then from the start page left menu click Special Functions then Importing & Exporting then Data Export Manager and select these options before clicking the **Next ▶** button.

Category: Database Extensions

Export From: S\_OH\_STU\_FW\_X

Select All   Collapse All   Expand All

- STUDENTS.S\_OH\_STU\_FW\_X
  - StudentsDCID
  - Active\_Flag

Sort	Field
	S_OH...
▲ ▼	S_OH_STU_FW_X.StudentsDCID

Use current student selection: 164

You should see your students that you selected in the middle of the screen - then click show records then click the **Next ▶** button.

You can then see the default export option – these should be just fine – no need to change those – then click the **Export** button

Then save the files to your computer. Next open Excel – then go to Data and then Import from text and choose the file you just exported and go from there.

## Export Summary and Output Options

### Export Summary

Records to Export: 164

### Export Format

Export File Name: S\_OH\_STU\_FW\_X\_export.txt

Line Delimiter: CR

Field Delimiter: Tab

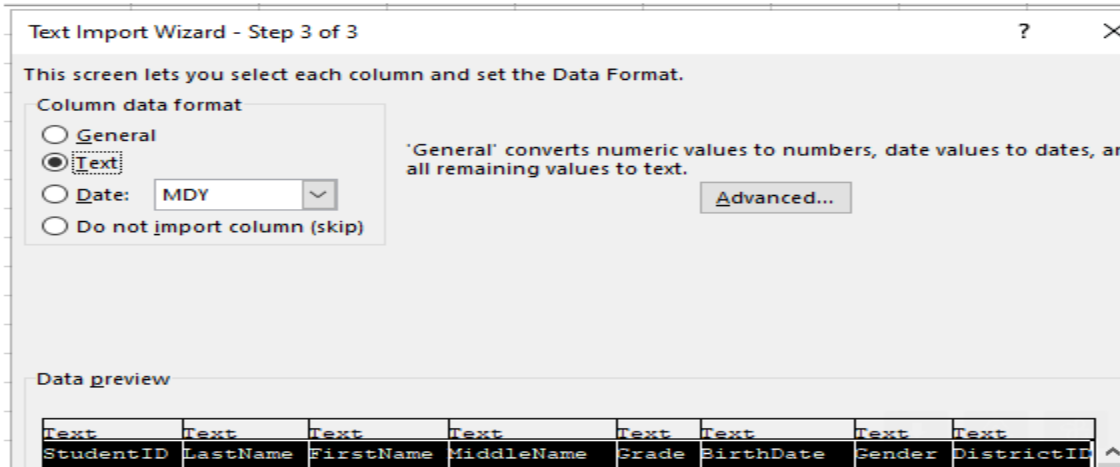
Character Set: Windows ANSI

### Export Options

Include Column Headers:

Surround "field values" in Quotes:

Please be careful when updating your spreadsheet – only update those columns of data that you are supposed to update – IE – do not update the DCID or name columns or things like that only the follow-up pieces. Secondly do not change the column headings – these need to stay the same for re-importing the updated file into Powerschool. You must retain the leading zeros on the IRN's in the file. In Excel create a blank workbook, then choose data - import from text, then step one - delimited, then step two comma then step three is changing all the columns to text to retain the leading zeros.



Once you have updated your file and are ready to import back into PowerSchool – from the start page left menu click Special Functions then Importing & Exporting then Data Import Manager and Browse for your file and select these options before clicking the **Next** button

(Remember when importing into PowerSchool – please save your spreadsheet once as an Excel file but a second time as a Text Tab file to be used for importing)

## Data Import Manager

**Select Source and Target**

Source:  FW updated file import.txt

Import Into:

Field Delimiter:  Character Set:



You should see your columns from your import file match the record in PowerSchool – then click the **Next ▶** button

## Data Import Manager

Select Source and Target [FW updated file import.txt --> S\_OH\_STU\_FW\_X]

### Map Columns

Import File Column	PowerSchool Field
S_OH_STU_FW_X.StudentsDCID	S_OH_STU_FW_X.StudentsDCID ▼
S_OH_STU_FW_X.Active_Flag	S_OH_STU_FW_X.Active_Flag ▼
S_OH_STU_FW_X.Apprenticeship_Status	S_OH_STU_FW_X.Apprenticeship_Status ▼
S_OH_STU_FW_X.Apprenticeship_Type	S_OH_STU_FW_X.Apprenticeship_Type ▼
S_OH_STU_FW_X.Building_IRN	S_OH_STU_FW_X.Building_IRN ▼
S_OH_STU_FW_X.CTE_Flag	S_OH_STU_FW_X.CTE_Flag ▼
S_OH_STU_FW_X.CTE_LEA_IRN	S_OH_STU_FW_X.CTE_LEA_IRN ▼

Then choose these import options and then click the **Import ▶** button

### Select Options

Check to exclude the first row (contains headers).

If a record in the import file matches an existing record in the database, how would you like that record processed?

- Do not process record  
 Update existing record

You will then be taken to the import page where you can see failures at the top and then imported/updated records at the bottom – it will skip the header row  
Then go check your data and/or run a collection...

## Import Results: FW updated file import.txt --> S\_OH\_STU\_FW\_X

Processed 2 out of 2 records

Failed: 0

Row # ↕	Reason
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Imported: 2

Row # ↕	
1	Skipped
2	Update