

# PowerSchool Supplemental Nutrition Eligibility (SNE) Import from the State of Michigan

A setup file has been created to convert the direct certification file from the MSDS web site to PowerSchool. The file is converted from CSV file format to tab delimited file format for subsequent importing into PowerSchool.

The MSDS web site creates CSV files with a new character set named Unicode 16. Version 1.02 of the PowerSchool import utility has a new option to read Unicode 16 files properly.

## Obtaining the Setup file

The setup file with the import parameters is found on the MISD web site at:

<ftp://aftp.misd.net/PowerSchool/PS%20Outside%20programs/TestScoreImportParams/>

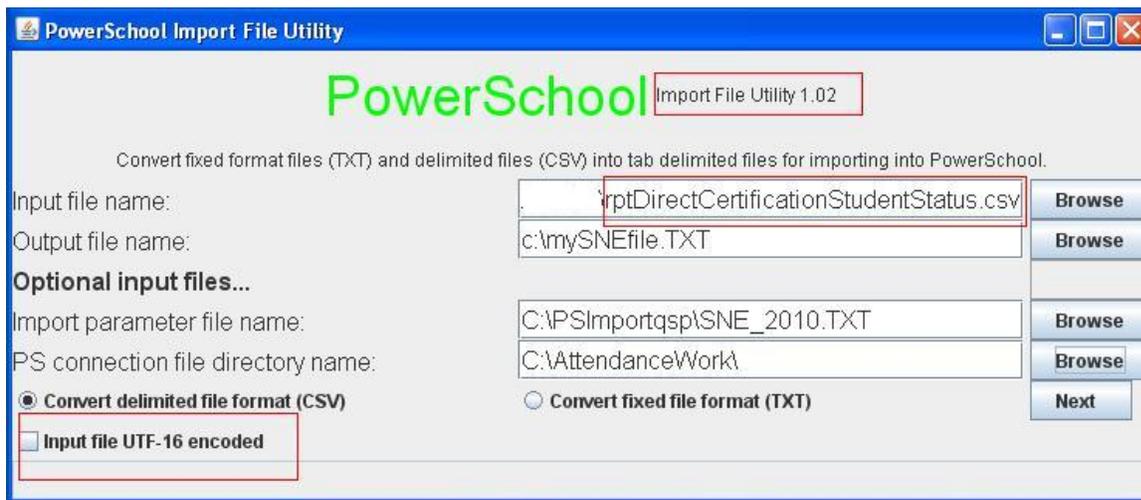
The file name is **SNE\_2010.TXT**

## PowerSchool Import File Utility Program

The PowerSchool import file utility program is used to convert the state direct certification file imported into PowerSchool.

The PowerSchool Import Utility program has four input file parameters:

1. Input file name for the conversion. This is the direct certification CSV file exported from the state web site.
2. Output file name is created for input to PowerSchool, using the quick import function.
3. The input parameter file (SNE\_2010.TXT) is obtained from the MISD ftp.
4. The database connection folder is used to open the PowerSchool database, looking up a student number with the UIC code in the certification file. The database connection file is available from your PowerSchool administrator.

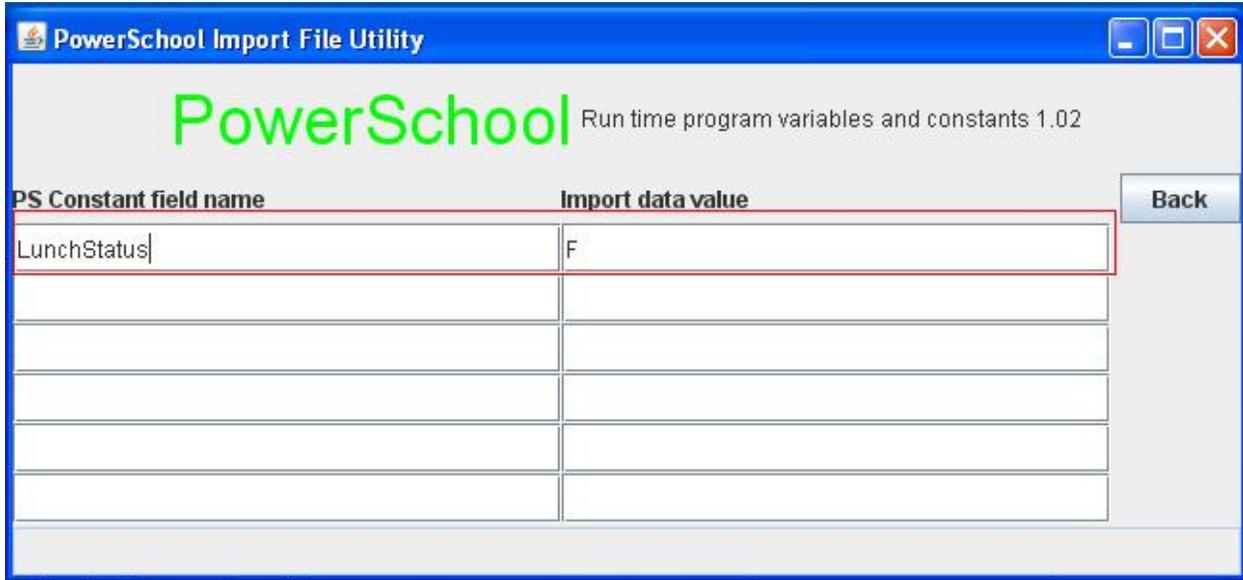




## ***Run Time Parameters and Constants***

The program sets the PowerSchool lunch status code to “F” (Free lunch service).

**If your school district prefers to use the code for free direct certification, then replace the Import data value with the code value “FDC”.**



The screenshot shows a window titled "PowerSchool Import File Utility" with a blue header bar. Below the header, the text "PowerSchool Run time program variables and constants 1.02" is displayed in green. The main area contains a table with two columns: "PS Constant field name" and "Import data value". The first row of the table has "LunchStatus" in the first column and "F" in the second column. There are four empty rows below it. To the right of the table is a "Back" button.

PS Constant field name	Import data value
LunchStatus	F

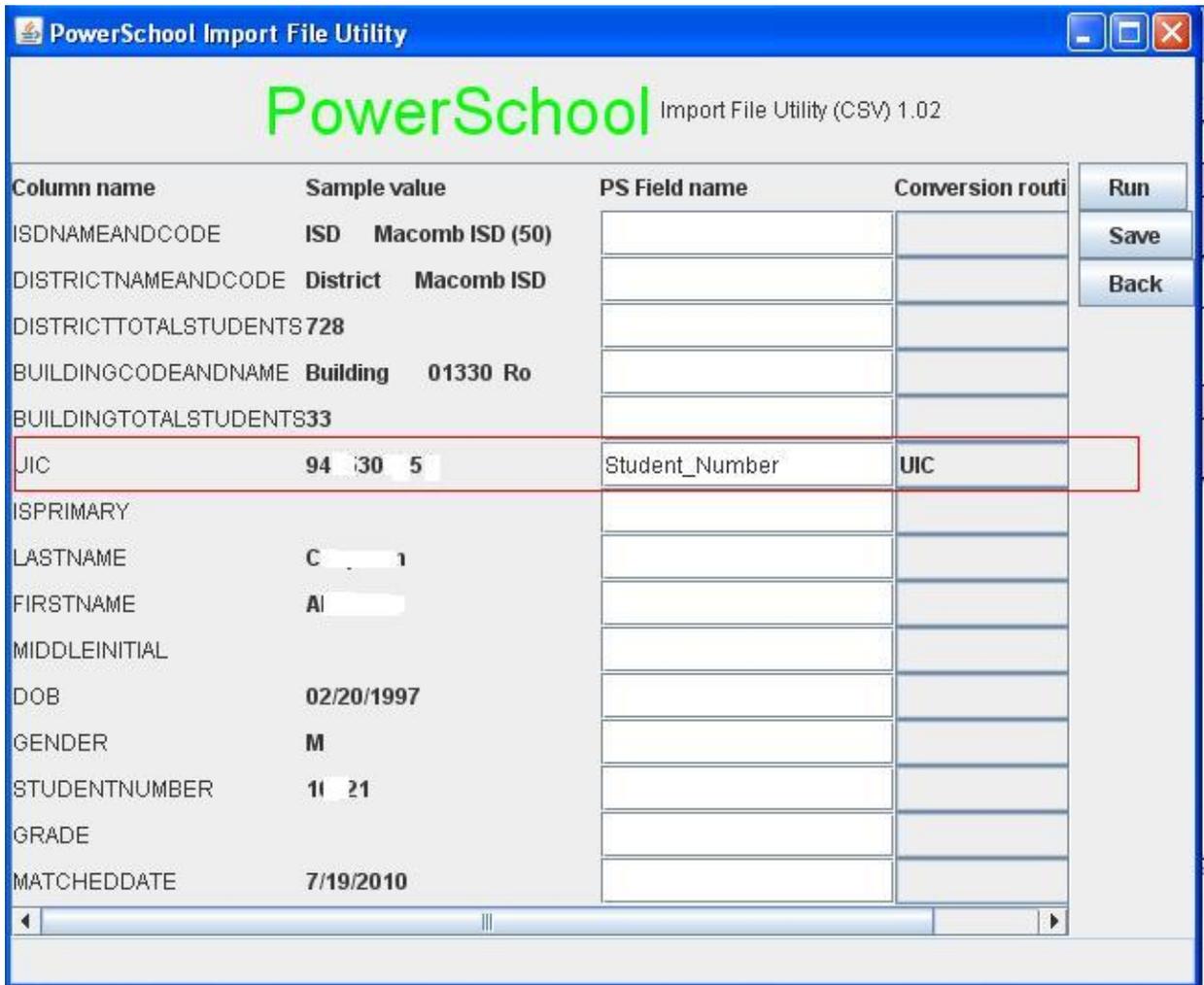
## Input CSV file in UTF-16 encoding

The input file is in CSV format with a header row, defining the column names. The quote character option is not used.

**Verify the field names, the data values, and the PowerSchool field names match up before running the conversion program.**

The program translates the student UIC number to the PowerSchool student number for importing the free lunch status into PowerSchool.

## Sample Direct Certification Student Status file



The screenshot shows the 'PowerSchool Import File Utility' window. The title bar reads 'PowerSchool Import File Utility'. The main window has a green 'PowerSchool' logo and the text 'Import File Utility (CSV) 1.02'. Below the logo is a table with four columns: 'Column name', 'Sample value', 'PS Field name', and 'Conversion route'. To the right of the table are three buttons: 'Run', 'Save', and 'Back'. The 'UIC' row is highlighted with a red border. The 'Sample value' for 'UIC' is '94 130 5'. The 'PS Field name' is 'Student\_Number' and the 'Conversion route' is 'UIC'.

Column name	Sample value	PS Field name	Conversion route
ISDNAMEANDCODE	ISD Macomb ISD (50)		
DISTRICTNAMEANDCODE	District Macomb ISD		
DISTRICTTOTALSTUDENTS	728		
BUILDINGCODEANDNAME	Building 01330 Ro		
BUILDINGTOTALSTUDENTS	33		
UIC	94 130 5	Student_Number	UIC
ISPRIMARY			
LASTNAME	C [redacted]		
FIRSTNAME	Al [redacted]		
MIDDLEINITIAL			
DOB	02/20/1997		
GENDER	M		
STUDENTNUMBER	11 21		
GRADE			
MATCHEDDATE	7/19/2010		

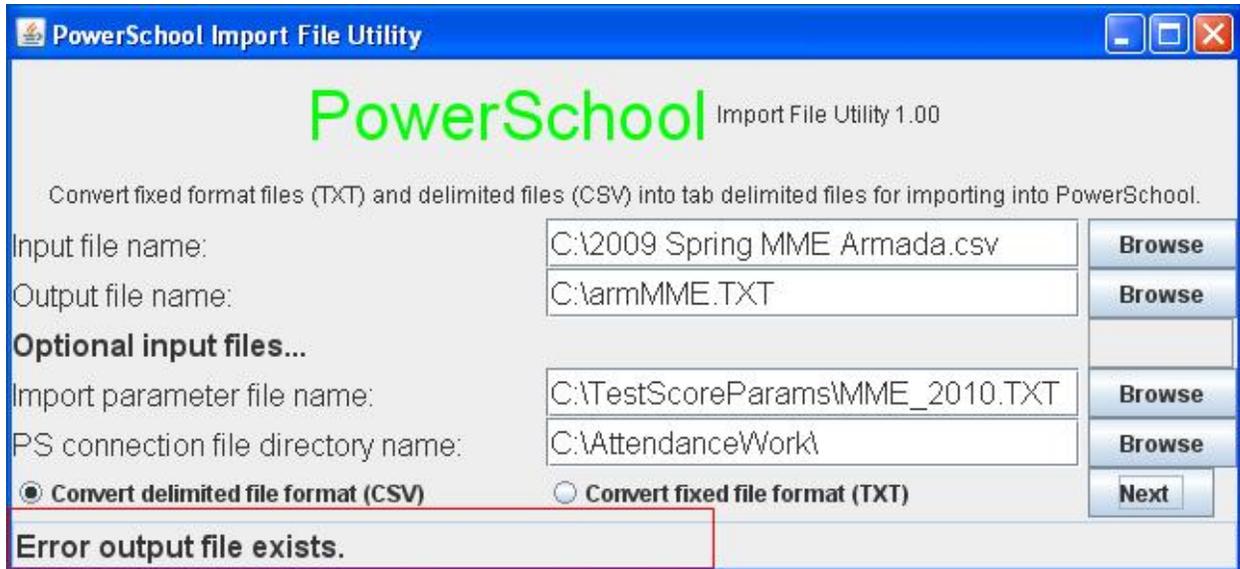
## Running the Conversion Program

Press the Run button. The program will verify the input parameters and check that the PS Oracle database connection is working. If the setup parameters are valid, then the program will display the run status using a status bar, found on the left hand side of the form. When the status bar shows "Completed", then the output file is created.

**It suggested that you review the output file using Notepad or Excel, before using the file to import into PowerSchool. You may find some conversion problems or missing student numbers, requiring manual correction, before doing the PowerSchool import.**

## **Error Messages**

Error messages are displayed on the bottom line of each form. The program will not allow the next step to continue until the input is correct.



The screenshot shows the 'PowerSchool Import File Utility' window. The title bar reads 'PowerSchool Import File Utility'. The main area has the 'PowerSchool' logo in green and 'Import File Utility 1.00' in black. Below the logo, it says 'Convert fixed format files (TXT) and delimited files (CSV) into tab delimited files for importing into PowerSchool.' There are four input fields with 'Browse' buttons: 'Input file name:' (C:\2009 Spring MME Armada.csv), 'Output file name:' (C:\armMME.TXT), 'Import parameter file name:' (C:\TestScoreParams\MME\_2010.TXT), and 'PS connection file directory name:' (C:\AttendanceWork\). There are two radio buttons: 'Convert delimited file format (CSV)' (selected) and 'Convert fixed file format (TXT)'. A 'Next' button is at the bottom right. A red box highlights the error message at the bottom: 'Error output file exists.'

### **Error opening input file.**

The input file is not found or is presently in use by another program.

### **Error input file not entered.**

The input file name must be entered to convert the data.

### **Error input file not found.**

The input file specified is not found on the specified file directory and path.

### **Error conversion parameter file not found.**

The specified conversion parameter file is not found on the specified file directory and path.

### **Error Oracle database connection file not found.**

The Oracle connection is file named "PS.TXT" is not found in the specified file directory and path.

### **Error output file name not entered.**

The output file name must be entered to convert the data.

### **Error output file exists.**

The specified output file already exists. The program will not over-write the file, insuring you do not lose valuable data. Either delete this file name or enter a different output file name that does not exist.

**Error cannot open the PS Oracle database connection**

The connection string found in the file "PS.TXT" is either invalid or the network connection to the Oracle database server is not available.

**Error Run Option parameters need to be entered.**

The program has run option program variables and constants which have not been entered. Press the "Run Opts" button to view and enter run time parameters.

**Error no PowerSchool CSV field names entered.**

No PowerSchool field names have been entered for the delimited file conversion.

**Error no PowerSchool field names entered.**

No PowerSchool fields names have been entered fie the fixed format record file conversion.

**Error the PS connection is required to find the student number.**

The UIC, OrigStuId, or LastFistDOB conversion option is set and the PS database connection file has not been specified to query the database for the student number

**Error field name invalid from/to column value.**

In the fixed format conversion From or To value is not numeric, or the To value is less than the From value.

**Error Other delimiter value not entered.**

The other delimiter option is specified without an entry in the other data parameter.

**Error invalid start row number or name row number entered.**

The start row number or name row number must be numeric.

**Error invalid start row number 1..9999**

The starting row number must be greater than zero (0).

**Error invalid start row number entered.**

The start row number or name row number must be numeric.

**Error field name row number is expected to be from 1 to 20.**

The field name row number must be zero (no field names), or a value of 1 to 20 is expected for this option to be valid.