

## **PowerSchool Teacher PIC number import**

Files from the AS400 Personnel system have been created with the PowerSchool teacher number, Employee number, and Teacher PIC (Personal Identification Code) for importing into PowerSchool.

### **The import files are found in your district FTP folder as:**

<District code>/srsd/\*.  
or  
<District code>/users/\*.  
or  
<District code>/users/srsd/\*.

### **The import file names for importing into PowerSchool are named:**

PSI\_<District code>\_<Five digit building number>.TXT

Sample: PSI\_ARM\_00119.TXT, PSI\_CEN\_00580.TXT, etc.

### **The Teacher error files are in HTML format:**

ERR\_<District code>\_<Five digit building number>.HTML

Sample: ERR\_ARM\_00119.HTML, ERR\_CEN\_00580.HTML

### ***Step 1: Copy the files from the FTP web site to your file folder.***

Copy the PowerSchool import files in tab delimited format.

Copy the Teacher error files with the teacher names that were not exported from the Personnel system.

### ***Step 2: Sign into PowerSchool and print a list of all the building names and school building numbers in your school district.***

Start Page > District setup > Schools/School info

Print the web page with the school names and school building numbers for reference.

### Step 3: Change one teacher with a PIC number

Start Page > Staff > Search for Staff member > Edit information

If no staff member has ever been assigned a PIC number in your school district, then update one teacher in PowerSchool in preparation for importing teacher PIC numbers.

Assigning a PIC number to a teacher will create the field MI\_REP\_PIC in the staff table.

School Phone #	<input type="text"/>
Street	<input type="text"/>
City, State, Zip	<input type="text"/> <input type="text"/> <input type="text"/>
SSN	<input type="text" value="29"/>
DOB	<input type="text"/>
Staff Status	Teacher <input type="button" value="v"/>
Status	Current <input type="button" value="v"/>
<b>MI State Report Information</b>	
Personnel Identification Code (PIC)	<input type="text" value="1"/>
Special Education Instructor	No <input type="button" value="v"/>

#### **Step 4: Select each individual school building in the district.**

Select “School” at the top of the PowerSchool web page, changing to the first school building.

Use your printed list of school building numbers and school names from Step 2, changing school building numbers.

#### **Teachers must be imported into each individual school building in the district.**

Start Page > Special Functions > Importing & Exporting > Quick Import

Import the file with the corresponding school building number selected in PowerSchool.

Import into the Teachers table.

Start Page > Special Functions > Importing & Exporting > Quick Import (Last Login: 4/29/20)

**Functions**

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- MISD Enhancements
- PowerLunch
- Reports
- Special Functions
- Teacher Schedules

**Setup**

- District
- Personalize
- Staff
- System
- Dashboard
- Administrator
- PT Administrator
- ReportWorks

**Quick Import**

Option	Value
Table:	Teachers
Field delimiter:	Tab
End-of-line marker:	CRLF
Character Set:	Mac Roman
File to import:	C:\PICproject\PSI_FIT_0 <input type="button" value="Browse..."/>
Suggest field map	<input checked="" type="checkbox"/>
School	District Office

The teacher number, last name, first name, last first, and PIC number are required for importing into the Teacher table.

Do not import the employee number (Skip Empno) or the First initial / Last name (Skip\_FILastName).

Set “Check to exclude first Row”.

Set “Update teacher records if an imported teacher number matches an existing teacher record.”

Start Page > Special Functions > Importing & Exporting > Import Using Template > Import Records from an ASCII Text File (Last Login: 5/2/2014)

---

**Functions**

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- MISD Enhancements
- PowerLunch
- Reports
- Special Functions
- Teacher Schedules

**Setup**

- District
- Personalize
- Staff
- System
- Dashboard
- Administrator
- PT Administrator
- ReportWorks

### Import Records from an ASCII Text File

Col#	From your file	----->	To PowerSchool
1.	TeacherNumber	----->	TeacherNumber
2.	Last_Name	----->	Last_Name
3.	First_Name	----->	First_Name
4.	LastFirst	----->	LastFirst
5.	MI_REP_PIC	----->	MI_REP_PIC
6.	Skip_Empno	----->	
7.	Skip_FILastName	----->	

Check to exclude first row

The lines below can be used to assign a constant value to field(s) in all of the imported records.

	----->	
	----->	

**Advanced Import Options**

Update teacher records if an imported teacher number matches an existing teacher record.

Repeat Step 4 for each school building and teacher input file in the FTP folder.

### **Step 5: Updating teacher PIC numbers found in the export error files.**

Double click on the Error files created from the AS400 teacher export. The error files display in your browser as an HTML table.

TeacherNumber	MI_REP_PIC	Skip_Empno	Skip_FILastName
name mismatch	170001	2100	DOUGHERTY
name mismatch	740007	1001	IAGGIATA MATTEO
name mismatch	700014	2010	ADAMT CIB
name mismatch	700011	2005	JELSON
name mismatch	700010	2007	SHANAHAN
dup employee#	700012	2100	FIELDS
dup employee#	700012	2101	FINDLEY
name mismatch	700010	2110	KELLEY
dup employee#	700011	2001	ADAMTOWSKI
name mismatch	700008	0001	VIDUCCI
name mismatch	700010	2005	SOBY
name mismatch	700009	2001	JROTTIER
name mismatch	210100	1000	CRANK
name mismatch	200100	11001	EVERETT
dup employee#	200000	1000	TERMINON
name mismatch	200000	40010	JUNIOR
name mismatch	200000	50010	SEAR

#### **Error messages:**

Name mismatch – The teacher first initial and last name do not match in PowerSchool and the Personnel system. The error is caused by entering teacher nick names, hyphenated last names, last name changes, or spelling errors. If the teacher names are correct then update the PIC number in PowerSchool; otherwise, correction of invalid teacher data is necessary.

Dup employee# -- The employee number in PowerSchool appears more than once in the same school building. One or more teachers have an improper employee number assigned in PowerSchool, or the teacher is entered more than once in the same school building. Assign the proper employee number to each teacher. Assign the related PIC numbers to the correct employees in PowerSchool.

Dup teacher# -- The manually assigned teacher number in PowerSchool is duplicated in a school building. PowerSchool cannot determine which record to import using the teacher number as the key. Manually update the PIC numbers, for the correct teacher employee numbers in PowerSchool.

**The employee number is used to find the teacher in the AS400 Personnel system and PowerSchool.**

The PowerSchool teacher “SSN” field contains the employee number of the teacher. To lookup the teacher in PowerSchool, enter the following:

**SSN=<employee number>**

---

### Search Staff

[View Field List](#) [How to Search](#)

---

### Browse Staff

A B C D E F G H I J K L M  
N O P Q R S T U V W X Y Z  
[Teachers](#) [Staff](#) [Lunch Staff](#) [Substitutes](#) [M](#) [F](#)

---

### Other Options

[New Staff Entry](#) [Staff Directory](#) [Stored Searches](#)

---

Analyze the teachers, names, employee numbers, and PIC numbers, making corrections.

**Repeat Step 5 for all the export error files.**

## **Step 6: Review and update all remaining active teachers in PowerSchool that do not have a PIC number.**

The list of active teachers in PowerSchool that do not have PIC numbers may be obtained using the following PowerSchool [staff](#) search criteria:

**MI\_REP\_PIC=;status=1;staffstatus=1**

**Search Staff**

MI\_REP\_PIC=;status=1;staffstatus=1 All

[View Field List](#) [How to Search](#)

---

**Browse Staff**

A B C D E F G H I J K L M  
N O P Q R S T U V W X Y Z

[Teachers](#) [Staff](#) [Lunch Staff](#) [Substitutes](#) [M](#) [F](#)

---

**Other Options**

[New Staff Entry](#) [Staff Directory](#) [Stored Searches](#)

Review and update PIC numbers in PowerSchool for teachers that were not included in the export from the AS400 Personnel System.

Reasons found for the teacher being excluded from the update include:

- The employee number was not entered in the SSN field in PowerSchool.
- The teacher in PowerSchool has retired, or is inactive, and should not be active in PowerSchool.
- The employee number assigned to the teacher in PowerSchool is incorrect.
- The teacher in PowerSchool has no relationship to a teacher in the Personnel system.
- The teacher has changed his/her names and the employee number is not entered in PowerSchool.