

Economically Disadvantaged Loader Guide

The loader can do the following:

- A. Import new ECD codes with a start date.
- B. Close previous ECD codes that do not have an end date.
- C. On a second pass, can import Foster students as a program code FOS.
 - a. **Note:** This does not close any previous FOS coding. Simply adds in more FOS program data.

Directions for Importing ECD and closing previous ECD codes with no end date

1. Change the file from Excel.xlsx to csv.
 - a. Open the file in Excel, do a "Save As", and change the file type to "csv".
 - b. Store it in a location on your computer or network drive.
2. Use the magnifying glass icon to search for "**Economically Disadvantaged Loader**". Click on it to get started.
3. Below is a "normal" setup to import ECD designations and close previous ones that have no end date.
 - a. **Year** = Current Year
 - b. **From Date** = Set the date you would like the imported ECD special code to begin.
 - c. **To Date** = Leave blank
 - d. **Close Open Economically Disadvantaged Records** = Place a check on this option.
 - e. **Economic Disadvantaged Close Date** = Set to post an end date to current ECD codes with no end date.
 - f. **Choose File** = Click to select the csv file to process.
 - g. Click the **OK** button to begin the import.
 - h. When done, a list of students who processed with updated ECD codes will be displayed.

Setup-01.12.2022

Year : 2122

District : 005

From Date : Oct 1 2021

To Date :

Foster

Close Open Economically Disadvantaged Records

Economic Disadvantaged Close Date : Sep 30 2021

File : Choose File No file chosen

OK

Set to Date desired to start the ECD special code.

Set to Date desired to end any previous "open" ECD special code.

Directions for Importing Foster (FOS) information

- The processing of Foster Children is a separate run. The user uses the same file as in previous steps.
 - This process will enter a program code of FOS with a start date.
 - **NOTE:** This process does not end date any previous FOS program codes. It simply adds FOS codes in.
1. Setup “normally” used to import Foster child FOS program codes.
 - a. **Year** = Current Year
 - b. **From Date** = Set the date you would like the imported FOS program code to begin.
 - c. **To Date** = Leave blank
 - d. **Choose File** = Click to select the csv file to process.
 - e. Click the “**OK**” button to begin the import.
 - f. When done, a list of students who processed with updated FOS program codes will be displayed.
 - g. **NOTE:** An error box will appear with unmatched students for FOS. Do not be alarmed. This is ok as most of the kids in the file do not have FOS information. This can be ignored. Close the error box.

Setup-01.12.2022

Year : 2122

District : 005

From Date : Oct 1 2021

To Date :

Foster

Close Open Economically Disadvantaged

Economic Disadvantaged Close Date : Oct 01 2021

File : Choose File No file chosen

OK

Set to desired start date

Place check here