TIMS

2019
School Code
Replacement Database

This tool allows TIMS Staff to
Auto-Assign Students to Another School Code

School Code Replacement Database

During the summer, many LEAs will only hold classes at a few school locations, bringing students from multiple schools to a single building for summer classes.

This has historically caused problems in TIMS as students are not assigned to this building and tend to have a different school code during the regular school year.

The School Code Replacement Database allows TIMS Staff to change the student's normal school code to a Summer School Code. With a list of Summer School Students and the building they are assigned to, TIMS Staff can now instantly change the school code for dozen, hundreds and even thousands of students at a time.

ITRE **School Replacement Database**
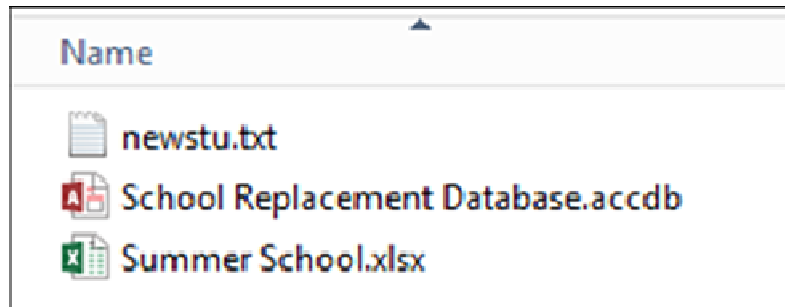
School Code Replacement Database

In order for the database to work correctly, TIMS Staff will need the following:

1) School Code Replacement Database

    (typically located in the D:\School Replacement Database) School Replacement Database

2) TIMS Extract from PowerSchool (newstu.txt)

3) Excel Spreadsheet of Students and their Summer School Assignments

Name

📄 newstu.txt

📊 School Replacement Database.accdb

📊 Summer School.xlsx

School Code Replacement Database

The Summer School Spreadsheet must contain the following columns:

- Student PowerSchool ID (PSID)
- Summer School Code (SCH)

The following columns are optional, but preferred for TIMS purposes:

- AM Transportation Flag (AM)
- PM Transportation Flag (PM)

	A	B	C	D
1	PSID	SCH	AM	PM
2	12629167	344	Y	Y
3	12629202	339	N	Y
4	12628604	341	Y	N
5	12629074	363	N	Y
6	12629505	357	N	Y
7	12629437	363	N	Y

ITRE School Replacement Database

School Code Replacement Database

Summer School Spreadsheet – Ridership Codes for AM and PM

If AM and PM Ridership Codes are collected, then TIMS Staff can quickly identify and easily display the students who have requested a bus ride to or from Summer School. This will help produce a much quicker turnover time when developing Summer School Routes.

Historically, TIMS Staff often receive a list of All Students enrolled in Summer School and have no idea which students need Summer Transportation. Please don't let this happened in your LEA.

Speak to the Summer School Coordinator. While it is good for TIMS to know which students are in Summer School, it is more important for TIMS Staff to know which Summer Students require School Bus Transportation.

School Code Replacement Database

The TIMS Extract from PowerSchool (newstu.txt) contains the Student ID, the regular School Code for the Student and, if being used, the Y's and N's for AM and PM Ridership as entered on the Student Transportation Page of PowerSchool.

| Student ID | School Code | AM | PM |

The School Replacement Database will read the information for each student in the Summer School Spreadsheet and update\replace their regular School Code and regular AM\PM Ridership Codes within the TIMS Extract and produce an updated newstu.txt file.

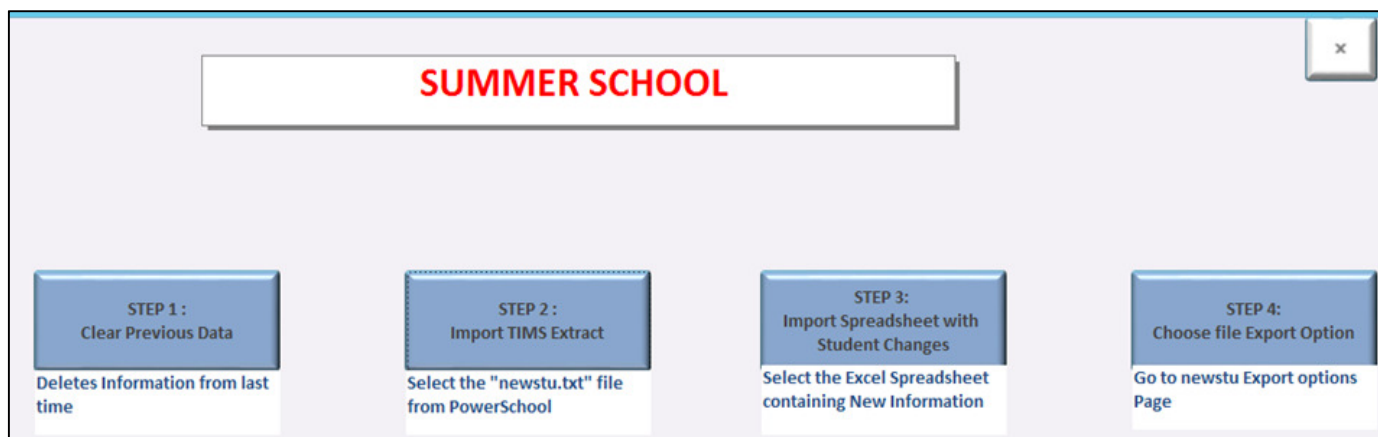Staff then use this updated NewStu File during UPSTU into SS Data.

ITRE   School Replacement Database

School Code Replacement Database

<u>Instructions for Using the School Replacement Database</u>

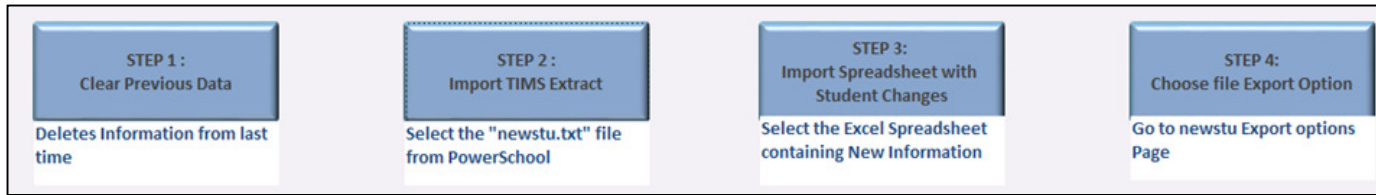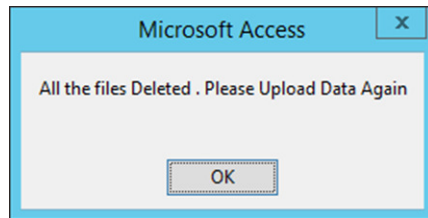After opening the Database (typically located in the D:\School
Replacement Database folder School Replacement Database

    1) Clear Previous Data
    2) Import TIMS Extract
    3) Import Student Spreadsheet
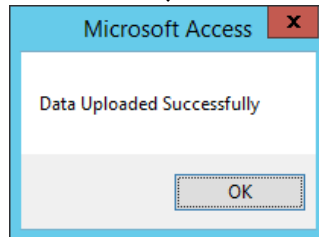   4) Choose Export Option

School Code Replacement Database
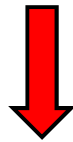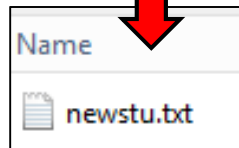
Instructions for Using the School Replacement Database

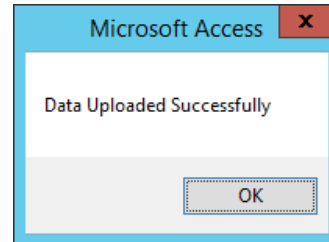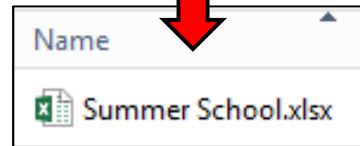| STEP 1 : Clear Previous Data	STEP 2 : Import TIMS Extract	STEP 3: Import Spreadsheet with Student Changes	STEP 4: Choose file Export Option
Deletes Information from last time	Select the "newstu.txt" file from PowerSchool	Select the Excel Spreadsheet containing New Information	Go to newstu Export options Page

Click the Step 1 Button to Clear Previous Data

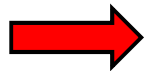Click the Step 2 Button. Then browse to and select the most recent TIMS Extract

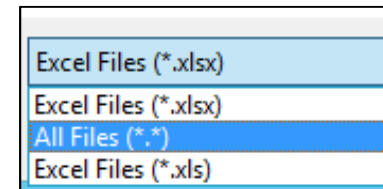Click the Step 3 Button. Then browse to and select the Excel Spreadsheet

After Importing the NewStu.txt and Excel Spreadsheet;

Click the Step 4 Button to visit the Export Options Page

You may need to view All Files to see Different versions of Excel Spreadsheets.

Microsoft Access ⊠

All the files Deleted . Please Upload Data Again

OK

Name

📄 newstu.txt

Name ▲

📗 Summer School.xlsx

Excel Files (*.xlsx)
Excel Files (*.xlsx)
All Files (*.*)
Excel Files (*.xls)

Microsoft Access ⊠

Data Uploaded Successfully

OK

Microsoft Access ⊠

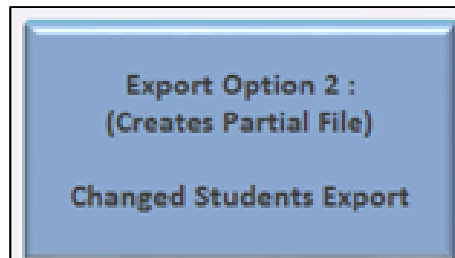Data Uploaded Successfully

OK

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School Code Replacement Database

There are two options for Exporting the Updated Student Information into an UpStu File.

Option 1: All Students Export (Recommended)

This option produces a complete TIMS Extract containing all students with and without changes to their School Code and Ridership Codes.

Option 2: Changed Students Export Only

This option produces a TIMS Extract containing only the students that were listed in the Excel Spreadsheet. All other students (non-summer) would not be included in the TIMS Extract.

Export Option 1 :
(Recommended)

All Students Export

Export Option 2 :
(Creates Partial File)

Changed Students Export

The All Students Export is recommended as operators may need all students within the TIMS Summer School Dataset in case assignments change and more students are added to the Summer Program at the last minute.
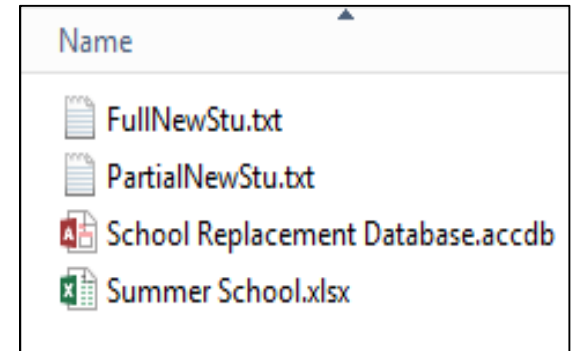
School Code Replacement Database

Export Option 1:
All Students Export will create a file named FullNewStu.txt in the same folder as the School Replacement Database

Export Option 2:
Changed Students Export will create a file name PartialNewStu.txt in the same folder as the School Replacement Database.

Name
FullNewStu.txt
PartialNewStu.txt
School Replacement Database.accdb
Summer School.xlsx

TIMS Staff then take this Text File and use it to UPSTU into the TIMS Summer School Dataset.

Rename the file to newstu.dat and place in it TIMS Database used for Summer School
Example: ELT\SS\Server\Export

After then completing an UPSTU, all students will now be assigned to their Summer School Code as listed in the Excel Spreadsheet.

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