

Advanced Batch Upload

The Advanced Batch upload can be used in two ways, **SIS Export** and **MOSIS ID Batch File Layout (excel)**. These options are discussed below.

SIS Export

The SIS Export option is using the export from your SIS system. When using this option, the highlighted fields will need to be completed.

- Template:** Always “eScholar Uniq-ID v1.0.”
- File to Upload:** Select your SIS export file containing your student information.
- Delimiter:** The options are “TAB” and “COMMA”. This can be verified by looking at the data in your SIS export. If the data is separated by tabs (space), then select “TAB”. If the data is separated by commas, then select “COMMA”.
- Ignore First Row:** This should always be checked “YES” if you uploading a batch file with a header row.

Once this information is completed, you are ready to upload the file.

BASIC
ADVANCED

Template *:

File to Upload *:

Delimiter *:

Qualifier :

Source System :

Ignore First Row :
 Yes
 No

Multiple agency file:

MOSIS ID Batch File Layout (excel)

The MOSIS ID Batch File Layout (excel) option allows you to place your student data into the DESE batch template if you review your vendor export information before it is submitted or do not use a SIS vendor system. To ensure that all required data fields are captured, we suggest that the MOSIS ID Batch File Layout located on the DESE website be used.

<https://dese.mo.gov/data-system-management/core-datamosis/file-layouts-2019-2020>

The eScholar Uniq-ID system requires **sixteen** field positions to be included in the batch file submission. DESE only requires that **twelve** of these fields be populated with data. However, we recommend that the Legal Middle Name and State ID also be submitted if the information is available. Supplying the additional information will aid the matching process and reduce the possibilities of a near match. The fields that are required and recommended are noted below.

Field	Description	Specifications	Column
RecordType	Always "ID"	2 characters	A
CurrentSchoolCode	Where the student is currently enrolled	4-digits	B
ResidentDistrictCode	DESE assigned County District Code	6-digits	C
LegalLastName	Legal Last Name		D
LegalFirstName	Legal First Name		E
LegalMiddleName	Legal Middle Name (not required, but provide if applicable)		F
Gender	Student Gender	M,F	H
DateOfBirth	Date of Birth	MM/DD/YYYY format	I
CurrentGradeLevel	Current Grade Level	See available codes	J
LocalStudentID	Local Student ID		K
RaceEthnicity	Race/Ethnicity (1 character)	See available codes	M
StateID	State Assigned Student ID (not required, but helps the matching process)		N
CurrentDistrictCode	DESE assigned County District Code were the student is enrolled	6-digits	O
CurrentSchoolYear	The current school year (exp: 2018-2019, use 2019)	4-digits	P

Two fields require specific codes to be used. Please view the code sets located on the DESE website.

Completing the Template

1. Open the DirectMatch batch file template.
2. Insert the student information in the template.
3. Ensure the all fields are formatted correctly. Format the following cells as:
Cells B, C, J, K, O: Text
Cell I: MM/DD/YYYY (format found in custom settings)
4. Ensure that all leading zeros have been added back to the Current District Code, Current School Code and Current Grade Level if applicable. These zeros might have been removed during the pasting process.
5. Save the file as “Text”.
6. Your file is now ready to upload.
7. Please follow the Advance Batch File process noted on page 1 to upload your batch.