

Quick Guide: iPass DOE Import/Export – Export Report

SIMS DOE Field data values for students can be exported from iPass. Report run by Default School.

Go to DOE ID Manager > Import/Export

Select the fields to export. Use the Ctrl-key with your mouse to click-select multiple fields. Scroll down to see all available DOE fields.

Set the **As of Date** if you want it to be different than the default of 'today'. When checking fields for SIMS you may want to use the report date when running the export (ie. 10/01/YYYY). Fields that are date specific will export the code as of that date.

Select **Export**.

DOE IMPORT/EXPORT

Import/Export for **iPass High School**

File Name:

File Type: Delineated ▼

Delimiter: Space ▼

Encapsulator: None ▼

Select the fields to import/export:

- Student ID
- LASID
- SASID
- First Name
- Middle Name
- Last Name
- Name Suffix
- DOB
- DOB Format
- Birth City

As of Date: 10/01/2019

Export or Import: Export ▼

Additional options are available for filtering the results:

The Students field can be used to run the report for a single Student ID or multiple IDs (separated by a comma with no space in between).

Students:

Grade Level: ▼

Sped Status: 10 - 6-21 year olds Full inclusion -services outside the general education classroom less than 21% of the time
20 - 6-21 year olds Partial inclusion Program - services outside the general education classroom 21% to 60% of the time.
40 - 6-21 year olds Substantially Separate Classroom - services outside the general education classroom more than 60% of the time ▼

After all selections are made click >> **PREVIEW**.

[PREVIEW](#)

[Click to preview and/or verify the record layout for a sample of the data](#)

Scroll down to see to see a sample of the data fields selected.

VALIDATE FIELDS AND/OR DATA AND START THE IMPORT/EXPORT

Student ID ▼ First Name ▼ Last Name ▼ DOB ▼ Reporting Reason ▼

Click **Submit** to create the export report.

Go to **My Reports** to find your report. Click on the report format you want to open.

Report Name	Create Date	MSWord	RTF	HTML	Text	CSV
importexport	01/18/19 2:26pm	importexport	Not Available	importexport	importexport	importexport

Example CSV Format:

StudentID	FirstName	LastName	DOB	ReportingReason	EnrollmentStatus	EnrollmentReason	GradeLevel	DaysinAttendance	DaysinMembership
1013			3/13/2001	1	1	1	12	88	90
1025			10/25/2000	1	1	1	12	78	90
1026			2/16/2001	1	1	1	12	83	90
1084			11/12/2000	1	1	1	12	88	90
1120			11/24/2000	1	1	1	12	88	90
1128			6/25/2001	1	1	1	12	88	90