

How to Troubleshoot TEDS Data Import Errors

READ EVERYTHING BEFORE YOU DO ANYTHING...

- Running a TEDS Import **TEST** does not change anything in TEDS.
- All TEDS data **UPLOADS** are run overnight
- This chart shows all possible TEDS Import Messages
- AFTER the chart, there are instructions to help simplify making corrections when errors are found

TEDS Import Messages

(Postsecondary differences are noted accordingly)

Import Success Messages	What it Means	You Should...
Import Data Tested Successfully! New Enrollments 65 Update Enrollments 253 Errors 0	Data test was successful	Smile
Import Data Uploaded Successfully! New Enrollments 65 Update Enrollments 253 Errors 0	Data import was successful	Smile. Then verify your enrollments in TEDS the next day
Import Data Tested Successfully! New Enrollments 55 Update Enrollments 250 Errors 7 Import Data Tested With Errors, Click View Import Results for details	All your records will import except the ones listed under "Errors".	<ol style="list-style-type: none"> 1. Run an IC Troubleshoot Export (see instructions below) 2. Correct errors 3. Run a new regular IC export <p style="text-align: center;">POSTSECONDARY SCHOOLS</p> <p style="text-align: center;">Due to the variance in upload processes, you will need to work with your data specialists to correct errors as required within your system</p>
Import Data Uploaded Successfully! New Enrollments 55 Update Enrollments 250 Errors 7 Import Data Uploaded With Errors, Click View Import Results for details	You imported a data file that showed errors during the test. All your records imported except the ones listed under "Errors".	<ol style="list-style-type: none"> 1. Run an IC Troubleshoot Export (see instructions below) 2. Correct errors 3. Run a new regular IC export <p style="text-align: center;">POSTSECONDARY SCHOOLS</p> <p style="text-align: center;">Due to the variance in upload processes, you will need to work with your data specialists to correct errors as required within your system</p>

Import Error Messages	What it Means	You Should...
<p>School does not exist</p>	<p>The TEDS number for the school in IC does not match the one in TEDS.</p>	<ol style="list-style-type: none"> Have your IC administrator Check the County Code Set-up in IC: <ol style="list-style-type: none"> Index - System Administration – Resources – District Counties – New – enter your county – Save Index – System Administration – Resources – District Information – County field – select your county from the drop-down – Save re-export from IC and re-import into TEDS <p style="text-align: center;">POSTSECONDARY SCHOOLS</p> <p>Please contact Claude Christian at Claude.Christian@education.ky.gov for assistance.</p>
<p>Program does not exist</p>	<p>The program is not listed under your school in TEDS</p>	<p>If the program/pathway was requested and approved before the deadline, please contact Claude Christian at Claude.Christian@education.ky.gov for assistance.</p>
<p>Cannot add new student to Phased Out Pathway</p>	<p>The pathway has phased out and new students cannot be added</p>	<p>Create a new enrollment for the student in IC for a different, valid pathway and complete a new import</p>
<p>Import Layout With Errors, Click View Import Results for details</p>	<p>There are missing required codes in the enrollment or demographic export file</p>	<ol style="list-style-type: none"> Run an IC Troubleshoot Export (<i>see instructions below</i>) Correct errors Run a new regular IC export <p style="text-align: center;">POSTSECONDARY SCHOOLS</p> <p>Due to the variance in upload processes, you will need to work with your data specialists to correct errors as required within your system</p>

Steps to Create an IC Troubleshoot Export

- Log into Infinite Campus, click on “**KY State Reporting**” then select **TEDS Report**



2. **Set Date Range** – Enter dates in DD/MM/YYYY format
 - a. Enter **Start Date** as July 1 of the current school year (e.g., 07/01/2019).
 - b. Enter **End Date** as June 30 of the current school year (e.g., 06/30/2020)

Extract Options

Date Range: 7/1/2019 - 6/30/2020

Extract Type: Enrollment

3. **Set Extract Type** - You will need to do one for Enrollment and one for Demographic. This example will be for **ENROLLMENT**.

Extract Options

Date Range: 7/1/2019 - 6/30/2020

Extract Type: Enrollment

4. **Set Format** – Make sure format is changed to **HTML**.

Extract Options

Date Range: 7/1/2016 - 6/30/2017

Extract Type: Enrollment

Format: HTML

Select Calendars

Which calendar(s) would you like to include in the report?

active year

list by school

list by year

15-16

Adams School 2016 A

Buchanan Elem School 2016 A

Fillmore School 2016 A

Fillmore School 2016 B

Fillmore School 2016 C

Harrison Elem School 2016 A

Jackson Elem School 2016 A

Jefferson School 2016 A

Lincoln School 2016 A

Monroe School 2016 A

Polk High School 2016 A

SPEBuchanan Elem School 15-16

SPEPolk High School 15-16

Taylor Elem School 2016 A

5. **Verify Calendar and School** – Should default to “active year” and “Your School”, but if not set them to reflect “active year” and “Your School”.

Select Calendars

Which calendar(s) would you like to include in the report?

active year

list by school

list by year

6. Click “**Generate Extract**” and you will receive a report that looks like the data report below. This format contains column headings, which help to determine missing data

Generate Extract | Submit to Batch

recordType	SSID	SSN	lastName	enrollmentDate	institutionNumber	ATC_CTC	schoolYear	programSectionNumber	gradeLev
E	000000042	000000000		08.06.2008	061301410	N	2010-2011	1	5
E	000000057	000000000		08.06.2008	061301410	N	2010-2011	1	6
E	000000064	000000000		08.06.2009	061301410	N	2010-2011	1	4
E	000000066	000000000		08.08.2007	061301410	N	2010-2011	1	6
E	000000075	000000000		08.06.2009	061301410	N	2010-2011	1	4
E	000000075	000000000		11.05.2009	061301410	N	2010-2011	1	4
E	000000082	000000000		08.06.2008	061301410	N	2010-2011	1	5
E	000000082	000000000		08.06.2008	061301410	N	2010-2011	1	5
E	000000086	000000000		08.06.2008	061301410	N	2010-2011	1	5
E	000000086	000000000		08.06.2008	061301410	N	2010-2011	1	5
E	000000121	000000000		08.06.2009	061301410	N	2010-2011	1	4
E	000000121	000000000		08.06.2009	061301410	N	2010-2011	1	4
E	000000130	000000000		08.06.2008	061301410	N	2010-2011	1	5
E	000000136	000000000		08.06.2008	061301410	N	2010-2011	1	6
E	000000164	000000000		08.06.2008	061301410	N	2010-2011	1	6
E	000000239	000000000		03.22.2010	061301410	N	2010-2011	1	4
E	000000239	000000000		08.06.2009	061301410	N	2010-2011	1	4
E	000000239	000000000		11.05.2009	061301410	N	2010-2011	1	4
E	000000273	000000000		08.06.2008	061301410	N	2010-2011	1	5
E	000000274	000000000		11.05.2009	061301410	N	2010-2011	1	4
E	000000274	000000000		03.22.2010	061301410	N	2010-2011	1	4

7. Open a new file in Microsoft Excel
8. Click anywhere in the webpage where the export file loaded
9. Click “CTRL + A” then Click “CTRL + C”.
10. Go to the new excel sheet, click in the first cell (1A) and click “CTRL + V”
You now have a file with headers and line numbers which will help you identify the specific student and the data that needs to be corrected.
11. Once you have identified the student(s), go back to Infinite Campus make the required corrections in Infinite Campus.
You may have to work with the building or district Infinite Campus Coordinator to get this fixed

DON'T FORGET TO CLICK SAVE AFTER EACH RECORD IS UPDATED

12. Re-run your export to verify that you have corrected all errors.
 - a. Remember to change your format back to State Format (Fixed Width)
 - b. Refer to How to [Create an Infinite Campus Export file](#) for full instructions.