EZ Report Cheat Sheet for Uploading Data from iNOW

iNOW Format	StateID Number	Student Number	LName	MName	FName	Birthdate	SchoolNumber	G	Address	Address2	City	State	Zip	Telephone	Not in iNOW	Language		GR	Ethnicity Name
EZReport Format	State Student ID	District Student ID	Last Name	Middle Name	First Name	DOB	School Code	Gender Code	Street Address	Apartment #	City	State Code	Zip	Phone	Registration Date	Primary Language Code	Primary Language Other	Grade Level Code	Race Code
Correct Example	1234567890	S1000193	CLOONEY	TIM	JORGE	05/06/2003	0075'	M	325 HOLLY BLVD	Apt#1	TITUS	AL	36080-1234	123-456-7890		E		5	1
N O T E S - Red is Mandatory						Must be in this format		M or F Only					Requires zip+4	Can not use paranthesese around (area code)					

SPREADSHEET CONTINUED BELOW:

iNOW Format	IsHispanic	CurrentLunch Program	Guardian LName	Guardian FName	Guardian Telephone	LEP	SpecialEducation Status	Primary Exceptionality	UF_21st_CCLC
EZReport Format	Ethnicity Code	Free or Reduced Lunch	Parent Last Name	Parent First Name	Parent Cell Phone	Limited English Proficiency	Special Education	Gifted & Talented	Filter Only
Correct Example	H	1	FULMER	MARJORIE	334-201-1256	0	1	0	1
N O T E S - Red Field is Mandatory	Change this column - Hispanic = H	Enter 1 for Yes or 0 for No	If you enter Parent First Name, then it is mandatory to enter Parent Last Name and vice versa If you enter value for Parent Cell Phone, then also it is mandatory to enter the Parent First and Last Names. Alternatively, you can leave all the Parent fields blank. The cell phone must be entered in the format 999-999-9999 {iNOW uses (999) 999-9999}			Enter 1 for Yes or 0 for No	Active or Inactive is in iNOW will need to change this to 1 for Yes or 0 for No	Will list all Exceptionalities unless you filter in iNOW - need to change this to 1 for Yes or 0 for No	This field is used to filter only - must be deleted prior to upload

Make sure that you know where you are saving the file on your computer so that you can easily find it to send the completed file or edit the file. Do not enter data into a temporary file, enter it directly into the file you have saved to your computer.

Community Education

iNOW Query/MS Excel Tips for Data Extract:

Custom Tab on a student record must be completed to use Query

If any number starts with a 0 you will need to do one of the following 2 steps while putting the values in the columns

1. **Select the column then go to Format>Format Cells>select "text" under the number tab>click ok.**

   OR

2. **Enter a single quote and then type the number and another single quote; i.e., '0075'**

Personal

Age Equivalency:

CEIS Date: mm/dd/yyyy ...

Resident District:

☑ 21st CCLC

☐ Athlete
☐ Immigrant No Formal Schooling
☐ SES Program Title I
☐ Advanced Diploma
☐ Learn and Serve
☐ School Choice
☐ Career Advanced
☐ Nom Phlote
☐ Single Parent
☐ Career Tech
☐ Other Educational Barrier

QueryTool_Student-2 - Microsoft Excel

Click here To make your choice

Format Cells

Category:
- General
- Number
- Currency
- Accounting
- Date
- Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Sample: DOB

Type: mm/dd/yyyy

Type the number format code, using one of the existing codes as a starting point.

	M	N	O	P	Q	R
	Telephone	Language	GR	Ethnicity	IsHispanic	CurrentLunchProgram
	(123) 456-7890	English	5	WHITE	FALSE	

Find and Replace

Find | Replace

Find what: WHITE

Replace with: 1

Replace All | Replace | Find All | Find Next | Close

InformationNOW (6.2.11) - Mozilla Firefox

Report Name: 21st CLCC

*School:
- WETUMPKA HIGH SCHOOL - 2012-2013
- WETUMPKA HIGH SCHOOL - 2013-2014
- WETUMPKA MIDDLE SCHOOL - 2011-2012
- WETUMPKA MIDDLE SCHOOL - 2012-2013
- WETUMPKA MIDDLE SCHOOL - 2013-2014

Student:
- PM Bus
- PM Bus Stop Number
- PM Bus Stop Time
- PreferredName
- Primary Exceptionality ☑ = Gifted (GT)
- ProperTitleName
- ReevaluationDate

Guardian:
- Title
- FName
- LName
- Telephone
- IsGuardianPrimaryTelephone
- IsGuardian TelephoneNumberListed
- GuardianTelephoneNumberDescription

Contact:
- Title
- FName
- MName
- LName
- Generation
- PreferredName
- DOB

○ xml ○ html ○ txt ● csv Totals Only

Results (Top 5 Results Max)

StateIDNumber		LName	FName	MName	Schl No.	G	Address	City	State	Zip	Telephone	Language	GR	Race	IsHis
1963289556	S991988	SANDERS	JESSE	DAVID	0075	Male	135 NOAHS RD	WETUMPKA	AL	36092	(334) 451-9559	English	05	White	

Opening QueryTool_Student.csv

You have chosen to open:

QueryTool_Student.csv

which is: Microsoft Excel Comma Separated Values File (330 KB)
from: https://inow-elmoreco.asc.edu

What should Firefox do with this file?
● Open with: Microsoft Excel (default)
○ Save File
☐ Do this automatically for files like this from now on.

OK | Cancel

I use csv format because it will automatically open in MS Excel – once you are in MS Excel you will need to save it as a workbook

❖ START STUDENT data from row 3.
❖ DO NOT CHANGE the sheet name "ParticipantData".
❖ DO NOT CHANGE the field header (Row 1) of the excel file.
❖ GET SCHOOL CODES by clicking on the link "School Codes" in Upload student data screen.
❖ FIELDS Marked in RED are mandatory for a record to be uploaded.
❖ DO NOT USE merge cells or formulas.
❖ USE the codes as given for various fields in "Master Files" sheet.
❖ YOU can use this file itself to prepare the data and you can leave the instruction and master file sheet as it or you may delete them.

Student Query

Criteria

Report Name: 21st CLCC

Filter Criteria for Field: Primary Exceptionality

Criteria

Field Name: Primary Exceptionality

Heading: Primary Exceptionality

Filter Properties for Field: Primary Exceptionality
- None
- Equal To
- Not Equal To
- Less Than
- Less Than or Equal To
- Greater Than
- Greater Than or Equal To
- Is Contained Within
- Empty
- Not Empty
- Contains
- Like
- Not Like
- Between

Filter Value:
- Autism (AUT)
- Deaf-Blindness (DB)
- Declassified (99)
- Determined Ineligible (00)
- Development Delay (DD)
- Emotional Disability (ED)
- Gifted (GT)
- Hearing Impairment (HI)
- Intellectual Disability (ID)
- Multiple Disabilities (MD)

Sort by this field:
● No Sort
○ Ascending
○ Descending

Group by:
● No Break
○ Group Break

To add Gifted & Talented use the Primary Exceptionality as the Filter