

## ProgressBook SI/DASL State Reporting Integration

### Overview

SameGoal provides EMIS Chapter 5 file extracts for Special Education. Supported record types include:

- Student Special Education Events Record (GE)
- Student Special Education Graduation Requirement Record (FE)
- Student Programs Record (GQ)
- Student Attributes - Effective Date Record (FD)

These file extracts can be loaded directly into ProgressBook SI/DASL using its Special Education Import.

### Steps

#### To download EMIS Chapter 5 files from SameGoal:

- Login using an Administrative account.
- Visit Reports (left menu) > State Reporting.
- Visit the EMIS report(s) of interest. In the report configuration screen, choose **Format: Fixed**. Then click **Run Report**.
- Rename and save each downloaded report locally (e.g. "ge-report.fixed").

#### To use the Special Education Import in SI/DASL

- Login to ProgressBook SI/DASL
- Select "StudentInformation"
- In the top right "[Go to]" search bar, type "special education" and search
- On the search results screen, click the "Special Education Import (SpS)" link
- On the Special Education Import (SpS) screen:
  - Select Import Method: Physical file

- File name: Click Browse to upload the file
- Run options:
  - For GE, select "Student Special Education Events (GE)"
  - For FE, select "Student Special Education Graduation Requirement (FE)"
  - For GQ, select "Student Program (GQ)"
  - For FD, select "Student Attributes (FD)"
  - Note: All other run options correspond with the FA Student Assessment record (extract not supported by SameGoal, as record primarily for assessment results).

**To verify import results for a student in SI/DASL:**

- Login to ProgressBook SI/DASL
- Select "StudentInformation"
- In the top right "[Find students]" search bar, type student name and search. Click on the student name.
- In the top right "[Go to]" search bar, type "special education" and search
- On the search results screen, click the "Special Education" link
- On the Special Education screen:
  - To verify GE records, visit the "Events" tab
  - To verify FE records, visit the "Grad Requirements" tab
  - To verify GQ records:
    - 215XXX codes: Visit the "Services" tab
    - 220100, 211001 codes:
      - In the top right "[Go to]" search bar, type "student memberships" and search
      - Click "Student Memberships" link
      - NOTE: Although 211001 codes load without errors, they do not appear on the Student Memberships page. Please inquire with your ITC or enter 211001 codes manually if needed.
  - To verify FD records:
    - In the top right "[Go to]" search bar, type "student profile" and search
    - Click "Edit Student Profile" link
    - Click "FD-Attributes" tab