

## Synergy Uploads in the Web2School Client

We at Web2School try to make state reporting as easy as possible. We create each export in your system and make sure it is up to date with any changes Synergy makes.

Your school administration is responsible for data entry as well as uploading reports to Synergy from Web2School. Information required for Synergy are located in four places in Web2School.

The first location is under the **Student General Tab**. To access this location in the Web2School Client, you must click **Administration -> Student**. Click the get list button and double click the student you want to view/modify. **Page 2** of this document details what information from this window is needed for Synergy.

The second location is under the **Student Attendance Tab**. To access this location in the Web2School Client, you must click **Administration -> Student**. Click the get list button, click the student you wish to view/modify, and click on the Attendance button. **Pages 3-4** of this document details what information from this window is needed for Synergy. **Page 4** covers how to assign Attendance Codes to groups of students.

The third location is under the **Student Guardian Tab**. To access this location in the Web2School Client, you must click **Administration -> Student**. Click the get list button, click the student you wish to view/modify, and click on the Guardian(s) button. **Page 5** of this document details what information from this window is needed for Synergy.

The fourth location is under the **State Utilities Window**. To access this location in the Web2School Client, you must click **Administration -> State Utilities**. Click the get list button and double click the student you wish to view/modify. **Page 6** of this document details what information from this window is needed for Synergy.

Finally, to **Export** a report from the Web2School Client, you must click **Reports -> Advanced Custom Export**. Click the Get List button to view your custom exports. All the Synergy exports begin with "Synergy – ". **Page 7** of this document further details the export process.

**Student Window – General Tab**

Student General Fields Tracked in Synergy		
	Field Name	Synergy Field Name
1	Student ID	SchoolStudentID
2	First Name	FirstName
3	Middle Name	MiddleName
4	Last Name	LastName
5	Suffix	NameSuffixCode
6	Sex	Sex
7	State ID	State Student ID
8	Email	Email
9	Birth Date	BirthDate
10	Ethnicity	Choose Hispanic or Non-Hispanic and then choose all races that apply to the student.

**Student Information - John Adams #3**

Sys. ID: 3, First Name: John, Middle Name: Q, Last Name: Adams, Suffix: [blank]

Sex: M, YOG: 2018, Grade: 12, Homeroom: 204

District ID: 000012343, State ID: 751963547, Active:

Social Security #: 890-09-9876, Email: jdog@mnt.org

**Emergency Information:** Name: Sue McMullen, Phone: 493-3332

**Birth Information:** Date: 12/13/1997, Age: 19/09, City: PORTLAND, State: NH, Country: US

**Primary Guardian:** Mr JOHN ADAMS (Father), Mrs SALLY CONRADI (Stepmother), Email: jadamson@hotmail.net

Has Pickup Permission

**Addresses:** Physical: 1778 INDEPENDENCE RD, CONCORD NH 03100 US; Mailing: 1778 INDEPENDENCE RD, CONCORD NH 03100 US

**Phone Numbers:** Home: (603) 787-6666, Work: (603) 787-6345

**Student Notes (Total Characters 41):** Sue is Grandmother and lives in the home.

**Figure 1**

### Student Window – Attendance Tab

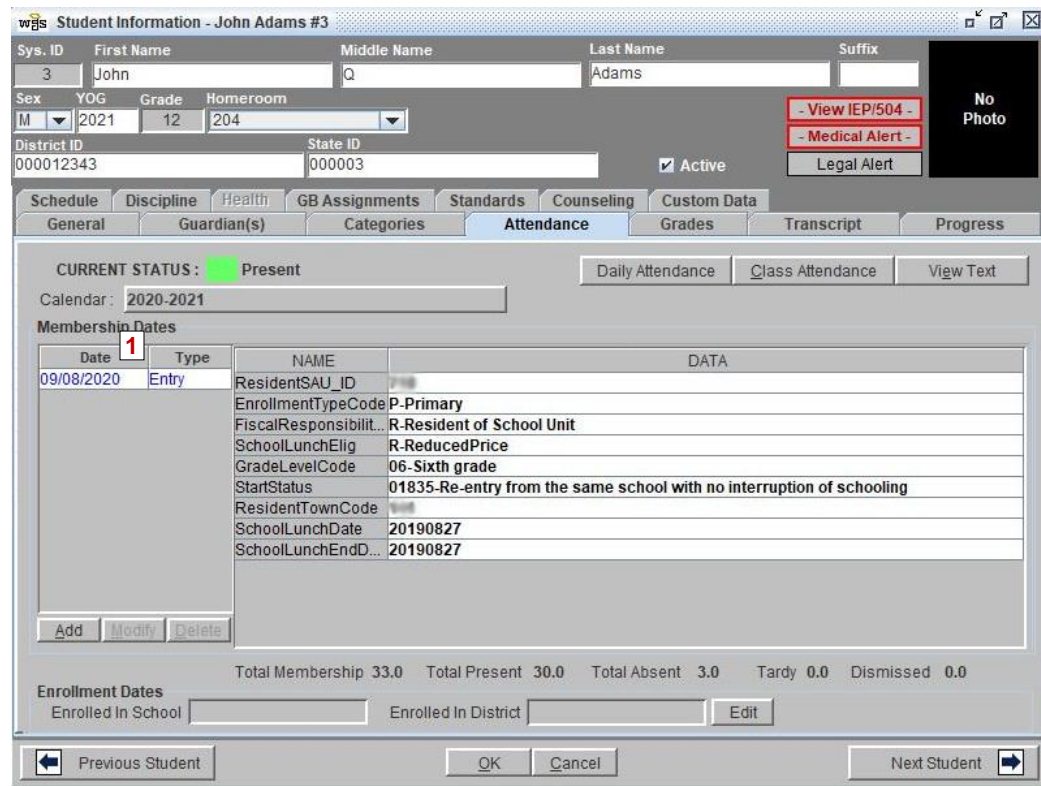


Figure 2

Double-click on the **Entry Date [1]** to modify entry membership information.  
See Figure 2.

Edit data using the drop-down boxes in the **Modify Entry Membership Information window [2]**.  
See Figure 3.

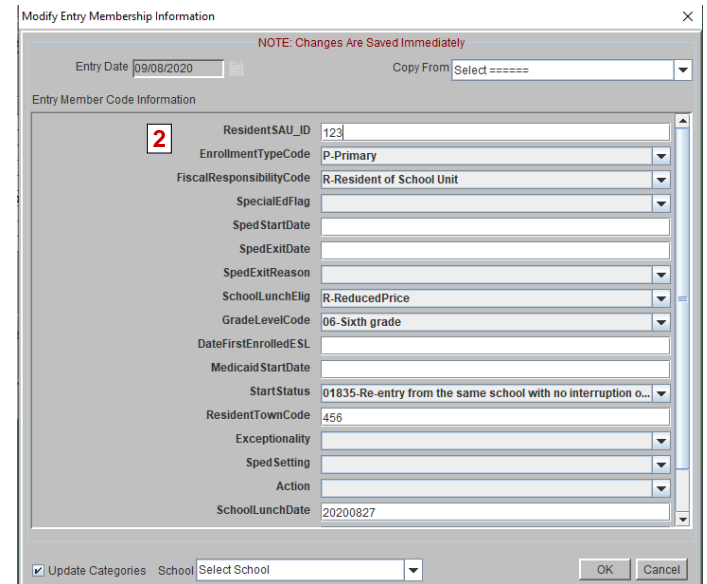


Figure 3

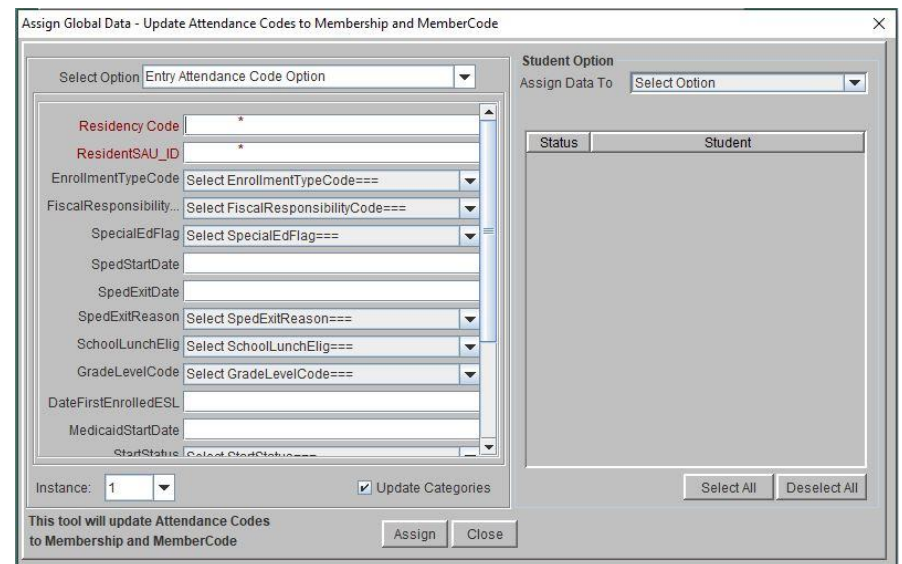
**Student Window – Attendance Tab (cont.)**

Student Entry Codes Tracked in Synergy		
Web2School Field Name	Synergy Field Name	Required
Residency Code	ResidentTownCode	Yes
ResidentSAU_ID	ResidentSAU_ID	Yes
EnrollmentTypeCode	EnrollmentTypeCode	Yes
FiscalResponsibilityCode	FiscalResponsibilityCode	Yes
SpedStartDate	SpedStartDate	No
SpedExitDate	SpedExitDate	No
SpedExitReason	SpedExitReason	No
SchoolLunchElig	Eligibility	No
GradeLevelCode	GradeLevelCode	Yes
DateFirstEnrolledESL	StartDate	No
StartStatus	StartStatus	Yes
Action	Action	No
SchoolLunchDate	StartDate	No
Certified_Type	EndDate	No
Military Code	MilitaryFamilyFlag	Yes

Student Entry Codes Tracked in Synergy		
Web2School Field Name	Synergy Field Name	Required (On Exit)
ExitTypeCode	ExitTypeCode	Yes

Certain Attendance Codes, like EnrollmentTypeCode and GradeLevelCode, are often common among multiple students. Rather than assigning these codes individually, there is a way to assign groups of students the same field.

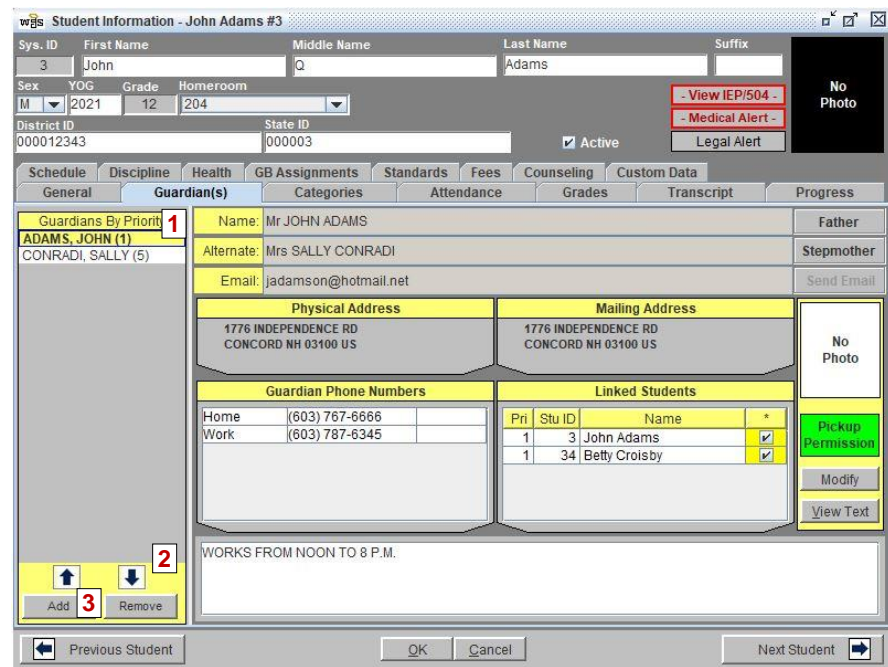
To do so in the Web2School Client, you must click:  
**Tools -> Global -> Attendance -> Attendance Codes.**



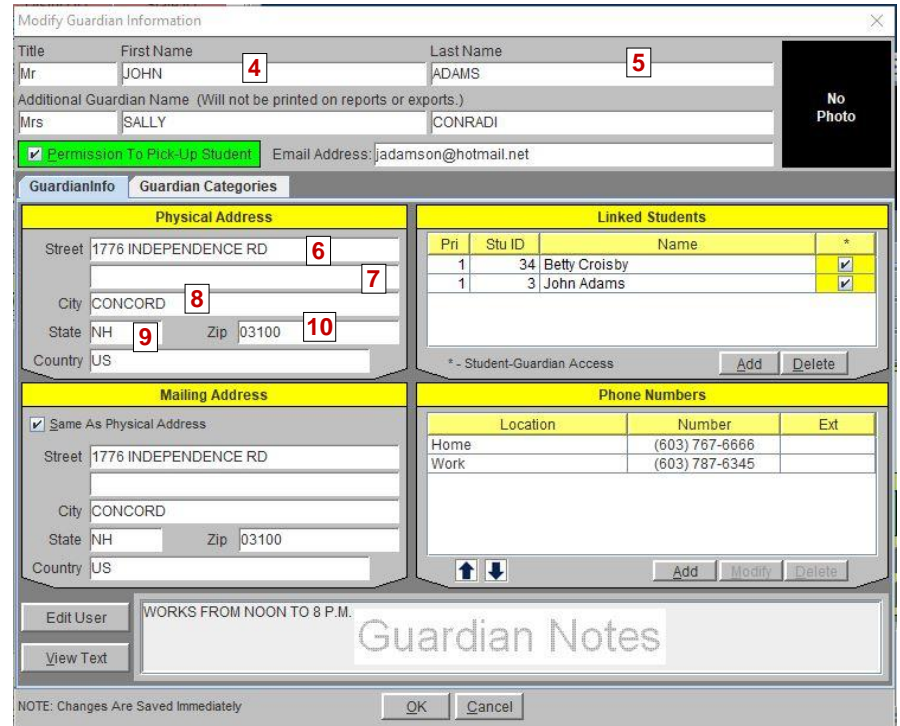
**Figure 4**

This window (**Figure 4**) can be filled in the same way you would assign Attendance Codes to an individual student (**Figure 3**). However, on the right side of the window is filter option, so you can select a group of students to apply these fields to. You can filter by things like Year of Graduation, Sex, Homeroom and much more.

**Student Window – Guardian Tab**



**Figure 5**



**Figure 6**

The first **Guardian [1]** in the list is considered the primary guardian. You can reorder the guardians with the **Arrows [2]**

Click on the **Add Button [3]** to attach a new or existing Guardian to the Student.  
 See *Figure 5*.

Double click on a guardian to open a window allowing you to modify guardian information (Figure 6).

Fields Tracked in Synergy		
	Field Name	Synergy Field Name
4	First Name	ParentGuardian1FirstName
5	Last Name	ParentGuardian1LastName
6	Physical Address 1	AddressLine1
7	Physical Address 2	AddressLine2
8	Physical City	CityTown
9	Physical State	State
10	Physical Zipcode	ZipCode

### State Utility

The screenshot shows the 'Edit Student Information' window. At the top, it displays student details: ID 3, First Name John, Middle Name Q, Last Name Adams, Date of Birth 12/13/1997, Gender Male, City of Birth PORTLAND, Race Black, YOG 2021, Grade 12, and Homeroom 204. Below this, there are input fields for SASID (1234567890) and LASID, with 'Add' and 'View Text' buttons. The main area is a table with columns 'ID', 'NAME', 'SUB ID', and 'DESCRIPTION'. The table lists various categories, some marked as required with an asterisk (\*). At the bottom, there are navigation buttons: '<< Previous', 'OK', 'Cancel', '\* - Required Field(s)', and 'Next >>'.

ID	NAME	SUB ID	DESCRIPTION
01	EnrollmentTypeCode *	P	Primary
02	SchoolLunchElig *	N	FullPrice
03	StartStatus *	01838	Original entry into a United States school
04	GradeLevelCode *	PK	Pre Kindergarten
06	FiscalResponsibilityCode *	S	Superintendent Agreement
19	EnglishProficiency *	01	Native English Speaker
05	ExitTypeCode		
07	Title1AFlagMath		
08	AlternativeEdFlag	N	No
09	HomeSchooledFlag		
10	SpecialEdFlag		
11	Chapter504StatusFlag		
12	GiftedTalentedAcademic		
13	GiftedTalentedArtistic		
14	FTE		
146	Title1AFlagELA		
15	ExceptionalityCode		
16	HomelessCode		
17	StateWardFlag		
18	StateAgencyClientFlag		
20	RefugeeFlag		
21	TransitionBilingualEarlyExit		
22	DualLanguageTwoWayImmersion		
23	ESLELD		
24	ContentClasses		
25	ForeignExchange		

**Figure 7**

The State Utility window is where any state reporting information that is not already covered by the Student General or Student Attendance tab is stored. Information stored in State Utility fields gets carried over from year to year, unlike Attendance Code fields.

State Categories are broken down into two categories. Descriptive Categories and User Defined Categories. Descriptive Categories are filled in by selecting an option from a Dropdown Menu. User Defined Categories are filled in by typing in the necessary information.

Attendance Code fields you fill in update their respective State Utility fields by default.

The following table details the State Utility fields (that are not already covered by Attendance Codes) that Synergy State Reporting tracks

State Descriptive Categories Tracked in Synergy		
Web2School Field Name	Synergy Field Name	Required
Title1AFlagMath	Title1AFlagMath	No
Title1AFlagELA	Title1AFlagELA	No
AlternativeEdFlag	AlternativeEdFlag	No
HomeSchoolFlag	HomeInstructionFlag	No
FTE	FTE	No
Chapter504StatusFlag	Chapter504StatusFlag	No
GiftedTalentedAcademic	GiftedTalentedAcademic	No
GiftedTalentedArtist	GiftedTalentedArtist	No
HomelessCode	HomelessCode	No
UnaccompaniedYouth	UnaccompaniedYouth	No
TransitionBilingualEarlyExit	TransitionBilingualEarlyExit	No
DualLanguageTwoWayImmersion	DualLanguageTwoWayImmersion	No
ESLELD	ESLELD	No
ContentClasses	ContentClasses	No
Newcomer	Newcomer	No
ImmigrantFlag	ImmigrantFlag	No
SpedSetting	SpedSetting	No
SpecialEdAlternateAssessment	SpecialEdAlternateAssessment	No
ExceptionalityCode	DisabilityCode	No
CTEAction	Action	No
CTEExitStatus	ExitStatus	No
Out-Of-WorkInd	Out-Of-WorkInd	No
SingleParent	SingleParent	No
700InstHrs	700InstHrs	No
SatelliteProgram	SatelliteProgram	No

State User Defined Categories Tracked in Synergy		
SAUID	SAUID	Yes
School_ID	School ID	Yes
USArrivalDate	USArrivalDate	No
HomeLanguage	HomeLanguage	No
DateFirstEnrolledESL	StartDate	No
USSchoolDate	USSchoolDate	No
CTECode	CTECode	No
CTEStartDate	StartDate	No
CTEEndDate	EndDate	No

### Exporting From Web2School

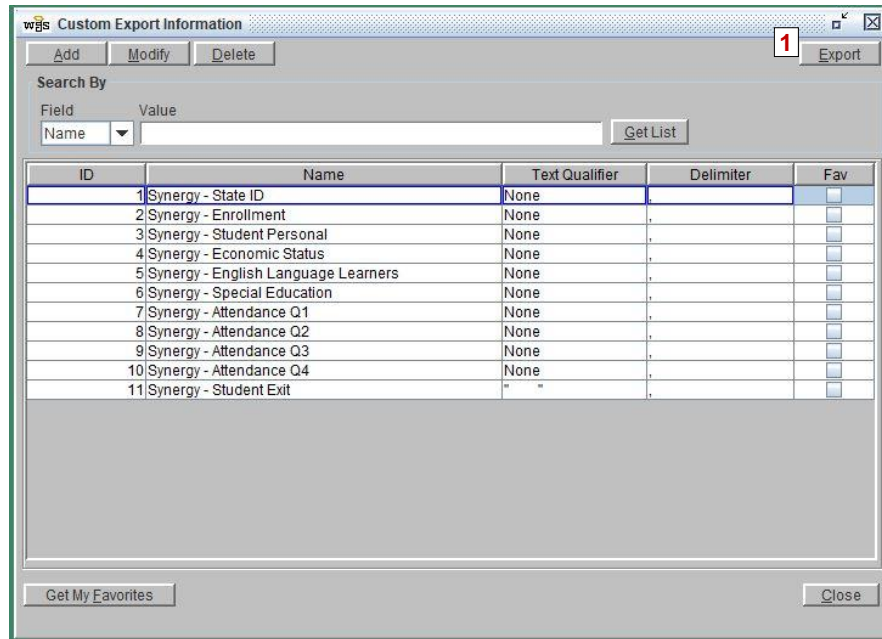


Figure 8

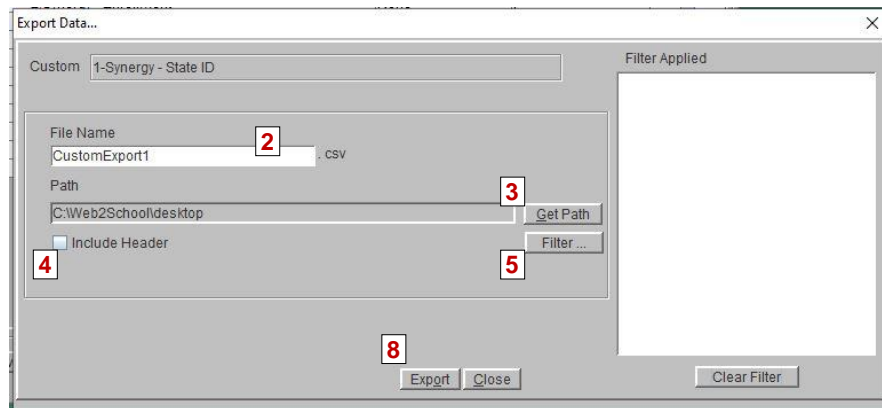


Figure 9

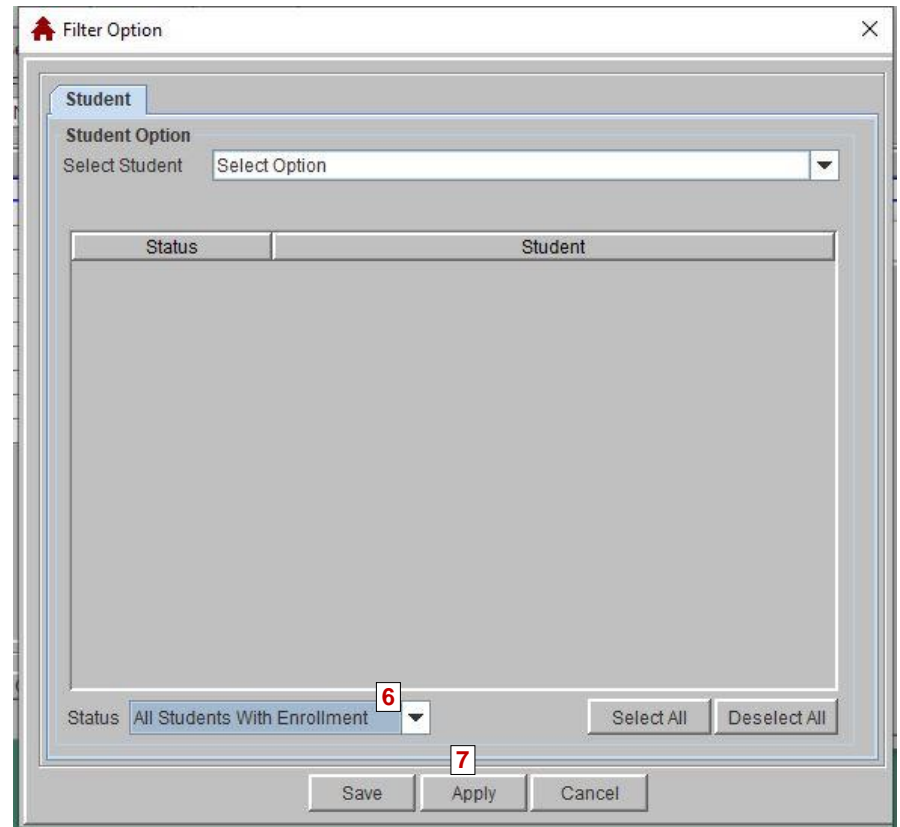


Figure 10

Click on a report to highlight it and then click on the **Export [1]** Button. See Figure 8.

In this window, you can **Name the File [2]** as well as choose where it is **Saved [3]** on your computer. Leave **Include Header [4]** unchecked and click on the **Filter [5]** button. See Figure 9.

Under **Status [6]**, Select 'All Students With Enrollment'. Select **Apply [7]**. See Figure 10.

Click the Export **[8]** button to download the report. See Figure 9.

**Attendance Upload**

<b>Element Name</b>	<b>Description</b>	<b>Required Field</b>	<b>Number of Characters</b>	<b>W2S Location</b>
SAUID	NEO Organization ID for the attending SAU	YES	1 to 4	State User Defined
StateStudentID	The student's state ID	YES	9	Student
School ID	NEO Organization ID for the attending school	YES	1 to 4	State User Defined
Year Code	Description: School year designation. Data Type: alpha numeric	YES	9	Default Value
Quarter	The quarter in which the attendance record applies.	YES	2	Default Value
Days Enrolled	Number of days the student was enrolled during the quarter.	YES	1 to 2 numeric only - no decimals	Attendance
Days Present	Number of days the student was present during the quarter	YES	1 to 2 numeric only - no decimals	Attendance
Days Excused Absences	Number of days the student was absent with excused absences during the quarter	YES	1 to 2 numeric only - no decimals	Attendance
Quarter Days	Number of active instructional days that school has been in session during the quarter	YES	1 to 2 numeric only - no decimals	Default Value



**CTE Upload**

<b>Element Name</b>	<b>Description</b>	<b>Required Field</b>	<b>Number of Characters</b>	<b>W2S Location</b>
SAUID	NEO Organization ID for the attending SAU	Yes	1 to 4	State User Defined
StateStudentID	The student's state ID	Yes	9	Student
SchoolID	NEO Organization ID for the attending school	Yes	1 to 4	State User Defined
Year	Description: School year designation. Data Type: alpha numeric	YES	9	Default Value
Action	Value to define if this is an Add/Update of a student CTE record or a delete.	NO	0 or 1	Default Value
CTECode	CTE program code	YES	15	State User Defined
StartDate	CTE Start Date	Yes	8	Attendance
EndDate	CTE End Date	No	8	Attendance
ExitStatus	The reason for exiting or ending CTE program	Required when EndDate is populated	5	State Category
EarlyCollegeLD	The student is early college LD.	No	1	State Category
Out-of-WorkInd	The student is an out-of-work individual.	No	1	State Category
SingleParent	The student is single parent.	No	1	State Category
700InstHrs	The student is receiving at least 700 instructional hours in the CTE program in one year.	No	1	State Category
SatelliteProgram	The student is enrolled in a program at a satellite location	No	1	State Category

**Economic Status Upload**

<b>Element Name</b>	<b>Description</b>	<b>Required Field</b>	<b>Number of Characters</b>	<b>W2S Location</b>
SAUID	NEO Organization ID for the attending SAU	Yes	1 to 4	State User Defined
StateStudentID	The student's state ID	Yes	9	Student
School ID	NEO Organization ID for the attending school	Yes	1 to 4	State User Defined
Year Code	Description: School year designation. Data Type: alpha numeric	YES	9	Default Value
Action	Value to define if this is an Add/Update of a student Economic Status record or a delete.	No	255	State Category
Eligibility	the student's eligibility status	YES	15	Attendance
StartDate	EligibilityStartDate	Yes	8	Attendance
EndDate	EligibilityEndDate	No	0 or 8	Default Value

**English Language Learners Upload**

<b>Element Name</b>	<b>Description</b>	<b>Required Field</b>	<b>Number of Characters</b>	<b>W2S Location</b>
SAUID	NEO Organization ID for the attending SAU	Y	1 to 4	State User Defined
StateStudentID	The student's state ID	Y	9	Student
School ID	NEO Organization ID for the attending school	Y	1 to 4	State User Defined
Year Code	Description: School year designation. Data Type: alpha numeric	Y	9	Default Value
StartDate	Definition: Date when student first enrolled in English Learner program	Y	8	State User Defined
USSchoolDate	Definition: Date of first US school enrollment of EL student.	Y	0 or 8	State User Defined

**New State Student ID Upload**

<b>Element Name</b>	<b>Description</b>	<b>Required Field</b>	<b>Number of Characters</b>	<b>W2S Location</b>
SAUID	NEO Organization ID for the attending SAU	YES	1 to 4	State User Defined
SchoolStudentID	Definition: School Student identification number.	N	0 to 10	Student
LastName	Definition: Legal last name of student (no suffix). Type of Data: varchar	YES	2 to 50	Student
FirstName	Definition: Legal first name of student (no alias or suffix) . Type of Data: varchar	YES	2 to 50	Student
MiddleName	Definition: Middle name of student. Type of Data: varchar	NO	0 to 50	Student
Gender	The student legal gender	YES	1	Student
Birthdate	The student birthdate	YES	8	Student
Grade	Grade of student. The key grade here would be of PK, KG type.	YES	2	Attendance
StartStatus	Reason student started school.	YES	5	Attendance

**Special Education Upload**

<b>Element Name</b>	<b>Description</b>	<b>Required Field</b>	<b>Number of Characters</b>	<b>W2S Location</b>
SAUID	NEO Organization ID for the attending SAU	Yes	1 to 4	State User Defined
StateStudentID	The student's state ID	Yes	9	Student
School ID	NEO Organization ID for the attending school	Yes	1 to 4	State User Defined
Year Code	School year designation	Yes	9	Default Value
SpedStartDate	Definition: Date when student began a special education program.	Yes	8	Attendance
SpedExitDate	Definition: Date when student exited a special education program.	No	0 or 8	Attendance
SpedExitReason	Description: Reason student exited special education.	No	20	Attendance
SpedSetting	Description: Educational setting of special education student.	Yes	10	State Category
SpecialEdAlternateAssessment	Description: Indicator that the student will be taking an alternate assessment for state assessment purposes	Yes	1	State Category
DisabilityCode	Description: Choose appropriate disability for student receiving special education services.	Yes	3	State Category

**Student Enrollment Upload**

Element Name	Description	Required Field	Number of Characters	W2S Location
SAUID	NEO Organization ID for the attending SAU	Yes	1 to 4	State User Defined
StateStudentID	The student's state ID	Yes	9	Student
School ID	NEO Organization ID for the attending school	Yes	1 to 4	State User Defined
Year Code	School year designation	YES	9	Default Value
ResidentSAU_ID	NEO Organization ID for the resident SAU	Yes (primary enrollments only)	1 to 4	Attendance
ResidentTownCode	Definition: ID of student's resident town.	Yes (primary enrollments only)	3	Attendance
EnrollmentTypeCode	Definition: Type of Enrollment in school	Yes	1	Attendance
StartStatus	Definition: Reason student started in the school.	Yes	5	Attendance
GradeLevelCode	Definition: The grade the student is in.	Yes	2	Attendance
EffectiveDate	Description: Start date of the enrollment or the date of change in status for the following fields: ResidentTownCode, ResidentSAU_ID, FiscalResponsibilityCode	Yes if it is the first enrollment of the school year or If data is changed in fields listed under Description to the left.	NULL or 8	Attendance
ExitTypeCode	Definition: Reason student left the school. Through graduation, expulsion, transfer, etc.	(if applicable)	5	Attendance
ExitDate	Definition: Date when student exits a school.	(If Exit Type selected)	NULL or 8	Attendance

FiscalResponsibilityCode		Yes (primary enrollments only)	1	Attendance
Title1AFlagMath	Description: Applies if the child is considered at risk and is eligible for Title IA services by virtue of their status.	(if applicable)	NULL or 1	State Category
Title1AFlagELA	Description: Applies if the child is considered at risk and is eligible for Title IA services by virtue of their status.	(if applicable)	NULL or 1	State Category
AlternativeEdFlag	Description: Applies if student is participating in an Alternative Education program. Data Type: char	(if applicable)	NULL or 1	State Category
HomeInstructionFlag	Description: Students who are home instructed and attend local school districts part time or home instruction students receiving only Special Education services. If yes then FTE value if required (see FTE below).	(if applicable)	NULL or 1	State Category
FTE	Description: The percent of time spent at school by a home instructed student. Also an option to designate only Special Education services received at school. Data Type: varchar	(if Home School Education checked)	1	State Category
Chapter504StatusFlag	Description: Applies if student participates in a Chapter 504 program. Data Type: char	(if applicable)	NULL or 1	State Category
GiftedTalentedAcademic	Description: Applies if student participates in an Intellectual/Academic based Gifted and Talented program.	(if applicable)	NULL or 1	State Category
GiftedTalentedArtistic	Description: Applies if student participates in an Artistic based Gifted and Talented program.	(if applicable)	NULL or 1	State Category

MilitaryFamilyFlag	Description: Applies if student returns the annual form sent home to parents stating yes to the following question: Are one or both of this student’s parents in the uniformed service of the United States (including members of the National Guard and Reserve), or, within one year of medical discharge or retirement from active-duty uniformed services.	Yes	<=22	State Category
HomelessCode	Description: Choose the appropriate "Homeless Night-time Residence Code".	(if applicable)	<=11	State Category
UnaccompaniedYouth	Description: An unaccompanied youth is a student who is not in the physical custody of a parent or guardian; this includes youth who have run away from home, been kicked out of their homes, or been abandoned by parents.	(if applicable)	NULL or 1	State Category
TransitionBilingualEarlyExit	Description: Student is eligible or receiving services in an EL program for Transitional Bilingual Education or Early Exit Bilingual Education	(if applicable)	NULL or 1	State Category
DualLanguageTwoWayImmersion	Description: Student is eligible or receiving services in an EL program for Dual Language or Two-way Immersion.	(if applicable)	NULL or 1	State Category
ESLELD	Description: Student is eligible or receiving services in an EL program for English as a Second Language (ESL) or English Language Development (ELD).	(if applicable)	NULL or 1	State Category
ContentClasses	Description: Student is eligible or receiving services in an EL program in Content Classes with Integrated ESL Support	(if applicable)	NULL or 1	State Category
Newcomer	Description: Student is eligible or receiving services in an EL program for Newcomer Programs.	(if applicable)	NULL or 1	State Category



**Student Exit Upload**

<b>Element Name</b>	<b>Description</b>	<b>Required Field</b>	<b>Number of Characters</b>	<b>W2S Location</b>
SAUID	NEO Organization ID for the attending SAU	Yes	1 to 4	State User Defined
StateStudentID	The student's state ID	Yes	9	Student
School ID	NEO Organization ID for the attending school	Yes	1 to 4	Student
Year Code	School year designation	Yes	9	Default Value
Effective Date	Start date of the enrollment or date after the last reported Effective Date.	Optional	NULL or 8	Attendance
ExitTypeCode	Reason student left the school. Through graduation, expulsion, transfer, etc.	Yes	5	Attendance
ExitDate	Date when student exits a school.	Yes	8	Attendance

**Student Personal Upload**

Element Name	Description	Required Field	Number of Characters	W2S Location
SAUID	NEO Organization ID for the attending SAU	Y	4	State User Defined
SchoolStudentID	Definition: School Student identification number.	N	0 to 10	Student
StateStudentID	Definition: Student ID provided by State Student Information System.	Y	0 or 9	Student
SSN	Definition: Social security number.	N	0 or 9	Default Value
LastName	Definition: Legal last name of student (no suffix).	Y	2 to 50	Student
FirstName	Definition: Legal first name of student (no alias or suffix) .	Y	2 to 50	Student
MiddleName	Definition: Legal middle name of student.	N	0 to 50	Student
Alias	Definition: Alias or nickname if it exists.	N	0 to 50	Default Value
NameSuffixCode	Definition: A suffix representing the student following the name, such as Jr, III, etc.	N	0 to 10	Student
HispanicLatino	Definition: Is the ethnicity of the student Hispanic/Latino?	Y	1	Student
AmericanIndianAlaskaNative	Definition: Is the race of the student American Indian or Native Alaskan?	Y	1	Student
Asian	Definition: Is the race of the student Asian?	Y	1	Student
BlackAfricanAmerican	Definition: Is the race of the student Black or African American?	Y	1	Student
NativeHawaiianPacificIslander	Definition: Is the race of the student Native Hawaiian or other Pacific Islander?	Y	1	Student
White	Definition: Is the race of the student White/Caucasian?	Y	1	Student
Sex	The sex identified on the student's birth certificate	Y	1	Student
BirthDate	Definition: Date of birth of student.	Y	8	Student
AddressLine1	Definition: First line of student's address.	N	0 to 50	Primary Guardian
AddressLine2	Definition: Second line of student's address.	N	0 to 50	Primary Guardian
CityTown	Definition: Name of town in address.	N	0 to 25	Primary Guardian
State	Definition: Name of state in address.	N	0 or 2	Primary Guardian

ZipCode	Definition: Zip code of town. Use numbers only. No dashes or other characters.	N	0 or 5 or 9	Primary Guardian
HomePhone	Definition: Home Telephone number with area code. Numbers only.	N	0 or 10	Default Value
Email	Definition:E-mail address of contact.	N	0 to 100	Student
ParentGuardian1LastName	Guardian 1 Last Name	N	50	Primary Guardian
ParentGuardian1FirstName	Guardian 1 First Name	N	50	Primary Guardian
ParentGuardian2LastName	Guardian 2 Last Name	N	50	Secondary Guardian
ParentGuardian2FirstName	Guardian 2 First Name	N	50	Secondary Guardian
ImmigrantFlag	Definition: Indicator that student is an immigrant	Y-If student is an Immigrant	0 or 1	State Category
USArrivalDate	Definition: Date refugee student first entered US. Type of Data: date	Y-If student is an Immigrant	0 or 8	State User Defined
HomeLanguage	Language	Y-If Immigrant or EL Student	3	State User Defined