



Tagging Overview

Tagging Student Interchange files is a process in which you mark a file upon upload that allows you to track information for a particular collection. We offer a tagging option because we have three, or more, collections that occur at the same time, and it offers better organization. Tagging allows districts to store data for a collection and work on more recent data at the same time. For example, if a district wants to tag for Student October (OCT), this information is accurate or timestamped as of October 1st. The district then could upload an untagged file with another timestamp as of November 20th for their current information. Tagging Student Interchange files is not required! The example below shows a student changing homeless status from not homeless to homeless at different points in the school year.

SASID	Homeless	Date Uploaded	Tag
1234567890	0 (Not Homeless)	October 1st	OCT
1234567890	3 (in physical custody of guardian)	November 20 th	
1234567890	4 (not in physical custody of guardian)	December 1 st	DEC

How do you know if records have been tagged?

The best way to check to see if records have been tagged is within the Batch Maintenance screen under File Upload within Data Pipeline. The screen will have a list of all files uploaded, along with the record count, error count, whether it has processed or not, when it was processed and the tag on the file. Note that if the Tag column is blank, that means there is no tag on the file. There are certain collections that require untagged files. For example, the Student End of Year Collection, Attendance Collection, etc. will not use tagged files and will result in a failed snapshot if only tagged files are present. Only the Student Interchange offers the option of tagging and the snapshots that utilize them are Student October or December Count. If your district decides to tag their files, you must “tell” the system you are tagging files. Meaning, if your district tags OCT for your Student Interchange Files, you must indicate “tagged” files upon taking a Student October Snapshot to let the system know you want to use the tagged versions of the files.

Advantages/Disadvantages

There are some advantages and disadvantages to consider when tagging Student Interchange Files.

Should I tag?

- Consider work needed if you tag vs. work needed if you don’t tag.
- Tagging may make it easier for you to know which data sets you are working with.
- If you tag for Student October (OCT) or December Count (DEC), make sure your data is as of those count dates.

Advantages

- Easier to verify data (for certain collections/time periods)
- Clearer that you include the correct students and data.
- Easier data management
- Allows for validating your data for multiple snapshots simultaneously.

Disadvantages

- Possibly more work.
- Could cause more errors/confusion throughout different collections.
- If you tag files for OCT or DEC, you must be sure to upload untagged files for use in other snapshots.