

**Revised: June, 2012**

This page was intentionally  
left blank for 2-sided printing.

|  |           |
|--|-----------|
| <b>Introduction .....</b>                                      | <b>4</b>  |
| <i>About this Guide.....</i>                                   | <i>4</i>  |
| <b>Management of File Transmission.....</b>                    | <b>5</b>  |
| <i>Logging In .....</i>  | <i>5</i>  |
| <i>Student Details.....</i>                                    | <i>11</i> |
| <i>Send a File to EIMS.....</i>                                | <i>17</i> |
| <i>EIMS File Management.....</i>                               | <i>19</i> |
| <i>Resolving “Error” File Status .....</i>                     | <i>23</i> |
| <b>Management of Student Resolution .....</b>                  | <b>23</b> |
| <i>Resolving “Needs Resolution” Status.....</i>                | <i>23</i> |
| <i>Downloading Clean Records .....</i>                         | <i>26</i> |
| <i>EIMS Transfer List and Audit Reports .....</i>              | <i>27</i> |
| <i>EIMS Merge/Split Report.....</i>                            | <i>31</i> |
| <i>Formerly Enrolled in Virginia Report .....</i>              | <i>33</i> |
| <i>EIMS Multiple Division or School Enrollment Report.....</i> | <i>35</i> |
| <i>New Student.....</i>  | <i>36</i> |
| <b>STI Split / Merge.....</b>                                  | <b>38</b> |
| <i>STI Merge Process.....</i>                                  | <i>38</i> |
| <i>STI Split Process .....</i>                                 | <i>42</i> |
| <b>Getting Help .....</b>                                      | <b>47</b> |

Microsoft®, Windows®, and Internet Explorer® are registered trademarks of Microsoft Inc. Netscape Communicator® is a registered trademark of Netscape. Power Macintosh® is a registered trademark of Apple Computer, Inc. Mac™ is a trademark of Apple Computer, Inc. Adobe and Acrobat are either registered trademarks or trademarks of Adobe System Incorporated in the United States and/or other countries. Pearson Educational Measurement and the Pearson Educational Measurement logo are registered trademarks of NCS Pearson, Inc.

## Introduction

Welcome to the *Virginia Educational Information Management System (EIMS) Procedure Guide for File Management*. This guide shows authorized users how to perform the following activities:

1. Upload demographic Student Record Collection (SRC) files into EIMS
2. Upload Student Schedule Collection (SSC) files into EIMS
3. View data file transmission status
4. View data file errors for correction and re-transmission
5. View student files that need resolution
6. Resolve student records using the match and merge process
7. Download error free demographic files into your local SIS

The *Procedure Guide for File Management* provides a step-by-step process for completing distinct File Management tasks. Each of these tasks is identified in the Table of Contents.

## About this Guide

### Scope

The Virginia EIMS File Management guide has two basic components: (1) file administration for management of file transmissions and (2) student resolution for the management of student records that are new or that need to be matched to a student record already in the system.

### Access to Administrative Functions

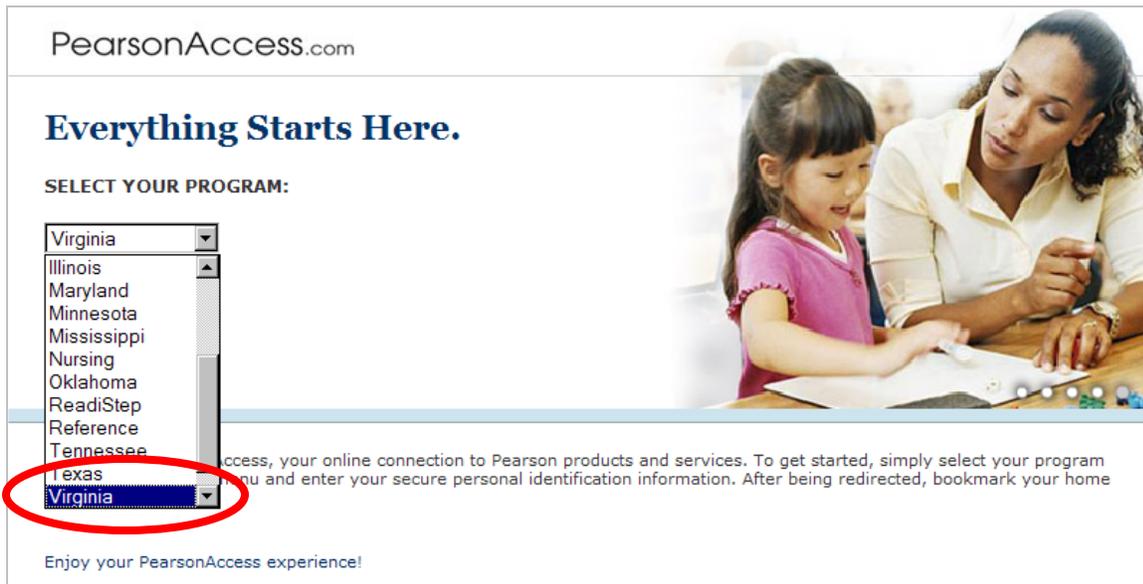
Access to the various administrative functions described in this guide is based on authorizations assigned by the Virginia Department of Education or Division EIMS Project Managers.

**► Not all users will be authorized to perform *all* of the file management functions described in this guide. If you are not authorized to perform a particular administrative function, an onscreen message will appear when you attempt to access a task, and you will not be able to complete that task. If you feel you should have access, please contact your Division EIMS Project Manager.**

# Management of File Transmission

## Logging In

1. Enter [www.pearsonaccess.com](http://www.pearsonaccess.com) into your browser to go to PearsonAccess.



2. See the figure above. Select **Virginia** from the drop down window

3. See the figure below. Click on the **Log into PearsonAccess** button on the bottom left-hand side of the screen.



**PearsonAccess Virginia**

Home Support Training Center ePAT

**PearsonAccess**

- ▶ Order test materials
- ▶ Create, deliver, score and report assessments
- ▶ Online and paper-based testing
- ▶ EIMS data and reports on K-12 education

**Log into PearsonAccess** ➔

**Perspective for Educators**

- ▶ Visit the new home of Mentor

[Go to Perspective for Educators](#)

**Related Links**

- [Virginia DOE Home Page](#)
- [Virginia School Report Card](#)

**Conferences and Training**

No Conferences and Training Scheduled

4. See the figure below. The Login screen below will open. Enter your User Name and Password in the appropriate fields and click the **Login** button

Please login...

Welcome to the Department of Education's assessment services web site.  
Please log in to access these services.

User Name:

Password:

Login Cancel

[Reset your password](#)  
[Need help signing in?](#)

If you are entering the system for the very first time, you will be prompted to agree to a Confidentiality Statement and complete your account information before continuing into the system.

See the following screen. From the PearsonAccess Home Screen, select **Manage EIMS Data** from the first column labeled Student Data.

# PearsonAccess

Welcome to the state's gateway to services designed to help you register students for testing, order testing materials, and analyze test results.



| Student Data   | Test Setup   | Test Management   | Test Scores   | Test Results  |
|--|--|---|---|---|
| <p><a href="#">Student Data File Submission</a></p> <ul style="list-style-type: none"> <li>Send student files to the system</li> <li>Check for problems with sent files</li> </ul> <p><a href="#">Student Data Information</a></p> <ul style="list-style-type: none"> <li>Filter and sort students</li> <li>View total student counts</li> <li>Change student data</li> <li>Create rostered groups</li> <li><b><a href="#">Manage EIMS Data</a></b></li> <li><a href="#">Manage EIMS Student Data</a></li> <li>Send a File to EIMS</li> <li>Manage EIMS Files</li> <li>View EIMS Transfer List</li> <li>View EIMS Audit Report</li> <li>View EIMS Merge/Split Report</li> <li>View EIMS Formerly Enrolled in Virginia Report</li> <li>View EIMS Needs Resolution Report</li> </ul> | <p><a href="#">Enter Administration Details</a></p> <ul style="list-style-type: none"> <li>Submit supplemental test administration information</li> </ul> <p><a href="#">Participation Counts</a></p> <ul style="list-style-type: none"> <li>Enter student counts to order test materials</li> </ul> <p><a href="#">Order Additional Materials and Tracking</a></p> <ul style="list-style-type: none"> <li>Order additional materials</li> <li>Track orders and view shipment information</li> </ul> | <p><a href="#">Student Registration</a></p> <ul style="list-style-type: none"> <li>Assign students to paper &amp; online tests</li> <li>Update student demographic data before testing</li> <li>View student counts by administration</li> </ul> <p><a href="#">Manage Test Sessions</a></p> <ul style="list-style-type: none"> <li>View online test sessions</li> <li>Add registered students to a test session</li> <li>Proctor test sessions</li> </ul> <p><a href="#">Resolve Student Test Alerts</a></p> <ul style="list-style-type: none"> <li>Examine and resolve issues with completed tests</li> </ul> | <p><a href="#">Manage Scores</a></p> <ul style="list-style-type: none"> <li>Enter, submit, and validate VAAP and VGLA scores</li> </ul> <p><a href="#">Manage Scores File Submission</a></p> <ul style="list-style-type: none"> <li>Send Manage Scores files to the system</li> <li>Check for problems with sent files</li> </ul> | <p><a href="#">On Demand Reports</a></p> <ul style="list-style-type: none"> <li>Online testing test results at a group level</li> </ul> <p><a href="#">Published Reports</a></p> <ul style="list-style-type: none"> <li>View, download and print access to daily published reports and extracts by organization</li> </ul> <p><a href="#">Request Printed Reports</a></p> <ul style="list-style-type: none"> <li>Request paper reports based on title</li> </ul> <p><a href="#">Request ATP</a></p> <ul style="list-style-type: none"> <li>Request Authorization-to-Proceed (ATP) to indicate changes to student data are finished</li> </ul> <p><a href="#">EIMS Reports</a></p> <ul style="list-style-type: none"> <li>View, export and print EIMS longitudinal data reports</li> </ul> |

See the following screen. Click on **Manage EIMS Student Data** to access the Student Search, Add a Student, and Merge and Split STI's functionalities.

[Home](#) > [Student Data](#) > Manage EIMS Data

## Manage EIMS Data

[Return to Student Data](#)

**Task**

 **[Manage EIMS Student Data](#)**

- Search for a student within EIMS
- Add a student in EIMS to obtain an STI
- Merge or Split STIs within EIMS
- Manage student cumulative records

 **[Send a File](#)**

- Upload Student Information System (SIS) files to EIMS
- Upload Student Schedule Collection (SSC) files to EIMS

 **[EIMS File Management](#)**

- Search for a file that has been uploaded into EIMS
- View EIMS File Status
- Resolve EIMS student issues

 **[EIMS Transfer List](#)**

- View a list students who have transferred into your division.

 **[EIMS Audit Report](#)**

- View STI counts within EIMS for your Division or School

 **[EIMS Merge / Split Report](#)**

- View a list of merged/split students for each Division

 **[EIMS Formerly Enrolled in Virginia Report](#)**

- View a list of students who have transferred out of your Division and are not claimed by another Division within 15 days.

 **[EIMS Needs Resolution Report](#)**

- View the number of STIs, by Division, that were generated by New Student selection during the Needs Resolution process and were later merged into a previously existing STI.

 **[EIMS Multiple Division or School Enrollment Report](#)**

- View a list of students with enrollment in multiple schools and/or divisions for the same academic year.

See the following screen.

1. To **Search** for students, enter the student's STI or Last Name and click on the "Search" button.
2. To **Search** based on multiple STI's, enter STI's separated by commas in the STI field and then click on the "Search" button.
3. After a successful search has been completed a table will display containing all records matching the search criteria.

### Student Data Management Screen

[Home](#) > [Student Data](#) > [Manage EIMS Data](#) > Manage EIMS Student Data

## Manage EIMS Student Data

[Return to Manage EIMS Data](#)

Hide Search 0 Students Selected Results: 1

|               |             |  |
|---------------|-------------|--|
| Last Name     | starts with | <input type="text" value="lname"/>   |
| First Name    | starts with | <input type="text" value="a"/>   |
| STI           | is          | <input type="text"/>   |
| Division      | is          | All  |
| Grade         | is          | <input type="checkbox"/> PreKindergarten<br><input type="checkbox"/> Junior Kindergarten<br><input type="checkbox"/> Half-Day KG - AM<br><input type="checkbox"/> Half-Day KG - PM |
| Birth Date    | is          | <input type="text" value="mm/dd/yyyy"/>  |
| Gender        | is          | All Genders  |
| Active Status | is          | All Students   |

Enter either the student's "Last Name" and / or the "STI" to conduct a Search

Click on Student's Name to pull up the Student's Detail

New Student | Download STI | Export to Excel

| <input type="checkbox"/> | Student Name ▲                      | STI        | <input checked="" type="checkbox"/> School | Grade | Birth Date |
|--------------------------|-------------------------------------|------------|--|-------|------------|
| <input type="checkbox"/> | <a href="#">LNAME1, AZFNAME E</a> ✓ | 4000600958 | BRYANT ALTERNATIVE HIGH (0292201) ⓘ        | 12    | 10/09/1990 |

► Users can hide or expand the details for the most current Student Data Management update by HOVERING over the information icon ⓘ to the right of the school name.

**Student Details**

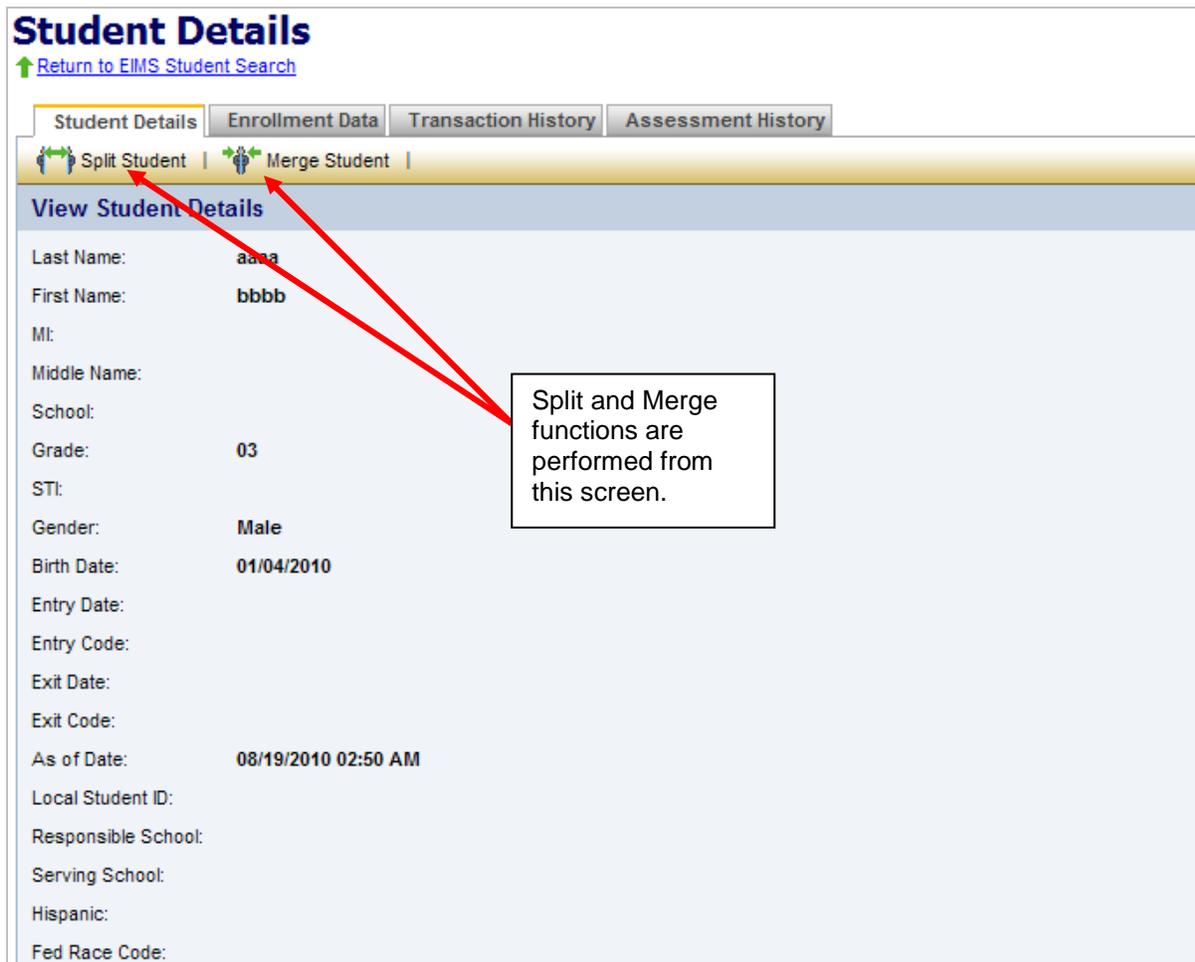
The “Student Detail” interface is provided so that users with appropriate security role are allowed to view student details within EIMS.

- 1. After the user has performed a search, the user can access student details, enrollment history, transaction history, and assessment history for which they have security access to, by clicking the STI link of the student. This interface will show student demographic information.
- 2. Only students active in a division will have an icon at the end of the student name. This icon will also have a hover noting ‘Access to all student data available.’ See the icon below.

| <input type="checkbox"/> | Student Name ▲  | STI        | <input checked="" type="checkbox"/> School  | Grade |
|--------------------------|---|------------|---|-------|
| <input type="checkbox"/> | <a href="#">LNAME!!_O4FNAME T</a>  | 4001002022 | (0060260)  | 12    |

- 3. If the student is active, the user can view all tabs (student details, enrollment history, transaction history, and assessment history) after clicking on the blue hyper link.
  - a. This screen also provides a link for an STI merge or split.
- 4. The selection box in the first column will only display for the active students. This box offers two pieces of functionality: a visual for the active student and the ability to download an STI.
- 5. If the student is inactive, the user will only see the Enrollment History tab which will not display the Split & Merge buttons.
- 6. The Active Status dropdown (the last filter in the search section) will allow for sorting on Active, Inactive, or All students.

## Student Details from the Student Search Screen



**Student Details**  
[Return to EIMS Student Search](#)

Student Details | Enrollment Data | Transaction History | Assessment History

Split Student | Merge Student

**View Student Details**

Last Name: aaaa  
First Name: bbbb  
MI:  
Middle Name:  
School:  
Grade: 03  
STI:  
Gender: Male  
Birth Date: 01/04/2010  
Entry Date:  
Entry Code:  
Exit Date:  
Exit Code:  
As of Date: 08/19/2010 02:50 AM  
Local Student ID:  
Responsible School:  
Serving School:  
Hispanic:  
Fed Race Code:

Split and Merge functions are performed from this screen.

7. **Enrollment Data:** All enrollment records (student organization records) associated with this student are displayed under this tab. Enrollment records are displayed in entry date sequence with the most recent entry date at the top and older entry dates following.

**NOTE:** Enrollment records can be viewed for all students by clicking on the student name; however students who are not active in a division will not have a transaction history tab, assessment history tab, or merge/split options.

Home > Student Data > Manage EIMS Data > EIMS Student Search > Student Details

### Student Details

[Return to EIMS Student Search](#)

Student Details | **Enrollment Data** | Transaction History | Assessment History

Split Student | Merge Student | Export to PDF

#### View Enrollment Data

Student Name: LNA  
 School: MA ) Gender: Female  
 Grade: 06 Birth Date: 06/24/1998  
 STI:

Custom Sorting Results: 1-2 of 2

| <input checked="" type="checkbox"/> Division | <input checked="" type="checkbox"/> School | <input checked="" type="checkbox"/> School Year | <input checked="" type="checkbox"/> Grade | Entry Date | <input checked="" type="checkbox"/> Entry Code | Exit Date | <input checked="" type="checkbox"/> Exit Code |
|--|--|---|---|------------|--|-----------|---|
| NE   |  | 2009-10   | 06  | 11/02/2009 | R201   |           |   |
| F.   |  | 2009-10   | 11  | 09/08/2009 | E119   |           |   |

Page 1

The following fields will display.

|            |   |
|------------|---|
| Division   | This is the Division Name.  |
| School     | The student's Responsible School. Hovering over the icon next to the school will display the Responsible Division.                                |
| Entry Date | This is the entry date on the enrollment record.  |
| Entry Code | This is the entry code on the enrollment record. (displayed as "Code")  |
| Exit Date  | This is the exit date on the enrollment record.   |
| Exit Code  | This is the exit code on the enrollment record. (displayed as "Code")   |
| Status     | This is the status code on the enrollment record. (displayed as "Status")<br>Values are A=active, I=inactive, and N=Not Enrolled or Blank (null). |

8. **Transaction History:** All transaction records associated with this student are displayed under this tab. Because this could be a very lengthy list, page controls are available as well as limits to the number of historical records that can be viewed online. The order of this display should be most recent transaction at the top and older transactions sorting below.

The screenshot shows the 'Student Details' page with the 'Transaction History' tab selected. The page includes a navigation bar with tabs for 'Student Details', 'Enrollment Data', 'Transaction History', and 'Assessment History'. Below the navigation bar, there is a 'Merge Student' button. The main content area is titled 'View Transaction History' and displays the following information:

Student Name: LASTNAME, FIRST  
 School: SCHOOL NAME (1111111) Gender:  
 Grade: Birth Date:  
 STI: 1111111111 Results: 1 - 1 of 1

User ID/Date/Time: Migration 02/14/2006 04:13 PM  
 Transaction/Action: Migration / Add  
 Demographics: LASTNAME, FIRST, M, , SCHOOL NAME (1111111), 10, 1111111111, Male, 00/00/0000, , , , 00/00/0000 09:55 PM, 000000000, SCHOOL NAME (1111111), SCHOOL NAME (1111111), White(not of Hispanic Origin), , , , , No .  
 Enrollment: 1234567, , , , ,

- User ID/Date/Time** This is the user, date and time associated with the transaction. Time should be reported in the time zone of the testing program.
- User ID – will display as “SYSTEM or MIGRATION” for all transactions that loaded the record to the database except where a record goes to resolution and a user resolved the record. In this case the user id displayed will be the user ID who resolved the record. Example:  
**User ID/Date/Time** SYSTEM 01/20/2006 06:47 PM  
 “System” is the User ID that could appear for all records except when a user resolves a record in resolution.
- User ID/Date/Time** DIV073 03/17/2006 10:37 AM  
 “DIV073” is the user name when logged into the system who resolved the record.
- Transaction/Action** This should report the type of transaction (file upload, online, migration or SIF) and the action taken (add, updated, delete).
- Demographics** This should be a string representing all demographics from the incoming transaction. Each data element should be comma delimited and be in the order of the attributes that are displayed in the “current student data” section.
- Enrollment** This should reflect the enrollment data from the incoming transaction. Each data element from the enrollment should be displayed in the order of the attributes displayed in the “enrollment data” section.
- As a user you will be allowed to hover over the data displayed and have it provide information on what the data represents, such as:
- Enrollment:  
 0730400 – hover will indicate “School”  
 08/10/2005 – hover will indicate “Entry Date”  
 Etc...
- This feature will function on all data elements in the demographic row where there is data displayed (will not work for null “blank” values).

## 9. Assessment History:

This tab returns a student's entire Virginia testing history for each division the student has been enrolled in. This history includes the test administration, which division the student was active in during that particular administration, their active school, which teacher/group they were assigned to, the test name, whether they passed/failed, their raw score their SOL scaled score, VAAP score, VGL score, and VSEP score.

See the previous screen. The **Export to PDF** button provides users with the ability to view and print a report of the selected student's Assessment History. Click on the icon and a PDF version of this report (see example below) is returned.

| Admin | Division | School | Teacher/Group | Test | Pass/Fail | SOL Scaled Score | VAAP Score | VGLA Score | VSEP Score |
|-------|----------|--------|---------------|------|-----------|------------------|------------|------------|------------|
|-------|----------|--------|---------------|------|-----------|------------------|------------|------------|------------|

## 10. Student Cumulative Records:

Use this tab to view the student's cumulative record which displays a record for last submission by academic period. The order of this display is most recent transaction at the top and older transactions below.

Click on the student's name to view the cumulative record details for the student. Cumulative details include demographic and academic summary information, and assessment history. Starting in the 2008-09 school year, each student will have the End Of Year State Student Record Collection record specific to that student. Each year after there will be a line for the next year's data. This will be the finalized data from End Of Year SRC from the state department. Additional information for the current year will be sent by any divisions that are in the SRE SIF project.

Anyone can access a student if the student is unclaimed by another division or their own division. FERPA warnings will be sent to the user when accessing an unclaimed student to the prior division via email. The user will click to consent that they are accessing the record and the notification will be sent.

Home > Student Data > Manage EIMS Data > EIMS Student Details

### Student Details

[Return to EIMS Student Search](#)

Student Details | Enrollment Data | Transaction History | Assessment History | **Student Cumulative Records**

Download Data | Export to PDF

#### View Student Cumulative Records

Student Name: LAST103NAME, FIRST103NAME MIDDLE103NAME  
School: MIDDLE ( ) Gender: Male  
Grade: 06 Birth Date: 10/31/1997  
STI:

Custom Sorting Results: 1-1 of 1

| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> School Year | <input checked="" type="checkbox"/> Division | <input checked="" type="checkbox"/> School | Entry Date | Exit Date  |
|-------------------------------------|---|--|--|------------|------------|
|                                     | <a href="#">2010</a>                            | SCHOOLS COUNTY PUBLIC                        | SCHOOLS COUNTY PUBLIC                      | 08/24/2009 | 06/12/2010 |

Page 1

This sub-tab is new. Normal EIMS tabs are only shown if the student is enrolled in the user's organization. The Student Cumulative Records tab is only shown if the user has an SRE role and is in the user's organization.

Entire cumulative record can be downloaded or viewed.

## Send a File to EIMS

See the following screen. Click the **Send a File to EIMS** link.

[Home](#) > [Student Data](#) > Manage EIMS Data

### Manage EIMS Data

[Return to Student Data](#)

**Task**

|   |  |
|---|--|
|    | <b><a href="#">Manage EIMS Student Data</a></b> <ul style="list-style-type: none"><li>• Search for a student within EIMS</li><li>• Add a student in EIMS to obtain an STI</li><li>• Merge or Split STIs within EIMS</li><li>• Manage student cumulative records</li></ul>          |
|    | <b><a href="#">Send a File</a></b> <ul style="list-style-type: none"><li>• Upload Student Information System (SIS) files to EIMS</li><li>• Upload Student Schedule Collection (SSC) files to EIMS</li></ul>  |
|    | <b><a href="#">EIMS File Management</a></b> <ul style="list-style-type: none"><li>• Search for a file that has been uploaded into EIMS</li><li>• View EIMS File Status</li><li>• Resolve EIMS student issues</li></ul>   |
|   | <b><a href="#">EIMS Transfer List</a></b> <ul style="list-style-type: none"><li>• View a list students who have transferred into your division.</li></ul>  |
|  | <b><a href="#">EIMS Audit Report</a></b> <ul style="list-style-type: none"><li>• View STI counts within EIMS for your Division or School</li></ul>   |
|  | <b><a href="#">EIMS Merge / Split Report</a></b> <ul style="list-style-type: none"><li>• View a list of merged/split students for each Division</li></ul>  |
|  | <b><a href="#">EIMS Formerly Enrolled in Virginia Report</a></b> <ul style="list-style-type: none"><li>• View a list of students who have transferred out of your Division and are not claimed by another Division within 15 days.</li></ul>                                       |
|  | <b><a href="#">EIMS Needs Resolution Report</a></b> <ul style="list-style-type: none"><li>• View the number of STIs, by Division, that were generated by New Student selection during the Needs Resolution process and were later merged into a previously existing STI.</li></ul> |
|  | <b><a href="#">EIMS Multiple Division or School Enrollment Report</a></b> <ul style="list-style-type: none"><li>• View a list of students with enrollment in multiple schools and/or divisions for the same academic year.</li></ul>   |

The following screen will appear. Users with appropriate security can send a file from their Student Information System (SIS) to update the data in EIMS.

The screenshot shows a web interface titled "Send a File" with a link "Return to Manage EIMS Data". Below the title is a section "Send a Student File". It contains a "File Type" dropdown menu with "SRC" selected, and a "File Name" input field with "SSC" entered. A "Browse..." button is next to the input field. To the right, there are two "Send File" buttons. A red triangle icon next to the bottom "Send File" button is labeled "- Required". Two callout boxes provide instructions: one points to the "Browse..." button, and another points to the "Send File" buttons.

Select file type SRC to update student demographic and STI data or SSC to update current student schedule collection data. Next click **Browse** to select a file to upload from your local PC or server, then click **Send File**.

### 1. Student Record Collection (SRC) update:

For an SRC update to EIMS, the file format must match the most current file layout for SRC submissions to the Virginia Department of Education. Please see their site for further details. [http://www.doe.virginia.gov/data\\_collection/student\\_record\\_collection](http://www.doe.virginia.gov/data_collection/student_record_collection)

It is important that EIMS flat files be submitted for new students prior to testing so they can be incorporated into EIMS and assigned a *Student Testing Identifier (STI)*. In addition, keeping active and inactive status current in EIMS will ensure more accurate data in PearsonAccess and therefore assist each division's testing program.

### 2. Student Schedule Collection (SSC) update:

**SSC** file layouts should match those required for the VDOE's Student Schedule Collection as indicated in the SSC Layout, which can be found at Support>EIMS>SSC File Upload Layout. Complete student schedules should be sent throughout the school year, as needed.

SSC data, along with user accounts assigned to teachers with their Virginia State Teacher License ID number and the "EIMS-Teacher Reporting" role, will give users access to the EIMS Teacher Home tab. See the VA TeacherAccess User Guide in our support section for more information on these valuable reports.

## EIMS File Management

See the following screen. Click the **EIMS File Management** link.

[Home](#) > [Student Data](#) > Manage EIMS Data

### Manage EIMS Data

[Return to Student Data](#)

**Task**

|   |  |
|---|--|
|    | <b><a href="#">Manage EIMS Student Data</a></b> <ul style="list-style-type: none"><li>• Search for a student within EIMS</li><li>• Add a student in EIMS to obtain an STI</li><li>• Merge or Split STIs within EIMS</li><li>• Manage student cumulative records</li></ul>          |
|    | <b><a href="#">Send a File</a></b> <ul style="list-style-type: none"><li>• Upload Student Information System (SIS) files to EIMS</li><li>• Upload Student Schedule Collection (SSC) files to EIMS</li></ul>  |
|    | <b><a href="#">EIMS File Management</a></b> <ul style="list-style-type: none"><li>• Search for a file that has been uploaded into EIMS</li><li>• View EIMS File Status</li><li>• Resolve EIMS student issues</li></ul>   |
|    | <b><a href="#">EIMS Transfer List</a></b> <ul style="list-style-type: none"><li>• View a list students who have transferred into your division.</li></ul>  |
|  | <b><a href="#">EIMS Audit Report</a></b> <ul style="list-style-type: none"><li>• View STI counts within EIMS for your Division or School</li></ul>   |
|  | <b><a href="#">EIMS Merge / Split Report</a></b> <ul style="list-style-type: none"><li>• View a list of merged/split students for each Division</li></ul>  |
|  | <b><a href="#">EIMS Formerly Enrolled in Virginia Report</a></b> <ul style="list-style-type: none"><li>• View a list of students who have transferred out of your Division and are not claimed by another Division within 15 days.</li></ul>                                       |
|  | <b><a href="#">EIMS Needs Resolution Report</a></b> <ul style="list-style-type: none"><li>• View the number of STIs, by Division, that were generated by New Student selection during the Needs Resolution process and were later merged into a previously existing STI.</li></ul> |
|  | <b><a href="#">EIMS Multiple Division or School Enrollment Report</a></b> <ul style="list-style-type: none"><li>• View a list of students with enrollment in multiple schools and/or divisions for the same academic year.</li></ul>   |

See the following screen. The **EIMS File Management** interface is provided so that users with appropriate security can monitor the progress of files sent from their SIS or via SIF. This section includes tools to monitor: file **Errors**, files **In Progress** and records in a status of **Needs Resolution**, etc.

## EIMS File Management

[Return to Manage EIMS Data](#)

### View Sent Files

File Type is

File Status is

Date Received is within the last

**Search for Students Contained in Files:**

Last Name starts with

First Name starts with

STI is

Grade is  PreKindergarten  
 Junior Kindergarten  
 Half-Day KG - AM

Local ID is

1. On the **EIMS File Management** page, look for your file based on the **Sender Name** and **Date Received**. Remember, the name of your file will be changed during the upload process to adhere to the conventions prescribed by EIMS. You will only be able to view files for which you have been given clearance.

The **File Name** will reflect the name of the file that the user has uploaded into the system.

**Complete** indicates a file has completely loaded into EIMS.

**Needs Resolution** indicates the needs for a division to resolve one or more STI's.

### EIMS File Management

[Return to Manage EIMS Data](#)

#### View Sent Files

File Type is

File Status is

Date Received is within the last

|

Custom Sorting

| <input checked="" type="checkbox"/> | File Name                | <input checked="" type="checkbox"/> | File Status      | <input checked="" type="checkbox"/> | Sender Name | Date Received       | STI Download | Total |
|-------------------------------------|--------------------------|-------------------------------------|------------------|-------------------------------------|-------------|---------------------|--------------|-------|
| <input checked="" type="checkbox"/> | VA Summer WRT Online SRC | <input checked="" type="checkbox"/> | Complete         | <input checked="" type="checkbox"/> |             | 05/11/2009 01:06 PM | 78           | 78    |
| <input checked="" type="checkbox"/> | VA Summer Online SRC     | <input checked="" type="checkbox"/> | Complete         | <input checked="" type="checkbox"/> |             | 05/11/2009 01:06 PM | 68           | 68    |
| <input checked="" type="checkbox"/> | VA Summer WRT Online SRC | <input checked="" type="checkbox"/> | Error            | <input checked="" type="checkbox"/> |             | 05/11/2009 10:06 AM | 0            | 78    |
| <input checked="" type="checkbox"/> | VA Summer Online SRC     | <input checked="" type="checkbox"/> | Error            | <input checked="" type="checkbox"/> |             | 05/11/2009 10:06 AM | 0            | 68    |
| <input checked="" type="checkbox"/> |                          | <input checked="" type="checkbox"/> | Needs Resolution | <input checked="" type="checkbox"/> |             | 05/08/2009 11:09 AM | 3142         | 3143  |

2. Review the **File Status** column to determine the action you need to take. A file whose status is **Error** indicates the file has been checked by EIMS and contains clerical errors that need to be resolved.
3. Additional File Status labels are **Pre-Processed, Validated, Received, Needs Resolution, Needs Resolution \*Over Limit\*, Application Error, Error, In Progress, Approved, and Complete**. Refer to the table below for a complete explanation of each status.

| <b>File Status</b>                   | <b>When Status is Displayed</b>  | <b>Action to be Taken</b>  |
|--------------------------------------|--|--|
| <b>Preprocessed</b>                  | Record Translation has completed successfully.   | No action is required by the user.   |
| <b>Validated</b>                     | Record Validation has completed successfully.  | No action is required by the user.   |
| <b>Received</b>                      | The file has completed the File Upload and File Validation process successfully.   | No action is required by the user.   |
| <b>Application Error</b>             | An application error occurred during the Record Translation or Matching processes.   | Try to resubmit the file or if you continue to have this error please call the EIMS Help Desk.   |
| <b>Error</b>                         | One or more formatting errors have been found in the file.   | Open the file, view the details, export and save the information locally or print the error pages, fix the file locally, and resubmit. |
| <b>Needs Resolution</b>              | EIMS is unable to match/merge one or more student records in an error free file.   | Go into the file and decide whether each unresolved student matches an existing record or a new STI should be created.                 |
| <b>Needs Resolution *Over Limit*</b> | More than 500 student files have potential matches.  | You have two choices:<br>1. Check your local SIS for duplicate entries, fix, and retransmit.<br>2. Resolve the file.                   |
| <b>Complete</b>                      | The file has been loaded and validated. All the records in the file have been translated, validated, matched, resolved (if needed), and all records in the file have an STI. | You are now able to download all of the STI's within the given file by clicking the numeric value under the STI Download column.       |
| <b>In Progress</b>                   | The file has been loaded and is the process of being validated.  | No action is required by the user.   |
| <b>Approved</b>                      | The file has been processed and will soon be Complete.   | No action is required by the user.   |

4. To determine how many student records matched records already existing in the EIMS, how many new student ID numbers were created, and how many student records need to be or have been resolved, view the five columns at the far right, found under **EIMS File Management**.

| Student Record Details |         |     |            |          |   |
|------------------------|---------|-----|------------|----------|---|
| Total                  | Matched | New | Unresolved | Resolved |   |
| 1                      | 0       | 0   | 0          | 0        | 0 |
| 325                    | 0       | 0   | 0          | 0        | 0 |
| 427                    | 0       | 0   | 0          | 0        | 0 |
| 268                    | 0       | 0   | 0          | 0        | 0 |
| 109                    | 0       | 0   | 0          | 0        | 0 |
| 143                    | 0       | 0   | 0          | 0        | 0 |
| 964                    | 0       | 0   | 0          | 0        | 0 |
| 1                      | 0       | 0   | 0          | 0        | 0 |
| 1                      | 0       | 0   | 0          | 0        | 0 |
| 1                      | 0       | 0   | 0          | 0        | 0 |

Total number of student records submitted in file

Number of student records resolved (ongoing)

Number of records matching existing students

Number of new student ID numbers issued

Number of student records needing to be resolved

## Resolving “Error” File Status

Demographic files that contain formatting or clerical errors will fall into **Error** file status. Approved users will be able to view and print the detected errors pages in order to resolve the errors locally. Errors need to be resolved before the EIMS will check the file for student resolution.

1. Open the demographic file that has fallen into **Error** file status by clicking on **Error** in the File Status column. The **File Error Report** page displays a list of all errors found within the file. At a glance, users can see the types of errors they will need to resolve locally and what group those errors are listed under.



The screenshot shows the 'File Error Report' interface. At the top, there is a link to 'Return to EIMS File Management'. Below that, a section titled 'View File Error Report' contains the following information:

- File Name: VA Summer WRT Online SRC
- System File Name: DATA\_
- File ID:
- Sender Name:
- Date Received: 05/11/2009 10:06 AM

Below this information is an 'Export to Excel' button. Underneath is a 'Custom Sorting' checkbox and a 'Results: 1-10 of 78' indicator. The main part of the screenshot is a table with the following structure:

| Error Group | Line Number | Description  |
|-------------|-------------|--|
| RPTSCHCODE  | 1           | RPTSCHCODE Invalid value < > for attribute < School > on student < SOLOLINECQ , SOLOLICQ > with STI <> |

2. The **Description** column indicates the name of the student whose file needs to be corrected.
3. After opening each **File Error Report** page, save the information to your local network by clicking the **Export to Excel** link.
4. Use the exported information to make corrections locally on your division’s SIS. Then extract, rename, and resubmit the entire file for processing. Repeat this process until the file status no longer displays as **Errors**.

## Management of Student Resolution

### Resolving “Needs Resolution” Status

Demographic files that may match existing records already in the EIMS will fall into **Needs Resolution** status. Approved users will be able to view their uploaded student files and the possible matching files. It is the responsibility of the division to determine whether the students in question are new to the system or match an existing record.

Additional functionality gives users the ability to download matched or new STI’s that are currently not in a “Needs Resolution” status. A user can click on the numeric value under the “STI Download” column to download each of the available records that have been assigned STI’s. As users complete student resolution this count will increment accordingly.

1. Open the demographic file that has fallen into “Needs Resolution” status by clicking **Needs Resolution** link next to the name of the file.
2. A screen will open to display the names of each student who needs to be resolved. To resolve a file, click on a student’s name to view its possible matches.

**Student Resolution**  
[Return to EIMS File Management](#)

**Resolve Students**

File Name: SRC\_09\_FedRac\_10orig\_allgood\_Sean.TXT  
 System File Name: DATA\_555\_03\_2009-10\_20100723113919.TXT  
 File ID: 19249  
 Sender Name:  
 Date Received: 07/23/2010 11:39 AM

Export to Excel | Reports | Division Contact List

Custom Sorting Results: 1-10 of 10

| <input checked="" type="checkbox"/> Student Name ▲ | <input checked="" type="checkbox"/> STI | <input checked="" type="checkbox"/> Local ID | <input checked="" type="checkbox"/> School | <input checked="" type="checkbox"/> Grade | <input checked="" type="checkbox"/> Potential Matches |
|--|---|--|--|---|---|
| <a href="#">XNAME70, FNAME70 b</a>                 |   |  |  | 01  | 2   |

3. A new screen will open after you click on an individual student’s name. The student record that you selected will appear under **Imported Student** on the **Potential Student Matches** page. A potential match will appear in the column entitled **Possible Match**. If there is more than one potential match, the other student possibilities will appear in a table above the columns. To choose a record other than the one that appears in the **Possible Match** column, simply click on a radio button next to a name located in the **Possible Matches** table. Your selected record will then appear in the **Possible Match** column.

## Potential Student Matches

[Return to Student Resolution](#)

Compare and Resolve Imported Student

◀ Previous Imported Student

Next Imported Student ▶

### Possible Matches

|                       | Student Name       | STI | School | Gender | Hispanic | Fed Race Code | Birth Date | Match Weight |
|-----------------------|--------------------|-----|--------|--------|----------|---------------|------------|--------------|
| <input type="radio"/> | XNAME70, FNAME70 b |     |        | Female | N        | 00            | 05/01/2000 | 81%          |
| <input type="radio"/> | XNAME70, FNAME70 b |     |        | Female | Y        | 01            | 05/01/2000 | 81%          |

### Students to be Resolved

|                       | Imported Student    | Possible Match      |
|-----------------------|---------------------|---------------------|
| Last Name:            | XNAME70             | XNAME70             |
| First Name:           | FNAME70             | FNAME70             |
| MI:                   | b                   | b                   |
| Middle Name:          | b                   | b                   |
| School:               |                     |                     |
| Grade:                | 01                  | 08                  |
| STI:                  |                     |                     |
| Gender:               | Female              | Female              |
| Birth Date:           | 05/01/2007          | 05/01/2000          |
| Entry Date:           | 08/30/2009          | 08/30/2009          |
| Exit Date:            |                     |                     |
| As of Date:           | 07/23/2010 11:39 AM | 06/18/2010 11:45 AM |
| Local Student ID:     |                     |                     |
| Responsible Division: |                     |                     |
| Responsible School:   |                     |                     |
| Serving School:       |                     |                     |
| Hispanic:             | N                   | N                   |
| Fed Race Code:        | 00                  | 00                  |

New Student

Same Student

- Compare the information on your **Imported Student** record to the information on the **Possible Match** student record. Lines highlighted in yellow indicate a discrepancy between the two records.
- If the **Imported Student** record and the **Possible Match** student record are determined to belong to the same student, click the **Same Student** button. A confirmation message will appear to confirm the acceptance of the matched student record. In this case, the imported student will be assigned the testing identifier of the **Possible Match** student.
- If the **Imported Student** record and the **Possible Match** student record are determined NOT to belong to the same student, click the **New Student** button. A confirmation message will appear to confirm your choice of a new student record. In this case, a new testing identifier will be created for the imported student.

- If the **Imported Student** record has a re-entry code and no **Possible Match**, the **New Student** button will not be available to avoid creating a second STI for a student. The logic is, if a record has a re-entry code the student already has an STI. For this scenario, divisions should search EIMS to determine which demographics are different in the EIMS data warehouse versus their uploaded data. Next divisions should resubmit the record to EIMS with the correct STI and/or demographics.

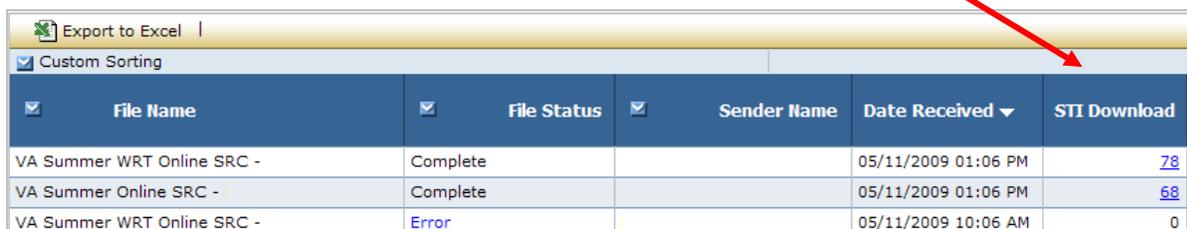
**NOTE:** If the record in a needs resolution status does not have a possible match or the option for a New Student or Same Student, this means the record was sent with a re-entry code (r-code) and therefore the student already has an STI. In this situation, divisions should search EIMS for the correct STI and resubmit the record or search EIMS for the demographics currently in the system to determine why a possible match was not returned.

► The purpose of resolving *Needs Resolution* files is to assign each student a unique testing identifier. With that in mind, the task is to select *New Student* or *Same Student* for each file that needs to be resolved, even if information in the *Imported Student* or *Possible Match* columns is incorrect. Demographic data can be corrected with the next file submission.

### Downloading Clean Records

Once a file has completed file and record validation, look for a **numeric value** to appear in the **STI Download** column on the **EIMS File Management** page. This link will allow you to download the file to your local SIS.

To download a file, click the Numeric Value that appears in the **STI Download** column on the File Management page



| File Name                  | File Status           | Sender Name | Date Received       | STI Download       |
|----------------------------|-----------------------|-------------|---------------------|--------------------|
| VA Summer WRT Online SRC - | Complete              |             | 05/11/2009 01:06 PM | <a href="#">78</a> |
| VA Summer Online SRC -     | Complete              |             | 05/11/2009 01:06 PM | <a href="#">68</a> |
| VA Summer WRT Online SRC - | <a href="#">Error</a> |             | 05/11/2009 10:06 AM | 0                  |

- A **STI Download** option will appear. Click the **Save** button and follow the prompts to download and save the file in your local SIS.

**NOTE:** If a user clicks Open (instead of Save) at the File Download screen by mistake and displays the file, they must click the Back button to return to PearsonAccess; if they close the screen that the file is displayed in, it closes PearsonAccess.

## EIMS Transfer List and Audit Reports

[Home](#) > [Student Data](#) > Manage EIMS Data

### Manage EIMS Data

[Return to Student Data](#)

**Task**

|   |  |
|---|--|
|    | <b><a href="#">Manage EIMS Student Data</a></b> <ul style="list-style-type: none"><li>• Search for a student within EIMS</li><li>• Add a student in EIMS to obtain an STI</li><li>• Merge or Split STIs within EIMS</li><li>• Manage student cumulative records</li></ul>          |
|    | <b><a href="#">Send a File</a></b> <ul style="list-style-type: none"><li>• Upload Student Information System (SIS) files to EIMS</li><li>• Upload Student Schedule Collection (SSC) files to EIMS</li></ul>  |
|    | <b><a href="#">EIMS File Management</a></b> <ul style="list-style-type: none"><li>• Search for a file that has been uploaded into EIMS</li><li>• View EIMS File Status</li><li>• Resolve EIMS student issues</li></ul>   |
|    | <b><a href="#">EIMS Transfer List</a></b> <ul style="list-style-type: none"><li>• View a list students who have transferred into your division.</li></ul>  |
|   | <b><a href="#">EIMS Audit Report</a></b> <ul style="list-style-type: none"><li>• View STI counts within EIMS for your Division or School</li></ul>   |
|  | <b><a href="#">EIMS Merge / Split Report</a></b> <ul style="list-style-type: none"><li>• View a list of merged/split students for each Division</li></ul>  |
|  | <b><a href="#">EIMS Formerly Enrolled in Virginia Report</a></b> <ul style="list-style-type: none"><li>• View a list of students who have transferred out of your Division and are not claimed by another Division within 15 days.</li></ul>                                       |
|  | <b><a href="#">EIMS Needs Resolution Report</a></b> <ul style="list-style-type: none"><li>• View the number of STIs, by Division, that were generated by New Student selection during the Needs Resolution process and were later merged into a previously existing STI.</li></ul> |
|  | <b><a href="#">EIMS Multiple Division or School Enrollment Report</a></b> <ul style="list-style-type: none"><li>• View a list of students with enrollment in multiple schools and/or divisions for the same academic year.</li></ul>   |

### EIMS Transfer List

The EIMS Transfer List function provides users with the ability to view demographic information for students who have transferred into the user's division. In addition, this function also provides the user with the history of division changes for those students.

1. From the Manage EIMS Data screen, click on the **EIMS Transfer List** to access the transfer list functionality.

2. Designate how the student has transferred – Make a selection from the drop-down menu:

The screenshot shows a form with a 'Transferred' dropdown menu. The menu is open, showing four options: 'into your Division', 'into your Division', 'out of your Division', and 'out of your Division and lost'. The first two options are circled in red. To the right of the dropdown are two more dropdown menus: 'in the last' and '30 days'. A 'View Results' button is visible below the dropdown menu.

3. Designate a Date - There are two ways to specify a date:

- See the following screen. If you select “in the last” from the first drop-down menu, you can then select a predefined data span (30, 45, 60, 90 or 365 days) from the second drop-down menu.

The screenshot shows the 'Transferred' dropdown menu with 'into your Division' selected. The 'in the last' dropdown menu is open, showing a list of predefined data spans: '30 days', '45 days', '60 days', '90 days', and '365 days'. The 'in the last' dropdown and the list of data spans are circled in red. A 'View Results' button is visible below the dropdown menus.

- See the following screen. If you select “between” from the first drop-down menu, then the **Start Date** and **End Date** fields appear with calendar icons next to them. This allows you to specify a date range by typing it in the fields or by clicking the calendar icons and selecting it from the calendar graphic.

The screenshot shows the 'Transferred' dropdown menu with 'into your Division' selected. The 'between' dropdown menu is open. To the right of the dropdown menu are two text input fields: 'Start Date' and 'End Date', both with a 'mm/dd/yyyy' placeholder and a calendar icon. The 'between' dropdown and the 'Start Date' and 'End Date' fields are circled in red.

4. After you have made your selection, click on the **View Results** button to process the request which will then update your Transfer List search.

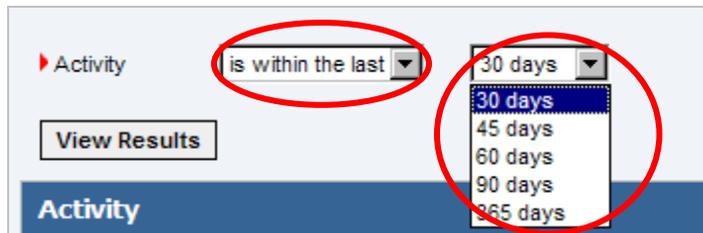
5. A list will be returned containing all demographic information related to any students who have transferred to the user’s division within the current academic year including the transfer history for each of those students.

The screenshot shows the 'EIMS Transfer List' page. At the top, there is a link 'Return to Manage EIMS Data'. Below that is the 'View Transfer List' section with search filters: 'Transferred' (into your Division), 'in the last' (30 days), and a '- Required' indicator. A 'View Results' button is present. Below the button is an 'Export to Excel' link and a 'Custom Sorting' checkbox. At the bottom, there is a table of student information with columns: Student Name, STI, Division Currently Enrolled In, School Currently Enrolled In, Division Last Enrolled In, School Last Enrolled In, Date Enrolled, Date Withdrawn, Local ID, and Grade. The results are 'None found'.

## EIMS Audit Reports

The Audit Report provides STI counts within a Division / School. The data includes counts of STI's originating from the SRC, SIF, Online Add, Merge and Split processes. It also provides the STI list associated with each count and the associated details.

1. From the Manage EIMS Data screen, click on the **EIMS Audit Report** to access the audit reporting functionality.
2. **Designate a Date** - There are two ways to specify a date:
  - See the following screen. If you select “**in the last**” from the first drop-down menu, you can then select a predefined data span (30, 45, 60, 90 or 365 days) from the second drop-down menu.



The screenshot shows the 'Activity' section of the EIMS Audit Report interface. The first dropdown menu is set to 'is within the last' and the second dropdown menu is set to '30 days'. The 'View Results' button is visible below the dropdowns. The 'Activity' label is also present at the bottom of the interface.

- See the following screen. If you select “**between**” from the first drop-down menu, then the **Start Date** and **End Date** fields appear with calendar icons next to them. This allows you to specify a date range by typing it in the fields or by clicking the calendar icons and selecting it from the calendar graphic.



The screenshot shows the 'Activity' section of the EIMS Audit Report interface. The first dropdown menu is set to 'between'. The 'Start Date' and 'End Date' fields are visible, each with a calendar icon next to it. The 'View Results' button is visible below the fields. The 'Activity' label is also present at the bottom of the interface.

3. After you have made your selection, click on the **View Results** button to process the request.

4. **Audit Report Results:** After clicking on the **View Results** button your audit report will generate.

**EIMS Audit Report - STI Counts**  
[Return to Manage EIMS Data](#)

**View EIMS Audit Report - STI Counts**

Activity

**View Results**

| Activity         | Count | Percent |
|------------------|-------|---------|
| File Upload Add  | 2     | 11.76%  |
| SIF Add          | 1     | 5.88%   |
| Online Add       | 10    | 58.82%  |
| Online Merge     | 2     | 11.76%  |
| Online Split/Add | 2     | 11.76%  |

| Field            | Description  |
|------------------|--|
| File Upload Add  | The File Upload Add counts reflect the number of records that were processed within the SRC File upload process.                               |
| SIF Add          | The SIF Add counts reflect the number of records that were processed within EIMS via the SIF automated file upload process.                    |
| Online Add       | The Online Add counts reflect the number of records that were processed within EIMS via the Student Search / Add process.                      |
| Online Merge     | This denotes the records that have been assigned STI's via the online student merge process.   |
| Online Split/Add | This denotes the records that have been assigned STI's via the online student split/add process.   |
| Count            | This row gives the record count for the respective column.   |
| Percentage       | This row gives the record percentages for the respective column based on the overall record processing counts for the given date range / span. |

## EIMS Merge/Split Report

[Home](#) > [Student Data](#) > Manage EIMS Data

### Manage EIMS Data

[Return to Student Data](#)

**Task**

-  **[Manage EIMS Student Data](#)**
  - Search for a student within EIMS
  - Add a student in EIMS to obtain an STI
  - Merge or Split STIs within EIMS
  - Manage student cumulative records
-  **[Send a File](#)**
  - Upload Student Information System (SIS) files to EIMS
  - Upload Student Schedule Collection (SSC) files to EIMS
-  **[EIMS File Management](#)**
  - Search for a file that has been uploaded into EIMS
  - View EIMS File Status
  - Resolve EIMS student issues
-  **[EIMS Transfer List](#)**
  - View a list students who have transferred into your division.
-  **[EIMS Audit Report](#)**
  - View STI counts within EIMS for your Division or School
-  **[EIMS Merge / Split Report](#)**
  - View a list of merged/split students for each Division
-  **[EIMS Formerly Enrolled in Virginia Report](#)**
  - View a list of students who have transferred out of your Division and are not claimed by another Division within 15 days.
-  **[EIMS Needs Resolution Report](#)**
  - View the number of STIs, by Division, that were generated by New Student selection during the Needs Resolution process and were later merged into a previously existing STI.
-  **[EIMS Multiple Division or School Enrollment Report](#)**
  - View a list of students with enrollment in multiple schools and/or divisions for the same academic year.

## EIMS Merge/Split Report

The Merge/Split Report provides a list of STI's that have been merged or split for each division.

NOTE: This data is for students currently active in your divisions only.

- From the Manage EIMS Data screen, click on the **EIMS Merge/Split Report** to access the list of merges and splits for your division.
- Select **Merge or Split Report** – highlight the radio button next to the report desired.

**EIMS Merge/ Split Report**

[Return to Manage EIMS Data](#)

Merge Report  Split Report

3. **Designate a Date** - There are two ways to specify a date:

- See the following screen. If you select “**in the last**” from the first drop-down menu, you can then select a predefined data span (30, 45, 60, 90 or 365 days) from the second drop-down menu.

**EIMS Merge/Split Report**  
[Return to Manage EIMS Data](#)

Merge Report  Split Report

**View Merge Report**

▶ Merged in the last 30 days

**View Results**

Export to Excel

- See the following screen. If you select “**between**” from the first drop-down menu, then the **Start Date** and **End Date** fields appear with calendar icons next to them. This allows you to specify a date range by typing it in the fields or by clicking the calendar icons and selecting it from the calendar graphic.

▶ Transferred between Start Date  End Date

**View Results**

4. After you have made your selection, click on the **View Results** button to process the request.

**EIMS Merge/Split Report**  
[Return to Manage EIMS Data](#)

Merge Report  Split Report

**View Merge Report**

▶ Merged in the last 30 days ▶ - Required

**View Results**

Export to Excel

Custom Sorting Results: 1-10 of 10

| <input checked="" type="checkbox"/> Division Code ▲ | <input checked="" type="checkbox"/> Division Name | <input checked="" type="checkbox"/> Retained STI | <input checked="" type="checkbox"/> Merged STI Date |
|---|---|--|---|
| 0   |   |  | 05/05/2009 11:13 AM                                 |
| 0   |   |  | 05/04/2009 01:54 PM                                 |

5. **Merge/Split Report Results:** After clicking on the **View Results** button your report will generate.

## Formerly Enrolled in Virginia Report

[Home](#) > [Student Data](#) > Manage EIMS Data

### Manage EIMS Data

[Return to Student Data](#)

**Task**

-  **[Manage EIMS Student Data](#)**
  - Search for a student within EIMS
  - Add a student in EIMS to obtain an STI
  - Merge or Split STIs within EIMS
  - Manage student cumulative records
-  **[Send a File](#)**
  - Upload Student Information System (SIS) files to EIMS
  - Upload Student Schedule Collection (SSC) files to EIMS
-  **[EIMS File Management](#)**
  - Search for a file that has been uploaded into EIMS
  - View EIMS File Status
  - Resolve EIMS student issues
-  **[EIMS Transfer List](#)**
  - View a list students who have transferred into your division.
-  **[EIMS Audit Report](#)**
  - View STI counts within EIMS for your Division or School
-  **[EIMS Merge / Split Report](#)**
  - View a list of merged/split students for each Division
-  **[Formerly Enrolled in Virginia Report](#)**
  - View a list of students who have transferred out of your Division and are not claimed by another Division within 15 days.
-  **[EIMS Needs Resolution Report](#)**
  - View the number of STIs, by Division, that were generated by New Student selection during the Needs Resolution process and were later merged into a previously existing STI.
-  **[EIMS Multiple Division or School Enrollment Report](#)**
  - View a list of students with enrollment in multiple schools and/or divisions for the same academic year.

## Formerly Enrolled in Virginia Report

The Formerly Enrolled in Virginia Report provides a list of students who have transferred out of your Division and are not claimed by another Division within 15 days.

1. From the Manage EIMS Data screen, click on the **Formerly Enrolled in Virginia Report** to access the list of students for your division.
2. **Designate a Date** - There are two ways to specify a date:

- See the following screen. If you select “**within the last**” from the first drop-down menu, you can then select a predefined data span (16, 30, 60, or 90 or days) from the second drop-down menu.

- See the following screen. If you select “**between**” from the first drop-down menu, then the **Start Date** and **End Date** fields appear with calendar icons next to them. This allows you to specify a date range by typing it in the fields or by clicking the calendar icons and selecting it from the calendar graphic.

3. After you have made your selection, click on the **View Results** button to process the request.

4. **Formerly Enrolled in Virginia Results:** After clicking on the **View Results** button your report will generate.

## EIMS Multiple Division or School Enrollment Report

### EIMS Multiple Division / School Enrollment Report

[Return to Manage EIMS Data](#)

**EIMS Multiple Division / School Enrollment Report**

Enrolled in the last 30 days - Required

Grade is

- PreKindergarten
- Junior Kindergarten
- Half-Day KG - AM

**View Results**

Export to Excel

Custom Sorting

| <input checked="" type="checkbox"/> Student Name | <input checked="" type="checkbox"/> STI | Birth Date | Date Enrolled | <input checked="" type="checkbox"/> Division | <input checked="" type="checkbox"/> School |
|--|---|------------|---------------|--|--|
|--|---|------------|---------------|--|--|

Results: **None found**

### EIMS Multiple Division / School Enrollment Report

The EIMS Multiple Division / School Enrollment Report provides a list of students with enrollment in multiple schools and/or divisions for the same academic year.

## ***New Student***

Within the Manage EIMS Student Data task, the “Student Add” interface is provided so that users with appropriate security role are allowed to add students into EIMS in order to generate an STI which is displayed immediately on the screen.

**NOTE:** This feature should only be used when you need an STI immediately. Otherwise, divisions should upload a file or rely on their SIF system.

1. To add a student, enter the Last Name, First Name and Birth Date ONLY. Leave STI blank and keep Active Status, Division, Grade and Gender set to the default of ALL and click **Search**. The New Student button will be enabled when the search results are returned.
2. When the add screen is first displayed, all fields from the student search screen are pre-populated. The user can complete the remaining required information and add the student.

## New Student from the Managing EIMS Student Data Screen

**New Student**  
[Return to Manage EIMS Student Data](#)

**New Student Details** Save Cancel

▶ **Last Name:**  ▶ - Required

▶ **First Name:**

Middle Name:

▶ **Date of Birth:**

▶ **Gender:**

▶ **Hispanic:**

▶ **Fed Race Code:**

▶ **Local Student ID:**

▶ **Grade:**

Title I Status:

Disability Status:

Disability Code:

Migrant Status:

Disadvantaged Status:

**Enrollment Data**

▶ **Responsible Division:**

▶ **Responsible School:**

▶ **Serving Division:**

▶ **Serving School:**

Active Status:

Entry Date:

Entry Code:

Exit Date:

Exit Code:

Save Cancel

After all required fields have been entered click on the "Save" link in order to obtain an STI.

3. After the record was successfully added, the user can record the assigned identifier or return to the search screen.

## STI Split / Merge

### ***STI Merge Process***

The Student Merge Process will enable users to merge two separate student records together in situations where one student was created with two different STIs. This interface will provide the ability to select the students, view the student demographic information on both records, allow merging and then display updated results from the Student Detail screen for confirmation of the action.

**NOTE: Merging STI Student Records in EIMS will not result in a merge of the assessment records within PearsonAccess. A merge will however, merge assessment records in EIMS.**

#### **1. Student Search Screen**

Within the Manage EIMS Student Data task, use the current Student Search functionality. The user will be required to search for a student to merge by STI, Last Name, First Name, MI, Active Status, Division, Grade, Birth Date, or Gender. The user will search for the first student record which will be the latest or newest student record

2. Click on the Student's Name to pull up the Student Detail screen.

## Student Details

[Return to EIMS Student Search](#)

[Student Details](#)
[Enrollment Data](#)
[Transaction History](#)
[Assessment History](#)

**Merge Student**

### View Student Details

Last Name: **aaaa**  
 First Name: **bbbb**  
 MI:  
 Middle Name:  
 School:  
 Grade: **03**  
 STI:  
 Gender: **Male**  
 Birth Date: **01/04/2010**  
 Entry Date:  
 Entry Code:  
 Exit Date:  
 Exit Code:  
 As of Date: **01/18/2010 01:17 AM**  
 Local Student ID:  
 Responsible School:  
 Serving School:  
 Hispanic: **No**  
 Fed Race Code: **Asian**  
 Disability Status:  
 504 Status:  
 Title I Status:  
 Migrant Status:

3. Select the **Merge Student** link.

## Merge Student Records Step 1

[Return to Student Details](#)

**Step 1 of 2: Find Student to Merge**

Student to merge and delete: **aaaa, bbbb**  
 Grade: **03**      Gender: **M**  
 STI:      Birth Date: **01/04/2010**  
 STI of student to merge and retain:

4. The User should then enter the STI of the student record to be retained into the denoted field and click the “Next” button.

**Merge Student Records Step 2**

[Return to Merge Student Records Step 1](#)

Step 2 of 2: Merge Student Records

Back Merge Student Cancel

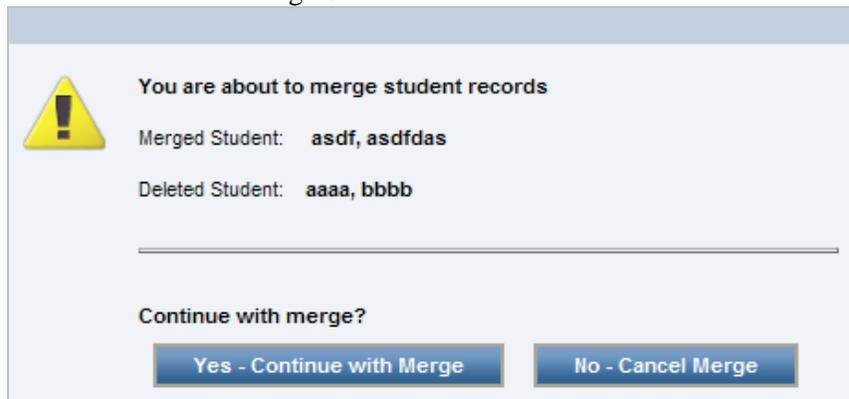
| Student to Merge and Delete     |        |                               |                     |           |           | Merged Student                     |          |                               |  |            |           |           |               |
|---------------------------------|--------|-------------------------------|---------------------|-----------|-----------|------------------------------------|----------|-------------------------------|--|------------|-----------|-----------|---------------|
| Student Name: <b>aaaa, bbbb</b> |        |                               |                     |           |           | Student Name: <b>asdf, asdfdas</b> |          |                               |  |            |           |           |               |
| School:                         |        |                               | Gender: <b>Male</b> |           |           | School:                            |          |                               | Gender: <b>Female</b>  |            |           |           |               |
| Grade: <b>03</b>                |        | Birth Date: <b>01/04/2010</b> |                     |           |           | Grade: <b>06</b>                   |          | Birth Date: <b>06/17/2001</b> |  |            |           |           |               |
| Hispanic: <b>No</b>             |        |                               | Fed Race Code:      |           |           | Hispanic: <b>No</b>                |          |                               | Fed Race Code: <b>American Indian/Alaska Native, Asian and White</b> |            |           |           |               |
| STI:                            |        |                               |                     |           |           | STI:                               |          |                               |  |            |           |           |               |
| Enrollments:                    |        |                               |                     |           |           | Enrollments:                       |          |                               |  |            |           |           |               |
| Division                        | School | Entry Date                    | Entry Code          | Exit Date | Exit Code | Active Status                      | Division | School                        | Entry Date   | Entry Code | Exit Date | Exit Code | Active Status |
| Active                          |        |                               |                     |           |           | 0                                  |          |                               |  |            |           | Active    |               |

5. The user should validate the data of both records in order to validate the student data to be merged

### **Rules for Merging 2 Demographic Records**

1. The student record which contains the original STI will be retained. The student record with the newer STI will be merged into the student record with the original STI.
2. The enrollment records from both merged students must be maintained. The history will be merged with the student that has the older STI.
3. The latest demographic record will be used to update the Original STI record. The latest demographic record is determined by selecting the latest record that was inserted into EIMS for both the STIs and which ever has the latest insert date is considered to be the latest demographic record.
4. The business process will remain the same, i.e. all student historical data will be merged into a single student record.
5. No enrollment or historical data will be lost or discarded during the merge process. The other associated STI will be removed from the database.
6. If a potential match exists for the merging STI, EIMS will move the record in the potential match table and then perform the merge.
7. **If the STI to be merged, is not active in your division**, you must contact the division where the incorrect STI is active, and that division must perform the merge.
8. If the two STI's to be merged are active in two DIFFERENT divisions, please contact the EIMS Help Desk.
  - o The user will not be able to see details for an inactive student.
  - o The user will not be able to see details for a student who is not active in their division.

6. Once the data has been validated the user should click on the **Merge Student** button to be taken to the “Confirm Merge Screen”.

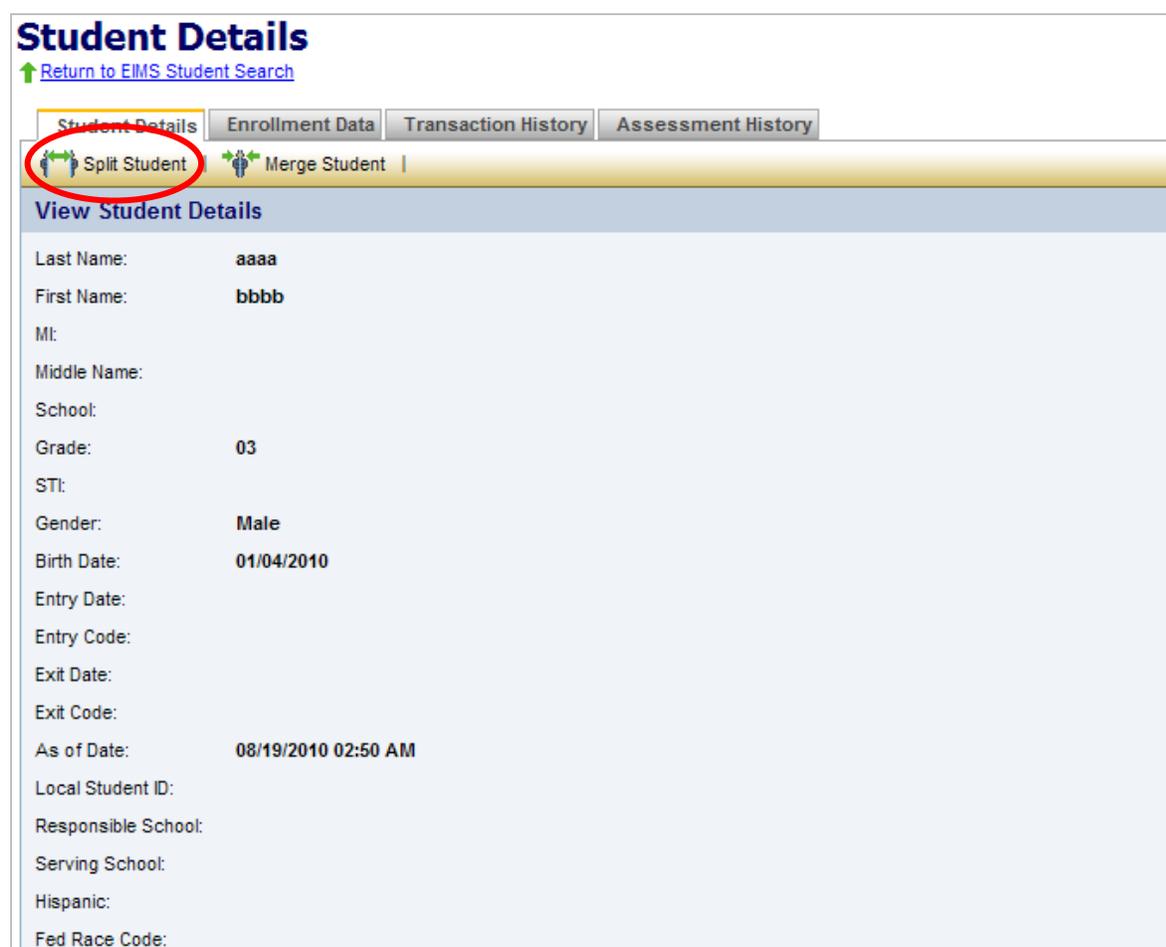


7. Once the merged data has been validated the user should click on the “Yes- Continue with Merge” button.

## STI Split Process

The Student Split interface process will enable an authorized user to locate a student through the Student Search process. Once the data has been expanded through the use of the Student Detail screen, the authorized user will be able to examine the student demographic information and select/nominate which historical student record will represent the “NEW STUDENT” in the split.

1. Identify the students that need to be split through Student Data Management Search.
2. **Student Search Screen**  
Using the current Student Search functionality, a user will be required to search for a student to merge by STI, Last Name, First Name, MI, Active Status, Division, Grade, Birth Date, or Gender. The user will search for the first student record which will be the latest or newest student record.



**Student Details**  
[Return to EIMS Student Search](#)

Student Details | Enrollment Data | Transaction History | Assessment History

**Split Student** | Merge Student

**View Student Details**

|                     |                     |
|---------------------|---------------------|
| Last Name:          | aaaa                |
| First Name:         | bbbb                |
| MI:                 |                     |
| Middle Name:        |                     |
| School:             |                     |
| Grade:              | 03                  |
| STI:                |                     |
| Gender:             | Male                |
| Birth Date:         | 01/04/2010          |
| Entry Date:         |                     |
| Entry Code:         |                     |
| Exit Date:          |                     |
| Exit Code:          |                     |
| As of Date:         | 08/19/2010 02:50 AM |
| Local Student ID:   |                     |
| Responsible School: |                     |
| Serving School:     |                     |
| Hispanic:           |                     |
| Fed Race Code:      |                     |

**Note:** The Split button is visible if the user requesting the SPLIT has submitted the most recent “Active” student record into EIMS:

- For a Division User the student must be active within the same division.
  - For a School User the student must be active within the same school.
3. With the appropriate Student information displayed on the **Student Details** screen, click the **Split Student** button to be taken to Step 1 of the Student Online Split (next figure)

### Split Student Records Step 1

[Return to Student Details](#)

**Step 1 of 5: Select Student History Record for Current Student** Next Cancel

Current Student: **not selected**

School:

Grade:                      Gender:

STI:                              Birth Date:

|                       | Enrollment | Demographics      |
|-----------------------|------------|-------------------|
| <input type="radio"/> | Active     | aaaa , bbbb , , , |
| <input type="radio"/> | Active     | aaaa , bbbb , , , |

## Student Online Split – Step 1

The next figure shows the first step in the student split process. From here you will need to choose exactly one history record for each of the students. This will be the record maintained for the student record selection.

### Split Student Records Step 1

[Return to Student Details](#)

**Step 1 of 5: Select Student History Record for Current Student** Next Cancel

Current Student: **aaaa, bbbb**

School:

Grade:            **03**                      Gender:    **M**

STI:                              Birth Date: **01/04/2010**

|                                  | Enrollment | Demographics      |
|----------------------------------|------------|-------------------|
| <input checked="" type="radio"/> | Active     | aaaa , bbbb , , , |
| <input type="radio"/>            | Active     | aaaa , bbbb , , , |

## Student Online Split – Step 2 (select demographic history records)

Student Online Split –step 2 offers the user the option to select the New Student History Record.

**Split Student Records Step 2**  
[Return to Split Student Records Step 1](#)

**Step 2 of 5: Select Student History Record for New Student** Back Next Cancel

New Student: **aaaa bbbb**  
School:  
Grade: **03** Gender: **M**  
STI: Birth Date: **01/04/2010**

| Enrollment                                | Demographics      |
|---|-------------------|
| <input checked="" type="radio"/> , Active | aaaa , bbbb , , , |

Then click the Next button to proceed to Step 3.

## Student Online Split – Step 3 (select demographic records for New Student)

Student Online Split step 3 – enables users to select demographic records for the New Student. Select all applicable demographic records and then click Next.

**Split Student Records Step 3**  
[Return to Split Student Records Step 2](#)

**Step 3 of 5: Select Additional Student History Record for New Student** Back Next Cancel

New Student: **aaaa, bbbb**  
School:  
Grade: **03** Gender: **M**  
STI: Birth Date: **01/04/2010**

| Enrollment                                   | Demographics         |
|--|----------------------|
| <input checked="" type="checkbox"/> , Active | asdf , asdfdas , , , |

## Student Online Split – Step 4 (select enrollment records for New Student)

Student Online Split step 4 – enables users to select enrollment records for the New Student. Select from the drop down selections: Leave with current student, Move to new student or Copy to new student and then click Next.

**Split Student Records Step 4**  
[Return to Split Student Records Step 3](#)

**Step 4 of 5: Select Enrollment Records for New Student** Back **Next** Cancel

New Student: **aaaa, bbbb**      Current Student: **aaaa, bbbb**  
School:      School:  
Grade: **03**      Gender: **M**      Grade: **03**      Gender: **M**  
STI:      Birth Date: **01/04/2010**      STI:      Birth Date: **01/04/2010**

| Action                     | Division Name | Division ID | School Name | School ID | Entry Date | Entry Code | Exit Date | Exit Code | Status |
|----------------------------|---------------|-------------|-------------|-----------|------------|------------|-----------|-----------|--------|
| Leave with current student |               |             |             |           |            |            |           |           | Active |
| Move to new student        |               |             |             |           |            |            |           |           |        |
| Copy to new student        |               |             |             |           |            |            |           |           | Active |

## Student Online Split – Step 5 (split STI)

Student Online Split step 5 – confirm that split process after selecting the Confirm Split button.

The next screen will confirm your STI split.

Click Yes – Continue with Split.

## Getting Help

To review technical requirements, please see the Technical Specification Guide located on the PearsonAccess Homepage under Support. (See below)



The screenshot shows the PearsonAccess Virginia website. At the top, the navigation menu includes 'Home', 'Support', 'Training Center', and 'ePAT'. The 'Support' tab is highlighted with a red circle. Below the navigation, the 'Support' section is displayed. On the left, under 'Resource Categories', the 'EIMS' link is circled in red with a red arrow pointing to it. Other categories listed are Downloads, Templates, Training, and User Documentation. In the center, 'Top Resources' includes a link for '2007-2008 VAAP Understanding Your Child's VAAP Report to Parents by Group (5/2008)'. On the right, the 'Contact Us' section provides contact information for Email Customer Support (vap@support.pearson.com) and Call Customer Support (866-650-9425, Mon-Fri 7:00AM EST - 8:30PM EST).

For additional technical support and guidance on how to complete these procedures, please contact the PEM VIRGINIA EIMS Customer Service Center via phone (toll-free) at 866-650-9425 or via email at [reportingsolutions@support.pearson.com](mailto:reportingsolutions@support.pearson.com).