



EFS Modernization – VPK Bulk Attendance Upload for Providers

Updated 11/29/18

Before getting started

Enrollment requests should be up-to-date.

How to submit VPK Bulk Attendance File Upload

Providers may submit their attendance via a bulk file upload (similar to the enrollment bulk file upload process).

To begin...

1. Go to the **Attendance** menu item.
2. Select **Manage VPK Attendance > Bulk File Upload**.
3. Click the **CSV file template** link.

Bulk VPK Attendance

Download [CSV file template](#), add child details, and click the Upload button. All files will be removed after 15 calendar days. Note: The MSID column is for public school use only. See the Provider Portal User Guide for more information

[Upload...](#) [Refresh](#)

Actions	Uploaded On	Document Type	File Name	File Size	Total Records Count	Committed Records Count	Failed Records Count	Processed Time	Status	Final Results
No records found.....										

4. A window appears. From this window, select the service month and year to generate a file for all of the enrollments (for all classes) at the site that month. Alternatively, multi-site providers may check the "Include all providers for provider principal" box to generate a file for all of the enrollments (for all classes) at all sites associated to the account for that month. Then, click the **Download** button.

Bulk VPK Attendance File Upload Template

Include All Providers for Provider Principal

Select a month*

-- Select a month --

Enter a Service year*

[Download](#) [Cancel](#)

- Open the downloaded file. The enrollment information for each class is pre-populated. Each instructional day during the student's enrollment defaults to present (X).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1	ProviderID	MSID	ProviderName	COENumber	FLEID	ChildLastName	ChildFirstName	ChildDateOfBirth	AttendanceMonth	AttendanceYear	Day_1	Day_2	Day_3	Day_4	Day_5	Day_6	Day_7	Day_8	Day_9	
2	8433		Daisy Mae Daycare	VPK748-2018		Latham	Ariel	2/2/2014 0:00		2018	*	*	*	*	*	*	*	*	*	*
3	8433		Daisy Mae Daycare	VPK751-2018		Latham	Bambi	1/1/2014 0:00		2018	*	*	*	*	*	*	*	*	*	*
4	8433		Daisy Mae Daycare	VPK752-2018		Latham	Blue Fairy	8/8/2013 0:00		2018	*	*	*	*	*	*	*	*	*	*
5	8433		Daisy Mae Daycare	VPK753-2018		Latham	Pinocchio	12/12/2013 0:00		2018	*	*	*	*	*	*	*	*	*	*
6	8433		Daisy Mae Daycare	VPK747-2018		Latham	Aladin	1/1/2014 0:00		2018	*	*	*	*	*	*	*	*	*	*
7	8433		Daisy Mae Daycare	VPK757-2018		Latham	Chip	2/2/2013 0:00		2018	*	*	*	*	*	*	*	*	*	*
8	8433		Daisy Mae Daycare	VPK754-2018		Latham	Cinderella	7/7/2013 0:00		2018	*	*	*	*	*	*	*	*	*	*
9	8433		Daisy Mae Daycare	VPK756-2018		Latham	Cruella deVil	2/2/2013 0:00		2018	*	*	*	*	*	*	*	*	*	*
10	8433		Daisy Mae Daycare	VPK758-2018		Latham	Dale	1/1/2014 0:00		2018	*	*	*	*	*	*	*	*	*	*
11	8433		Daisy Mae Daycare	VPK749-2018		Latham	Hercules	1/1/2014 0:00		2018	*	*	*	*	*	*	*	*	*	*

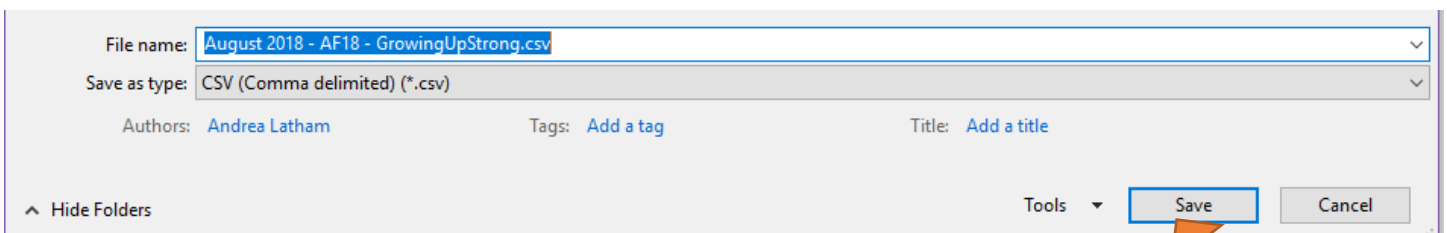
T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT
Day_10	Day_11	Day_12	Day_13	Day_14	Day_15	Day_16	Day_17	Day_18	Day_19	Day_20	Day_21	Day_22	Day_23	Day_24	Day_25	Day_26	Day_27	Day_28	Day_29	Day_30	Day_31	ClassroomID	ClassroomName	CountyID	EnrollmentVPKID	ProviderRosterID
*	*	*	X	X	X	X	*	*	X	X	X	X	X	X	*	X	X	X	X	X	X	1130	AF18	37	271	397
*	*	*	X	X	X	X	*	*	X	X	X	X	X	X	*	X	X	X	X	X	X	1130	AF18	37	272	398
*	*	*	X	X	X	X	*	*	X	X	X	X	X	X	*	X	X	X	X	X	X	1130	AF18	37	273	399
*	*	*	X	X	X	X	*	*	X	X	X	X	X	X	*	X	X	X	X	X	X	1130	AF18	37	274	400
*	*	*			X	X	*	*	X	X	X	X	X	X	*	X	X	X	X	X	X	1131	BF18	37	279	450
*	*	*	X	X	X	X	*	*	X	X	X	X	X	X	*	X	X	X	X	X	X	1131	BF18	37	277	448
*	*	*	X	X	X	X	*	*	X	X	X	X	X	X	*	X	X	X	X	X	X	1131	BF18	37	275	446
*	*	*	X	X	X	X	*	*	X	X	X	X	X	X	*	X	X	X	X	X	X	1131	BF18	37	276	447
*	*	*	X	X	X	X	*	*	X	X	X	X	X	X	*	X	X	X	X	X	X	1131	BF18	37	278	449
*	*	*	X	X	X	X	*	*	X	X	X	X	X	X	*	X	X	X	X	X	X	1131	BF18	37	284	451

- Legend: present (X), site closed (*), student not started (_), student terminated (T).
- Day_1 = first of attendance month, Day_2 = second day of attendance month, Day_3 = third day of attendance month, etc. In this example, Day_1 = August 1, Day_2 = August 2, and Day_3 = August 3.
- Regardless of the month/year, columns for Day_1 to Day_31 are included in the file and are necessary for the upload; none should be removed.
- It is critical that only the content of "Day_#" columns are changed (i.e. changing an X to an A). Attempting to add students or edit/remove system generated columns will cause errors. The file is a reflection of the enrollment information for the class when downloaded. If issues are identified, please contact the local early learning coalition for assistance.

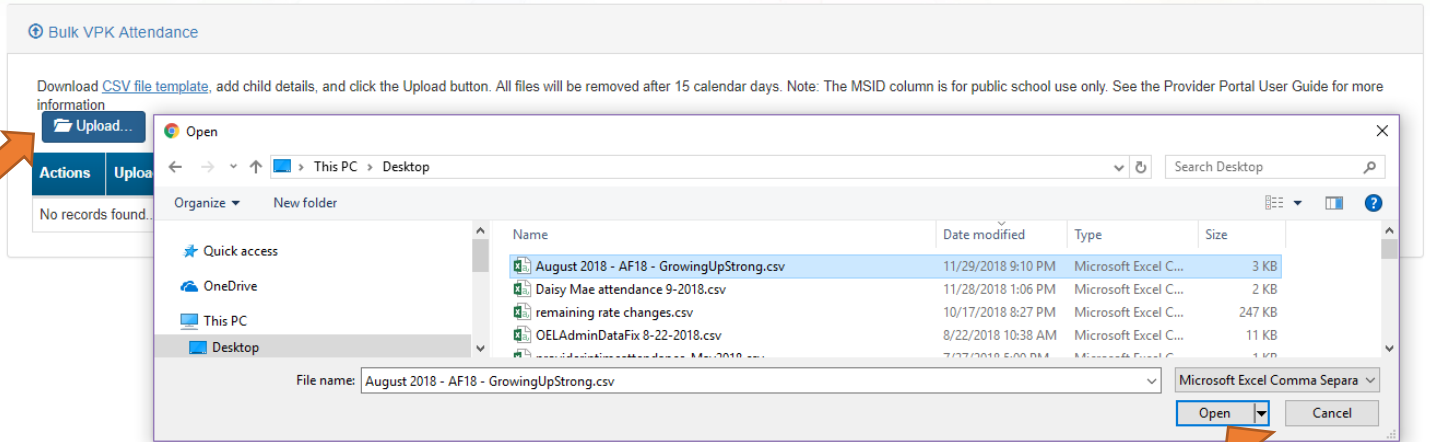
- Scroll over to the days and record absences by changing a present day (X) to absent (A).
 - TIP: (In Excel) Open the **View** menu, select column H, and click **Freeze Panes**. This will keep the student's name and demographic information in view while scrolling through days.

	F	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	ChildFirstName	AttendanceMonth	AttendanceYear	Day_1	Day_2	Day_3	Day_4	Day_5	Day_6	Day_7	Day_8	Day_9	Day_10	Day_11	Day_12	Day_13	Day_14	Day_15	Day_16	Day_17	Day_18	Day_19	Day_20
2	Crunch		8	2018			*	*						*	*	X	X	X	X	X	*	*	X
3	Goodbar		8	2018			*	*						*	*	X	X	X	X	X	*	*	X
4	Krackel		8	2018			*	*						*	*	X	X	X	X	X	*	*	X
5	Mentos		8	2018			*	*						*	*	X	X	X	X	X	*	*	X
6	Milky Way		8	2018			*	*						*	*	X	X	X	X	X	*	*	X
7	Payday		8	2018			*	*						*	*	X	X	X	X	X	*	*	X
8	Reese's Pieces		8	2018			*	*						*	*	X	X	X	X	X	*	*	X
9	Snickers		8	2018			*	*						*	*	X	X	X	X	X	*	*	X
10	Three Musketeers		8	2018			*	*						*	*	X	X	X	X	X	*	*	X
11	Twix		8	2018			*	*						*	*	X	X	X	X	X	*	*	X

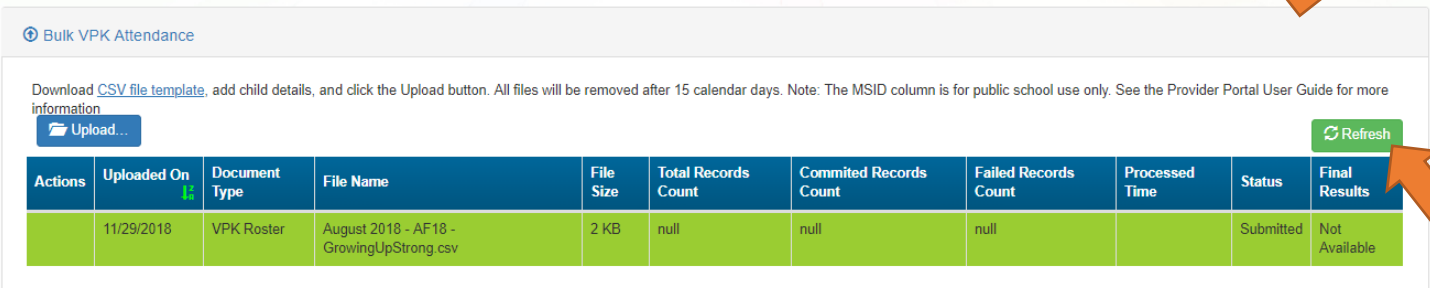
- (In Excel) When complete, un-hide and/or un-freeze any columns. Click File> Save As. Re-name file and save locally. Be sure the file type is .csv.



- On the Provider Portal, click the **Upload** button. A file manager window opens. Locate the saved file and click **Open**.



- The uploaded file displays in the Bulk VPK Attendance log.



- Click the **Refresh** button to get final results. The successfully submitted attendance appears on the class attendance roster. Each record shows as "SUB" for submitted.

Bulk VPK Attendance File Layout

	Field Name	Length	Data Type	Default Values & Comments
1.	ProviderID		Nvarchar	Pre-filled
2.	MSID		Nvarchar	Pre-filled (for public schools only)
3.	ProviderName		Nvarchar	Pre-filled
4.	COENumber		Nvarchar	Pre-filled
5.	FLEID		Nvarchar	Pre-filled (if available)
6.	ChildLastName		Nvarchar	Pre-filled
7.	ChildFirstName		Nvarchar	Pre-filled
8.	ChildDateOfBirth		Nvarchar	Pre-filled
9.	AttendanceMonth		Nvarchar	Pre-filled
10.	AttendanceYear		Nvarchar	Pre-filled
11.	Day_1		Nvarchar	Pre-filled, may be changed to record absence (A)
12.	Day_2		Nvarchar	Pre-filled, may be changed to record absence (A)
13.	Day_3		Nvarchar	Pre-filled, may be changed to record absence (A)
14.	Day_4		Nvarchar	Pre-filled, may be changed to record absence (A)
15.	Day_5		Nvarchar	Pre-filled, may be changed to record absence (A)
16.	Day_6		Nvarchar	Pre-filled, may be changed to record absence (A)
17.	Day_7		Nvarchar	Pre-filled, may be changed to record absence (A)
18.	Day_8		Nvarchar	Pre-filled, may be changed to record absence (A)
19.	Day_9		Nvarchar	Pre-filled, may be changed to record absence (A)
20.	Day_10		Nvarchar	Pre-filled, may be changed to record absence (A)
21.	Day_11		Nvarchar	Pre-filled, may be changed to record absence (A)
22.	Day_12		Nvarchar	Pre-filled, may be changed to record absence (A)
23.	Day_13		Nvarchar	Pre-filled, may be changed to record absence (A)
24.	Day_14		Nvarchar	Pre-filled, may be changed to record absence (A)
25.	Day_15		Nvarchar	Pre-filled, may be changed to record absence (A)
26.	Day_16		Nvarchar	Pre-filled, may be changed to record absence (A)
27.	Day_17		Nvarchar	Pre-filled, may be changed to record absence (A)
28.	Day_18		Nvarchar	Pre-filled, may be changed to record absence (A)
29.	Day_19		Nvarchar	Pre-filled, may be changed to record absence (A)
30.	Day_20		Nvarchar	Pre-filled, may be changed to record absence (A)
31.	Day_21		Nvarchar	Pre-filled, may be changed to record absence (A)
32.	Day_22		Nvarchar	Pre-filled, may be changed to record absence (A)
33.	Day_23		Nvarchar	Pre-filled, may be changed to record absence (A)
34.	Day_24		Nvarchar	Pre-filled, may be changed to record absence (A)
35.	Day_25		Nvarchar	Pre-filled, may be changed to record absence (A)
36.	Day_26		Nvarchar	Pre-filled, may be changed to record absence (A)
37.	Day_27		Nvarchar	Pre-filled, may be changed to record absence (A)
38.	Day_28		Nvarchar	Pre-filled, may be changed to record absence (A)
39.	Day_29		Nvarchar	Pre-filled, may be changed to record absence (A)
40.	Day_30		Nvarchar	Pre-filled, may be changed to record absence (A)
41.	Day_31		Nvarchar	Pre-filled, may be changed to record absence (A)
42.	ClassroomID		Nvarchar	Pre-filled
43.	ClassroomName		Nvarchar	Pre-filled
44.	CountyID		Int	Pre-filled
45.	EnrollmentVPKID		Int	Pre-filled
46.	ProviderRosterID		Int	Pre-filled