ED166 SAITN IMPORT INSTRUCTIONS FOR POWERSCHOOL USERS

When uploading via SIF, **all incidents are uploaded every time**. Therefore you must import the State Assigned Incident Tracking Number (SAITN) numbers back into Power School prior to your next upload. If you do not import the SAITN numbers you will upload duplicate records and receive an error message.

1. In the **ED166 Application**, ensure you have an error free batch uploaded (Select **Batch File Upload** from the left-hand menu and see you have "0" errors)

2. Select **Downloads** > **Incidents** from the left-hand menu and select the batch that is processed without errors.

   - Do NOT click the "Add Header" box.

   - Save the file to your desktop or a place of your choice.

   - Do NOT open the file.

3. Open **Power School**. Go to the **District Start Page** and select **District Setup** > **Data Import** System (under Connecticut State Information).

4. Click on **Incident Import**

5. Browse to the saved file from the State. Select **Import**

Always be sure to double check to make sure the import was successful by exporting the log entries with the SAITN number as one of the fields selected.