

# Managing Common Transfer Files

## Importing and Exporting

Common Transfer Files (CTFs) are XML files that are used to import and export data when pupil/students transfer from one school to another. Generally, this takes place at the start of a new academic year. CTFs can also be used to export Key Stage Results to LAs. Each transfer file contains details of the pupil/students being transferred (such as their contacts, attendance history, assessment data, etc.), as well as details of the transferring and receiving schools.

Once generated, the CTF can be sent to the receiving school using the DfE secure school to school web site (s2s) or other local secure file transfer mechanisms. The receiving school or LA can then import the data into their SIMS or One system. The CTF import routine enables pupil/students to be placed either directly on-roll or into a pre-admission group.

*NOTES: From the SIMS 2011 Summer Release onwards, it is possible to import a CTF using the **Match and Import** panel on the **Import CTF** page, which provides the import process with more control on the imported data. This enhanced functionality is available via a Licence Patch. For more information, please contact your Local Support Unit.*

*This QRS describes how to import a CTF using the original method. A further QRS will be provided in the future, describing how to import a CTF using the new method.*

### Importing a Common Transfer File

To import pupil/student data, a record for the feeder school that is exporting the pupil/students must already exist in your SIMS system. For more information on adding schools, please refer to the *Setting up and Administering SIMS* handbook.

The data that is imported from a CTF file by default is defined on the **Configure CTF Defaults** page, accessed via **Tools | Setups | CTF**. For more information, please refer to the *Managing Pupil/Students in SIMS* handbook.

*NOTE: A pupil/student's core data (including UPN, surname, forename, gender and date of birth) is mandatory and will always be imported.*

1. Select **Routines | Data In | CTF | Import CTF** to display the **Import CTF** page.

2. Select the appropriate **Data to be Imported** check boxes to identify the data you wish to import.

*NOTE: The **NAW Details** check box is available for schools in Wales.*

3. In the **Import Selection** panel, click the **Open** button adjacent to the **CTF File** field to display the **Select Import File** dialog.

 Open Button

4. Navigate to the location of the required file, highlight it then click the **Open** button to return to the **Import CTF** page.

Before the import takes place, the system ensures that the selected CTF is intended for your school by validating the header information

contained in the file. If the file you are attempting to import is not intended for your school, a warning message is displayed and the import is abandoned.

5. Select **Pre-Admission** or **On-Roll** from the **Place new pupils in** drop-down list.

If you select **Pre-Admission**:

Highlight the required pre-admission group in the table then click the **Import CTF** button.

New pupil/students placed in a pre-admission group are given an enrolment status of **Single Registration** by default. The enrolment status can be edited later via **Focus | Admission | Application**, if required.

If you select **On-Roll**:

- a) Click the **Import CTF** button to begin the import.
- b) New pupil/students are displayed on the **Import CTF** page in an additional panel entitled **Edit Current Imported Pupil/Students**. This enables you to change the **Enrolment Status**, if required.
- c) To change the **Enrolment Status**, highlight the relevant pupil/student from the list, right-click the **Enrolment Status** cell and select the required status from the drop-down list.
- d) Click the **Save** button (located on the **Edit Current Imported Pupil/Students** panel) to save your changes.

The **Import Exception Log** panel is displayed.

*NOTE: If a CTF import includes data relating to an existing pupil/student, their data will not be updated. These data exceptions will be written to the **Import Exception Log**, where the details can be viewed, saved and printed.*

### Viewing/Printing the CTF Exception Logs

Any data anomalies that are identified during a CTF import are recorded in the **Exception Log**. If there are any new or existing pupil/students who do not have all five of the main Core data entries (**UPN**, **Surname**, **Forename**, **Gender** and **Date of Birth**) present in the import file, the file will still be imported. However, any anomalies will be displayed in the **Exception Log** together with their **UPN**, **Preferred Surname**, **Preferred Forename**, **Gender**, **Date of Birth** and **Error Description**.

Any data anomalies that are identified by the system during the creation of a CTF export file are recorded in the **Exception Log**. Any pupil/students who the system has identified as having data anomalies are displayed, together with their **UPN**, **Legal Surname**, **Legal Forename**, **Gender**, **Date of Birth** and an **Error Description**.

The **Exception Log** can be stored for future reference by clicking the **Save** button. This opens a standard Windows® dialog, from where you can save the file to a location of your choice. Click the **Print** button to produce a paper copy, if required.

### Viewing the CTF Import History Log

1. Select **Routines | Data In | CTF | View Import History Log**.
2. Enter the **Start Date** and **End Date** or click the **Calendar** buttons then select the date range for the search.
3. Click the **Search** button to display the import logs within the specified date range.
4. Highlight the required log then click the **Preview** button to display the **Import Report** in Microsoft® Word, from where the file can be printed or saved to a location of your choice.

# Managing Common Transfer Files

## Importing and Exporting

### Exporting a Common Transfer File

When pupil/students leave your school to attend another school, it is a statutory requirement that all available details are passed to the destination school, via CTF, within 15 days.

When pupil/students have been allocated to their destination schools and the export routine is run, SIMS creates a CTF for each destination school.

Some LAs prefer to collate the information contained in a school's CTF export files themselves then compile a single export file for each school. Where this is the case, schools will be asked to send their CTFs directly to the LA.

*NOTE: Problems can occur if untidy or duplicated addresses exist. Before performing the CTF export routine, check with your System Manager to establish whether the Address Tidy and Merge routine has been run recently.*

### Creating a CTF Export File

*NOTE: Before creating a CTF export file, you must first set up the CTF defaults via **Tools | Setups | CTF**.*

1. Select **Routines | Data Out | CTF | Export CTF** to display the **Export CTF** page.

2. Indicate the data you wish to export by selecting or deselecting the appropriate **Data to be Exported** check boxes.
 

*NOTE: When Key Stage results are exported, it is recommended that only the **Assessment Data** check box is selected.*

*The exception to this is Key Stage 1 results, which include FSP results. In this case, the **Student Address** check box should also be selected. Deselecting any of the default check boxes prompts you to enter an **Optional Data Descriptor** for a partial CTF.*
3. In the **Student Options** panel, enter an **Effective Date** or click the **Calendar** button then select the required date. The date must fall within the current academic year, as it governs the cut-off point for the exclusion of the selected pupil/students, based on the **View** settings.
4. Select the type of pupil/student you wish to include in the export file from the **View** drop-down list, e.g. **Current students**. Select the **Include students already exported** check box if you wish to display pupil/students who have been included in previously created CTFs.
 

*NOTES: Selecting **All** from the **View** drop-down list displays all pupil/students.*

*Selecting **Leavers previous years** displays all pupil/students who have left your school in all previous years.*

*Therefore, if either of these options is selected, the **Effective Date** filter is not applicable.*
5. In the **Students** panel, click in the **Destination LA/Other** or **Destination School** cell for each required pupil/student then select their destination from the drop-down list.

*NOTE: Only pupil/students who have been assigned a destination are exported.*

*TIP: Right-clicking anywhere in the **Students** grid enables you to **Select All** the pupil/students displayed. This enables you to allocate them to the same **Destination LA** or **Destination School**. You can also highlight a selection by using the **Shift** or **Ctrl** keys then clicking the required pupil/students.*

6. Click the **Export CTF** button to create the export file in the location specified when configuring the CTF defaults in **Tools | Setups | CTF**.
 

*NOTE: Any errors that prevent a record from being exported are written to the export **Exception Log**.*
7. If any data exceptions are found, correct the data by editing the appropriate pupil/student details then click the **Refresh Students** button.

The **Destination LA/Other** or **Destination School** cells will be blank for any pupil/students who were not processed originally and a new column (**Previous Destination**) is displayed. Select the appropriate destination information.

When the **Destination LA** or **Destination School** has been selected for the relevant pupil/students, click the **Export CTF** button to create the export file.

### About the Common Transfer File

When a CTF is exported, it is saved to the **CTF export directory** that was specified when configuring the CTF defaults (via **Tools | Setups | CTF**). Each CTF has a unique file name.

The first seven digits of the file name represent your LA Number and your Establishment Number. The other seven digits represent the LA Number and Establishment Number of the destination school.

Over time, you may find that a number of CTFs have been created for the same destination school or LA so there may be more than one file in the CTF export directory with similar names. If this is the case, the most recent file created can be identified by the file with the most recent **Date Modified**.

### Viewing/Printing the CTF Export History Log

The **CTF Export History Log** provides a log of all the CTF files that have been exported in a specified time frame.

1. Select **Routines | Data Out | CTF | View Export History Log** to display the **Export Log** browser.
2. Enter the **Start Date** and **End Date** or click the **Calendar** buttons then select the required date range. Click the **Search** button.
3. Highlight the required **File Name** then click the **Preview** button in the **View Export History Log** panel to display the **Export History Log** in Microsoft® Word.

The **Destination School Details** (name, school number/LA number, etc.) are displayed. Additionally, all of the pupil/students contained in the CTF are listed, together with their **UPN**, **Date of Birth** and **Gender**.

A summary of who produced the report, together with information about the source school, is displayed in the footer of each page of the report.

This information can be printed and retained for future reference.

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