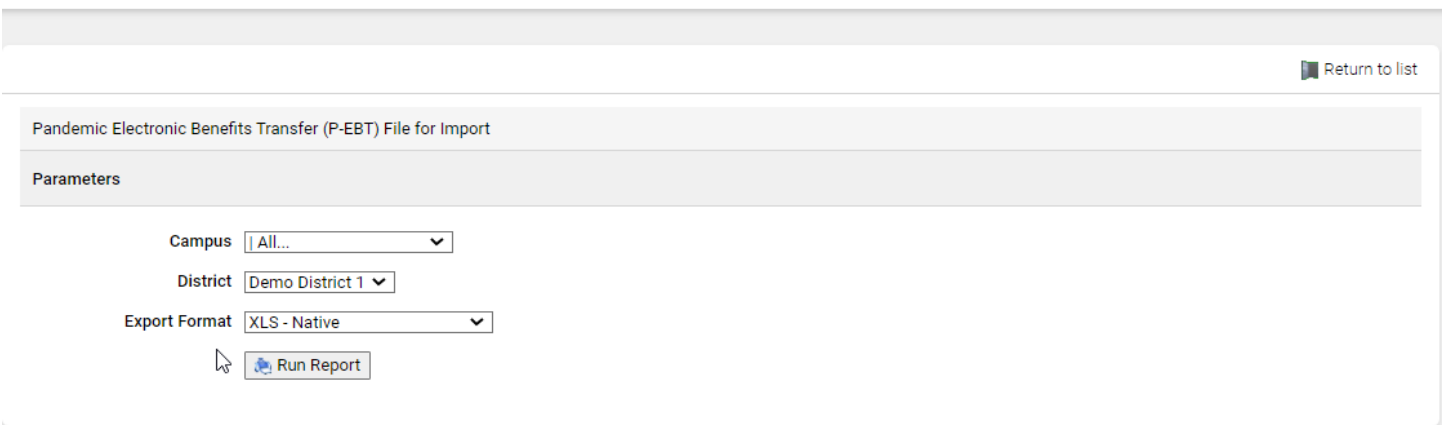## Using the P-EBT File

1. To get started, navigate to Students > Reports, then find "P-EBT Summer 2022".

2. You want to select the correct parameters listed here:

   a. Campus: You can select just one campus or all campuses for entire district

   b. District: Select your District

   c. Export Format: Always choose "XLS – Native" to be able to make edits needed

Student Reports : P-EBT Summer 2022

	🔖 Return to list

Pandemic Electronic Benefits Transfer (P-EBT) File for Import

Parameters

Campus | All... ⌄

District Demo District 1 ⌄

Export Format XLS - Native ⌄

🐞 Run Report

3. Remove unqualified students if applicable:

   a. For CEP Campuses or campuses under Provision 2 (NSLP Participation codes 02 or 03), all students qualify.

   b. For NLSP campuses not under CEP or Provision 2, students must have an Economic Disadvantage Code via PEIMS 01 or 02.

      i. PEIMS code 01 – Eligible for Free Meals Under the National School Lunch and Child Nutrition Program

      ii. PEIMS code 02 – Eligible for Reduced-price Meals Under the National School Lunch and Child Nutrition Program

   c. Students marked as Migrant, Homeless, or Foster Care at any point during submission date range qualify.

4. "Column C" or "Change_Indicator" is used to determine the action taken for the record. There are two options:

    a. Leave (Blank) – Insert student. This should be used for all students for your initial file

    b. D – Delete student uploaded incorrectly in a prior file

	School Year(9)	Semester(1)	Change_Indicat	Student_First_[	Student_Las
1					
2	2021-2		3	Porsche	
3	2021		3	Pamula	
4	2021-		3 D	Donya	
5	2021-2022		3	Shꝋn	
6	2021-2022		3		
7	2021-2022		3		
8	2021-2022		3 D		
9	2021-2022		3		
10	2021-2022		3	Teodoro	
11	2021-2022		3	Mariella	

Blank will insert students as new

"D" will remove students uploaded previously

5. To be able to save this file for correct submission, two important tasks must be done after all the data has been correctly input and before saving the file:

    a. In Column A. "School Year (9) YYYY-YYYY", you must enter the wording "End of Student Records" in the very next line after the last student. This will signify the end of the file.

285	2021-2022	1		Jeanine
286	2021-2022	1		Napoleon
287	2021-2022	1		Zulma
288	2021-2022	1		Anderson
289	End of Student Records			
290				
291				

Sheet1 ⊕

    b. Column W "economicdisadvantagecode" must be deleted as this is just a tool to help with filtering qualified students and not meant for submission.

R	S	T	U	V	W
					economic disadvant agecode
Address_Line_1 (50	Address_Li	City (20)	State (2)	Zip5 (5)	
6763 Main Street		Somewher	TX	00000	01
6764 Main Street		Somewher	TX	00000	01
9334 Main Street		Somewher	TX	00000	
9434 Main Street		Somewher	TX	00000	01
9438 Main Street		Somewher	TX	00000	01,02
9451 Main Street		Somewher	TX	00000	01,02

Note: Before removing students with blank Eco Disadvantage as ineligible, verify the students are not migrant, homeless, in foster care, or attending CEP/P2 participating Campus. These students are eligible for Summer P-EBT and should not be removed.

6. File Name Guidelines**:** When uploading your files, the files must be in the following format.

   District ID/CEID_Academic year_Semester_File1.csv

    Ex: 123456_2022_S3_File1.csv

    a. District ID/CEID: This is your six-digit District ID or five-digit CEID

    b. Academic year: Use 2022 for Summer 2022

    c. Semester: use S3 for the summer period.

    Note: Your first file for the semester should be named File1, then File2, etc if submitting more than one file since each file is limited to 10,000 records; however, if you are correcting errors, you should reuse the file number. For Example, if you upload File2 and it comes back with errors, correct the errors and upload again as File2.

7. Once you are ready to save, in Excel:

    a. File > Save As

    b.   Using the guidelines above, verify the file name is correct. Make any necessary changes.

    c. Change the file type to "CSV UTF-8 (Comma delimited) (*.csv)"

    d. Click "Save"
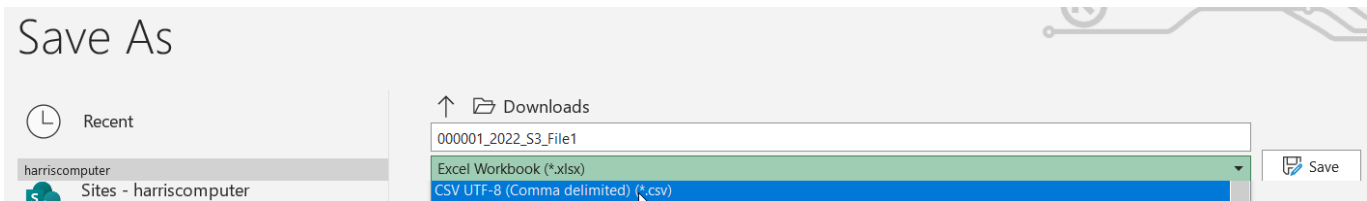
8. Your File is now ready for submission!