

Data Submission Process: How to Upload Data

- 1 Navigate to <https://www.pftdata.org/>.
- 2 Enter the County Code, District Code, Charter number, and Password for the local educational agency (LEA).

County Code:	<input type="text"/>
District Code:	<input type="text"/>
Charter Number:	<input type="text"/>
Password:	<input type="password"/>

- i* If your LEA is not an independent charter, please enter 0000 for the Charter Number.
- 3 Select the **Login** button.
- 4 Select the **Data Upload** button in the upper navigation bar.
- 5 Select the **Choose File** button.
- i* The only acceptable file format for data upload is tab-delimited text, also called tab separated text. Column order is critical to successful submission of data. The PFT Student Data Template available at <https://pftdata.org/resources.aspx> contains a spreadsheet with the columns in the correct order.
- 6 Find and select the student data file you want to upload from your computer and select the **Open** button.
- 7 Select the **Upload File** button. A message will appear to confirm that your file was received.
- 8 24 to 48 hours later, a confirmation email will be sent. This email will confirm how many student records were accepted and how many student records have errors or warnings. It is imperative to verify that the number of student records received matches the number loaded.
- i* This email is sometimes blocked by SPAM filters. If you do not receive this email, log back in to the Secure District Portal. On the portal homepage, the first line of the first paragraph will give you a summary of how many student records were loaded, how many had errors, and how many had warnings.
- i* Student records with **errors** will not be scored nor reported in the summary reports. PFT coordinators are encouraged to correct, if needed, as many warnings as possible. However, **warnings** will not prevent student records from being scored and reported.