

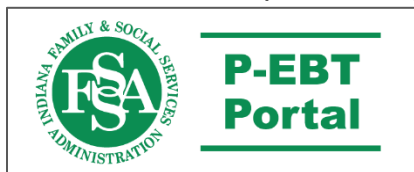
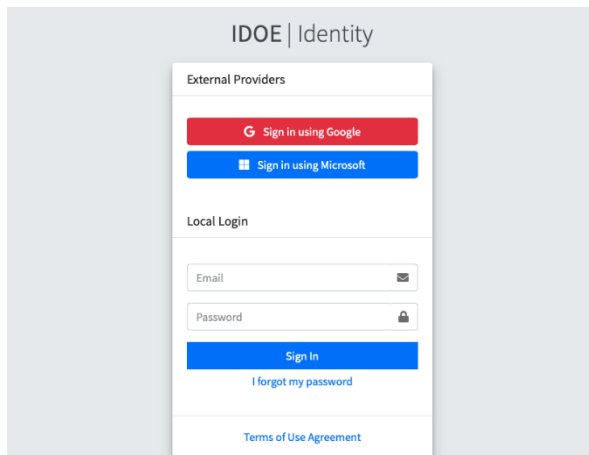
FSSA P-EBT Portal CORRECTIONS Process Guidance v.03.04.2021

P-EBT Program and Eligibility Information can be found on the [FSSA P-EBT website](#). This guidance document is specific for the process of making corrections to student data from PRIOR eligibility collection windows. Corrections can be submitted to:

- Update student's date of birth
- Update a student(s) total number of eligible days
- Submit a student(s) missed in the previous collection

P-EBT Portal Access

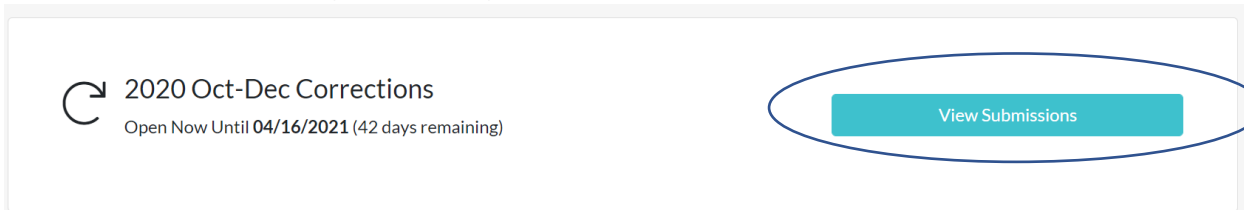
- Navigate to the IDOE LINK portal <https://link.doe.in.gov/>
- You **MUST** use either the "Sign in with Google" OR the "Sign in with Microsoft" option. **Do not** enter your email and password in the open fields, **do not** request a new password. If you need assistance logging in to the LINK portal, first contact your local Security Coordinator.
- Authorized school staff must have the staff type (role) of Security Coordinators and/or Data Administrators to access the P-EBT portal tile within the LINK Portal. Staff types (roles) for the LINK portal have been set by the local Security Coordinator for 2020-2021 staff access to various IDOE systems including Data Exchange and INtelligrants. To locate your Security Coordinator, please consult with your local administration. If you require further assistance with the IDOE LINK Portal, please contact link@doe.in.gov.
- Once logged in to the LINK Portal, select the FSSA P-EBT Portal tile. You will be directed to the portal webpage.



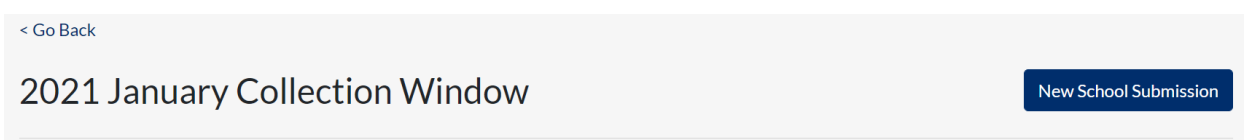
If your educational organization is not configured to access the LINK Portal, you will receive an invitation to access the P-EBT Portal. Follow the invitation directions to complete your account.

Corrections Submissions in the P-EBT Portal

- The home screen of the P-EBT Portal will display the name of the Local Education Agency (LEA) and tiles for the Eligibility Windows. The 2020 October-December Corrections will indicate it is “Open Now.”
- Click the corresponding button to get started.



- On the next screen click “Start First School Submission” to begin.



NOTE: You only need to make a corrections submission for schools that need corrections. A submission is a collection of eligible students from one eligible school. Users may provide as many submissions as needed during the open collection window. For example, a school corporation that needs to make corrections to five schools would create five submissions during the open Collection Window. An eligible charter school would create at least one submission during the open collection window if they have corrections to make.


A screenshot of a web form titled 'Start School Correction'. It features a dropdown menu for 'School,*'. Below the dropdown, there is a link: 'Don't see your school? Submit a ticket'. The form contains three sections of checkboxes: 'Please check if you school meets Tier 1 eligibility below:' with one checkbox 'School is NSLP or CEP'; 'Please check what Tier 2 eligibility rules your school meets below:' with three checkboxes: 'School had a delayed opening of at least 5 consecutive days', 'School has been closed for at least 5 consecutive days', and 'School offered a hybrid schedule, (some students virtual and some in person, or all students partially virtual and partially in person)'; and 'Please check if your school does not meet eligibility:' with one checkbox 'School does not meet eligibility requirements'. At the bottom left, there is a dark blue 'Submit' button.

- On the “Start School Correction” page, use the dropdown menu to select the school for which you are submitting student records. Please note that schools have already been created within the portal. You should only need to select your school from the dropdown menu, or if your school is not present select “Don’t see your school? Submit a ticket” to have it added to the portal.
- Verify the school’s Tier 1 of program eligibility AND select the appropriate Tier 2 eligibility boxes. If a school is not eligible, select “My school does not meet eligibility requirements.” Click submit to proceed.
 - If the selected school meets eligibility requirements, you will be directed to a page to start your submission.
 - If the selected school does not meet eligibility requirements, you will be directed back to your LEA’s collection window page
- The school submission page will display the school name, LEA, submission number, and the user’s email. A progress bar is displayed across the top of the screen.

[< Back to Submissions](#)

Test School A, YOUR LEA HERE

Submission # 59

 fssapebt@mailinator.com

Started

- 1 Please download the template here: [Download Template](#)
- 2 Make sure the data passes validations:

Step 1: Download and Complete the Submission Template

- Click the “Download Template” button to get started.
- Complete the template with student corrections following the data field specifications in the chart below.
- All required fields must be complete and correct specifications.
- **Only complete the template for the students who need corrections.**

- **IMPORTANT NOTE REGARDING ELIGIBLE DAYS:**
 - If you ARE correcting a student's total number of eligible days report the DIFFERENCE, or delta. For example, if a student was reported with 30 eligible days and is being corrected to 58 total eligible days, you would enter 28 in the eligible days column.
 - If you are NOT correcting a student's total number of eligible days, report 0 (zero) in the eligible days column.

Field Order	Fieldname Description	Data Field Specification Requirements
1 / A	STN	<p>REQUIRED Official Student Test Number (STN) assigned to student; and must match the STN App Center</p> <p>STN must be exactly 9 alphanumeric characters</p> <p>STN can only occur once for a given eligibility</p> <p><i>Ensure column is formatted as "text" to maintain leading zeros</i></p>
2 / B	Student First Name	<p>REQUIRED Student's legal first name</p>
3 / C	Student Middle Name / Initial	<p>OPTIONAL Student's legal middle name/initial</p>
4 / D	Student Last Name	<p>REQUIRED Student's legal last name Must match student's last name from STN App Center</p>
5 / E	Street Address	<p>REQUIRED Student's mailing address</p> <p>Less than 30 characters in length</p> <p>Can't contain a comma.</p> <p>Please split out Apt, Lot, Unit, Trlr into Street Address 2 column</p>

6 / F	Street Address 2	<p>OPTIONAL</p> <p>Additional address information (such as Apartment number, Unit, Lot, Trlr)</p> <p>Less than 30 characters in length</p> <p>Can't contain a comma.</p> <p>Do not include other address components in this field such as a PO box or second address.</p>
7 / G	City	<p>REQUIRED</p> <p>Student's mailing address city</p>
8 / H	State	<p>REQUIRED</p> <p>Allowable formats: Indiana or IN</p> <p>Must be an Indiana address</p>
9 / I	ZIP Code	<p>REQUIRED</p> <p>Student's mailing address zip code</p>
10 / J	DOB (Date of Birth)	<p>REQUIRED</p> <p>Allowable format: MM/DD/YYYY (02/04/2015)</p>
11 / K	School Number	<p>REQUIRED</p> <p>State Assigned School ID</p> <p>Must be 4 alphanumeric characters</p> <p>*Note: School name is NOT required.</p>
12 / L	Eligible Days	<p>REQUIRED</p> <p>Must be between 1 – 58 for October-December 2020</p> <p>*If correcting eligible days, report only the delta, or difference, of eligible days.</p> <p>*If NOT correcting eligible days, report 0 (zero) eligible days.</p>

BEFORE UPLOADING THE TEMPLATE:

- Verify all required fields contain data.
- Do not edit the header row or add additional data beyond the requirements.
- Save the template in comma delimited format (csv). The csv format is strongly recommended, however, excel files will be accepted. Do not save multiple files as a zip file.

Step 2: Template Upload, Errors, and Failed Records

- Click “Choose File” and select the saved file. Then click “Upload File.”

12 (L) Eligible Days REQUIRED
Must be between 1-58

3 Upload your file below:

Choose File No file chosen

Upload file

- The file will process the submissions and display the results on the next page.

Errors

- If your file contains errors, you will be notified via email and in-app notification after processing has completed. An error is an issue with the format of the field specification.
- An Error Summary will display the specific errors.

Has Errors

We found errors

Successful Records: 4

Records With Errors: 1

Error Summary

Field (Order)	Field Name Description	Error	# of Occurrences
9 (I)	Zip Code	appears to be outside of IN	1

1 Download and resolve the following errors: Download File with Errors

- To correct errors, click the “Download File with Errors” button and the file will download. This file will only include the records that contain errors.
- Open the file and review the column titled “Error Messages” to resolve errors with the records. Make the necessary corrections directly in this file and save the file.

Example Error File

- Back on the Errors page, click “Upload File” and select the saved error file with corrections. The number of successful and erroneous records will update. If needed, download the new error file, make corrections, and upload the corrected error file.
- Continue this process until all errors are resolved.
- Should you need assistance with an error, note the “Error ID” from the first column of the download file.

Step 3: Review and Confirm Submission

- Once all records are accepted, the progress bar will turn green and indicate “Submitted.” The results of the submission will be displayed with the total number of successful records.
- You will then be redirected to the confirmation page, where you must click the box to confirm your uploads are correct, and select “Complete Submission”, as circled below.

Collection Window: 2020 Oct-Dec Corrections
 Submission # 14
 test-submitter@ksmconsulting.com
 Portal Submission Guide (coming soon) | My school is actually not eligible

Confirmation

By clicking the box, I am confirming the data submitted is accurate (required).

Complete TestttjtFjorAUTT's Submission

Want to start over?

I would like to start over on this submission for TestttjtFjorAUTT

- The portal will now display “Completed” and the accepted submissions.

Completed

Here are the results of Submission #14:

✓ Successful

4

Successful P-EBT Submissions

Student Testing Number	Student Name	Actions
8104813N2	MARIANO METZ	View Student Submission
767797W12	CAREY CRUICKSHANK	View Student Submission
0195X8728	ZONA REICHERT	View Student Submission
42V664160	LANE JENKINS	View Student Submission

◀ Prev 1 Next ▶

- Click “Back to submission” at the very top of the page to return to the main page for this Collection Window.
- All submissions for the LEA will be displayed with the school name, submission number, user, and status of submission.
- For additional corrections submissions for the October – December 2020 Window, select “New School Submission” and repeat the process.
- When submissions are complete, logout of the portal.

Common Problems with Submissions

Below are some common issues with submissions and potential solutions to the errors.

- **STN must be 9 digits**
 - If a student's STN has leading zeros, they may be dropped if the STN column is converted to a number. Ensure that your submission template and data source file have the STN column formatted as a text field, and that Excel does not automatically change it as you copy data.

- **Invalid Column Errors**
 - If you receive an error message about invalid columns, it is possible that you modified the column headers. The submitted file's headers must exactly match the template's default headers. Try copying the column headers from a blank template onto your completed version and resubmitting.
 - If you still receive an error message, it is possible that you inadvertently added columns with whitespace to the template. These columns will need to be deleted but can be difficult to find. To easily remove them, try saving your template file as a .CSV file and copying it back into an Excel file. This will strip any whitespace columns.

- **Issues with Date of Birth format**
 - The only acceptable format for the Date of Birth column is MM/DD/YYYY. The months, days, and years must be separated by a forward slash (/). A dash will not be accepted.

Help Contact Information

Help with access to the LINK Portal: <https://help.doe.in.gov/>

P-EBT Mailbox: PEBTQ@fssa.in.gov

Help with submission in the P-EBT portal: Select "Need Help?" from the P-EBT Portal navigation bar and complete the form.

Help with P-EBT Eligibility: [FSSA P-EBT website](#)