

Exporting Data from LEAMIS for CSCL

These instructions are a substitute for the exporting from KV 10 portion of the existing CSCL Instructions.

1. Open LEAMIS.
2. Go to Setup and select Edit Providers.
3. Go to Edit and choose Select All.
4. Click on the Export.
5. Name the file Provs.txt and click on Save.
6. Click on Done.
7. Go to Students and select View MIS Active Stu Multi.
8. Go to Utilities and select Import-Export
9. Click on General Export.
10. Click on the Load button.
11. Open LRD_CSCL.txt
12. Click on the Export
13. Click on OK.
14. Click on OK again.
15. Name the file CSCL_export.txt and click on Save.
16. Go to page 9 of the existing CSCL instructions. The buildings are already in CSCL2005. The buildings do not have to be exported from LEAMIS or imported into CSCL2005.
17. *Don't forget to add the number of Paraprofessionals and Miles Driven to the Edit Providers section.*