Good morning, colleagues!

We wanted to make you aware of an update to CSAW as we continue to make improvements. The next time you upload your file, you'll notice the upload screen looks a little different. It will now only accept the incremental file layout, so please be sure to use that format when submitting your file.

- Select the academic year you want to upload your file:

- Once selected, choose your file and upload choose "Continue" to upload

- If there are any errors, fix your file and click on "Start over" to re-upload your file

Upload

Select School ✓ — Select File ✓ — ③ Fix Errors — ④ Review Warnings — ⑤ Review File Contents — ⑥ Finish
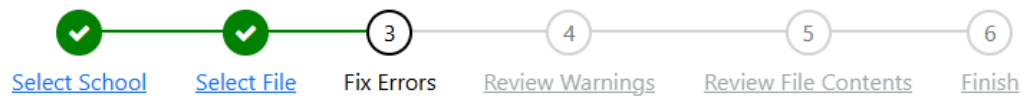
There were errors processing your file. Please address them and resubmit.

Row ⇕	Column ⇕	Message ⇕
		The SchoolCode was found multiple times in the same file. Duplicate SchoolCodes are not allowed

Download errors

Start over

- Once there are no errors, please review your file contents to make sure they look correct and click on "Confirm" to upload your file into CSAW.

Upload

Select School ✓ — Select File ✓ — Fix Errors ✓ — Review Warnings ✓ — ⑤ Review File Contents — ⑥ Finish

Please carefully review the summary of the file contents. If the summary looks correct, click "Confirm".

This will apply the changes to CSAW and cannot be undone.

0 records marked for deletion.

Start over | Confirm

- After your file is added to CSAW, click on "Review Edits" to move to the next step.

Upload

Select School ✓ — Select File ✓ — Fix Errors ✓ — Review Warnings ✓ — Review File Contents ✓ — Finish ✓

All records have been saved.

Start a new upload | Review Edits

Please let us know if you have any questions!

Have a great week!

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