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Student Roster Section

As student records are entered, they will populate in the Student Roster.

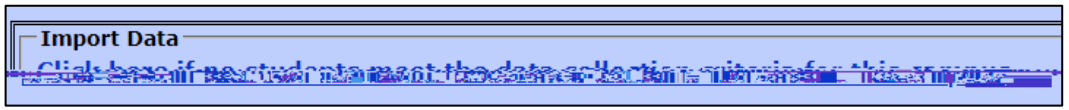
If the campus status is **Inactive**, **Not Submitted**, or **LEA Returned**, records can be edited by clicking the **Edit** button. The **Edit** button will change to **View** when the campus is in **Submitted** or **Certified** status.

Import Data Section

Reporting No Students Meet the Data Collection Criteria

Even if a campus does not have students who meet the criteria for SPPI-13, the LEA must report this in the SPPI-13 application.

Click the **Click here if no students meet the data collection criteria for this campus** link.



The link opens the **Campus Administration** page. Campus data can be reviewed, and the assurance statements read/accepted by **checking** the appropriate boxes. Click **Submit** to submit the campus.

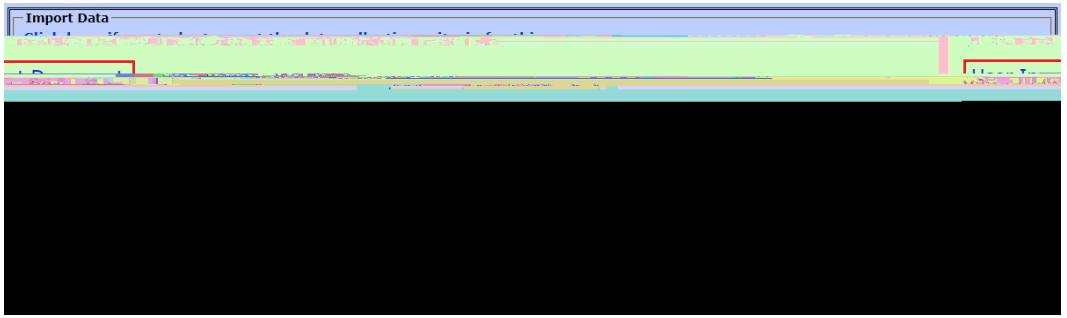
The campus status will change to **Submitted**.

NOTE: All campuses must be in **Submitted** status before the LEA can **Certify/Submit** their SPPI-13 application.

Importing Student Records

LEAs may upload a large number of student records into the SPPI-13 application rather than entering them one by one.

In the **Import Data** section, click the **User Import Document** link.



The student