



Vermont Data Consortium (VDC)

Summary of "Common District Model" Extract Process

1. Determine the file extracts you need to create for the CDM or LAM (see 'Required_Objects.doc' for additional info)
2. Review the documentation that describes contents of each file ('cdm_extracts.xls' and 'Data_Export_Instructions_Complete_CDM.doc')
3. Determine method for file creation (SIS extractions, extractions from other system(s), manual data entry, Template Tool with macro Button, combination of approaches) – reference Chancery and SASI samples we have
4. Create file extracts as comma, separated text files named with the convention (reference our scrambled sample extracts)
5. Run Excel Verification Tool (reference documents on Excel)
6. Place files in the directory structure (reference appendix and structure on CD)
7. Zip and Encrypt entire directory structure and files and name with convention SU_{xxx}_XXSU_YYYY_MM_DD
8. Log onto FTP site and place the file in your FTP server (reference FTP documents, FTP commander, etc.)
9. E-mail support@vdcmembers.org with your customized version of following confirmation alert
10. Between April 10 and June 30th VDC Data Support staff will be available to support SUs in this process
11. After July 1st VDC Data Analysts will be trained in TetraData tools and processes and begin the local warehouse builds.