



Department
for Education

S2S ULN user guide

Version 1.1

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Summary

This publication provides non-statutory guidance from the Department for Education. It has been produced to help schools to obtain unique learner numbers (ULN) from the learning records service (LRS) using the ULN tag in the secure data transfer system (s2s).

This guidance will be reviewed again before August 2017.

This guidance is for staff in all maintained schools, academies and free schools who use the s2s system to obtain ULNs.

Introduction

The Unique Learner Number (ULN) function on s2s is a free service provided by the department to help schools obtain pupil ULNs in a format which integrates with their MIS systems and is a direct route into the Learner Registration Service (LRS) systems. Unique Learner Numbers are mandatory for all pupils reaching 14 years of age and will stay with the pupil through further education and link to the individual pupils learning record.

The benefits of using the ULN link on s2s are:

- Schools are familiar with the s2s system
- Schools have a partial file creation option within the schools Management information System (MIS) which produces a xml file type
- Files are returned from LRS in a xml format compatible with the schools MIS system so files can be downloaded directly without the need to manually input the data

There are four main steps that you need to follow in order to get ULNs for your students using the CTF upload and download method. They are listed below.

- Step 1: Export a partial CTF file of pupil data from your school's MI system
- Step 2: Upload the CTF file to the ULN Service using the ULN tag within s2s
- Step 3: Download the CTF file, the next day by clicking 'results' and import it back into your MI system
- Step 4: Review any 'exceptions' reported in the download by logging in to the LRS website please note that these exceptions must be resolved before you can obtain a ULN for the pupil involved and the LRS website is the only place you can resolve them.

The method of exporting a CTF file from your MI system will vary depending upon which system you have. You may need to refer to the specific instructions for your system.

It is essential that only the basic details for each pupil are selected.

- Unique Pupil Number (UPN)
- Names (forename, middle names, surname)
- Date of Birth
- Gender
- Full address including postcode

To export the data into a CTF file: MIS systems will typically ask where you want to send the file to (i.e. what is the destination school or Local Authority (LA)) this will create the file name. This destination is often expressed as the LA number and DfE number of a school, for example, 1234567 or 123LLLL. The ULN tag in s2s only sends files to the LRS and is a closed loop, as long as the destination is a valid one the file name will not be a problem, however, if you are unsure, then simply select either your own school or LA as the destination.

Before uploading the ULN file

To successfully use the system your school must meet the following prerequisites:

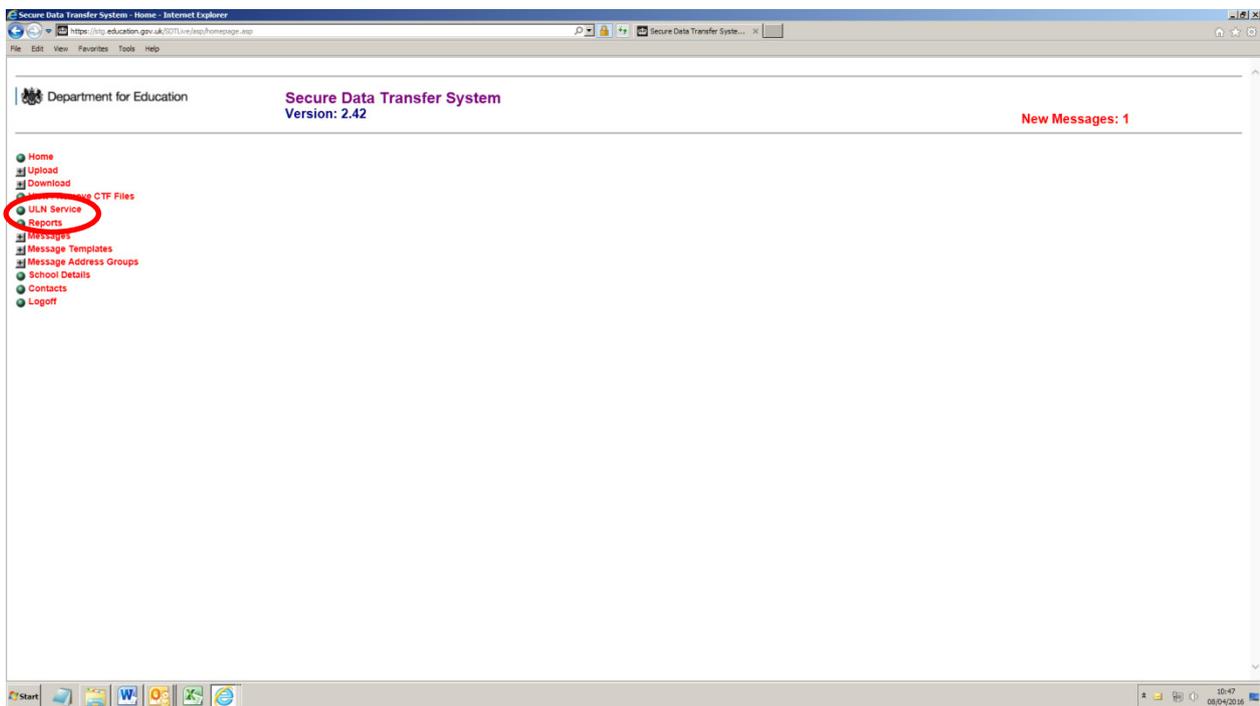
<p>School has signed up to LRS's Learning Provider Agreement</p>	<p>Before using this service schools must ensure they have completed all documentation to register with the Learning Records Service, these are; the Organisation Registration Form and the Learning Provider Agreement. Once successfully registered, you will be given login details to the Learner Register. Schools should also:</p> <p>Understand the Data Management Principles for exchanging data with LRS.</p> <p>Know their LRS logon details and how to access the LRS Portal. This will be required for resolving any 'exceptions' such as possible duplicates.</p> <p>If in doubt, please call the LRS on 0345 602 2589. Lines are open 8am to 8pm Monday to Friday; you will need to quote your schools UKPRN. You can also go to the LRS webpage which can be found here. Please do not send any pupil information in any email correspondence</p>
<p>Know how to Export / Import CTFs</p>	<p>You will need to know how to export CTF files containing pupil data from your school Management Information System (MIS). Typically your school's Data Administrator will be proficient at this already.</p>
<p>Pupil data is high quality</p>	<p>You will need to ensure that your pupil data is of high quality. In particular:</p> <p>Pupil details, addresses in particular, are complete and well formatted as this can cause problems when uploading the file in s2s.</p> <p>All basic pupil data is accurate and spelt correctly. Important fields are: UPN Numbers, first names and surnames, <u>full</u> address (postcode is particularly important), date of birth, and gender.</p>
<p>Know how to access S2S</p>	<p>The s2s system is accessed via the Secure Access (SA) system; you will need to know your individual logon. Please contact your school secure access approver for account creation and problem resolution.</p>

Load the CTF file to the ULN Service

Once you have created your CTF file by exporting the relevant information from your MI system you need to submit the file to the Learning Records Service (LRS). The actions to submit a CTF file are:

- 1 Log on to Secure Access
- 2 Follow the link to s2s
- 3 Click ULN Service

Fig 1



Once on the ULN page check the system status:

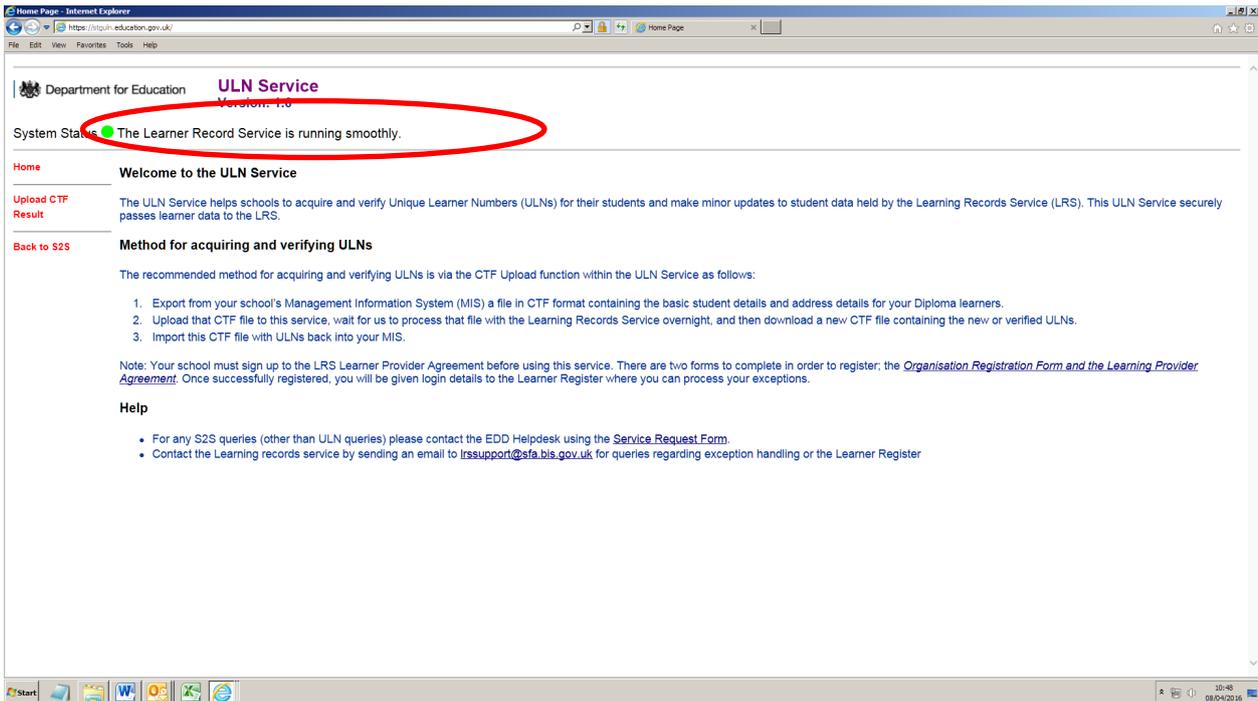
Green denotes the system is working as expected and files are uploading to the LRS service as normal

Amber denotes the LRS service has not been accepting file for up to 3 hours

Red denotes the LRS system has not been accepting files for 36 hours or longer

If the system shows Green or Amber then upload as normal, if red then do not upload files. Please wait and go back to the system later, do not contact the DfE or the LRS helpdesks as we will be aware and working to resolve the problem

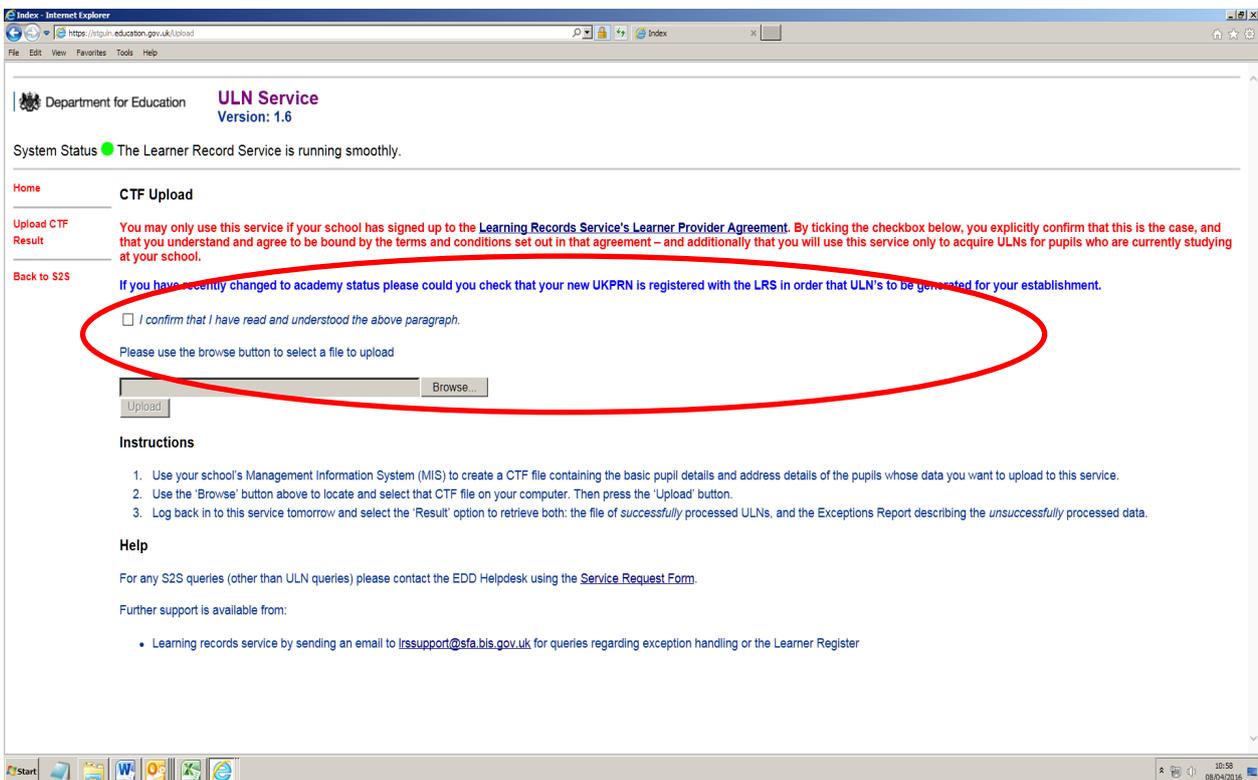
Fig 2



Click Upload CTF

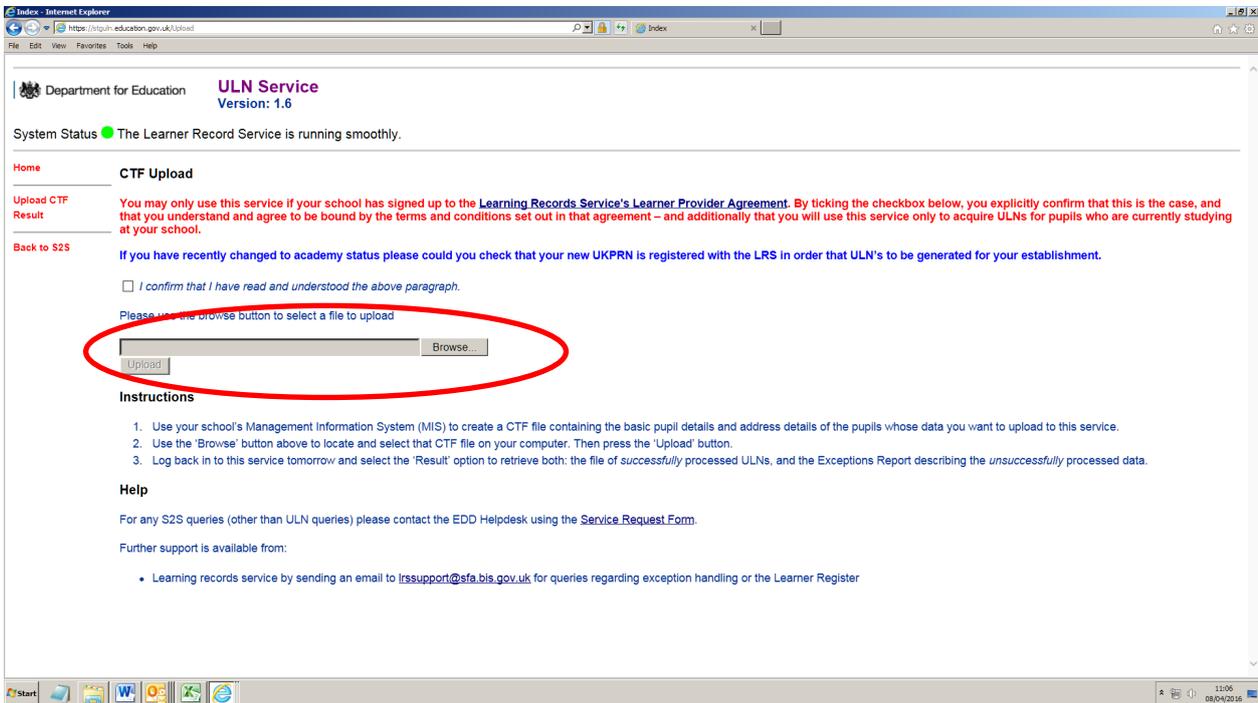
Read the terms and conditions paragraph (in red), and confirm your acceptance by clicking the checkbox under it.

Fig 3



Click the 'Browse' button to find and select the CTF file that you have exported from your MI system. Click the 'Upload' button.

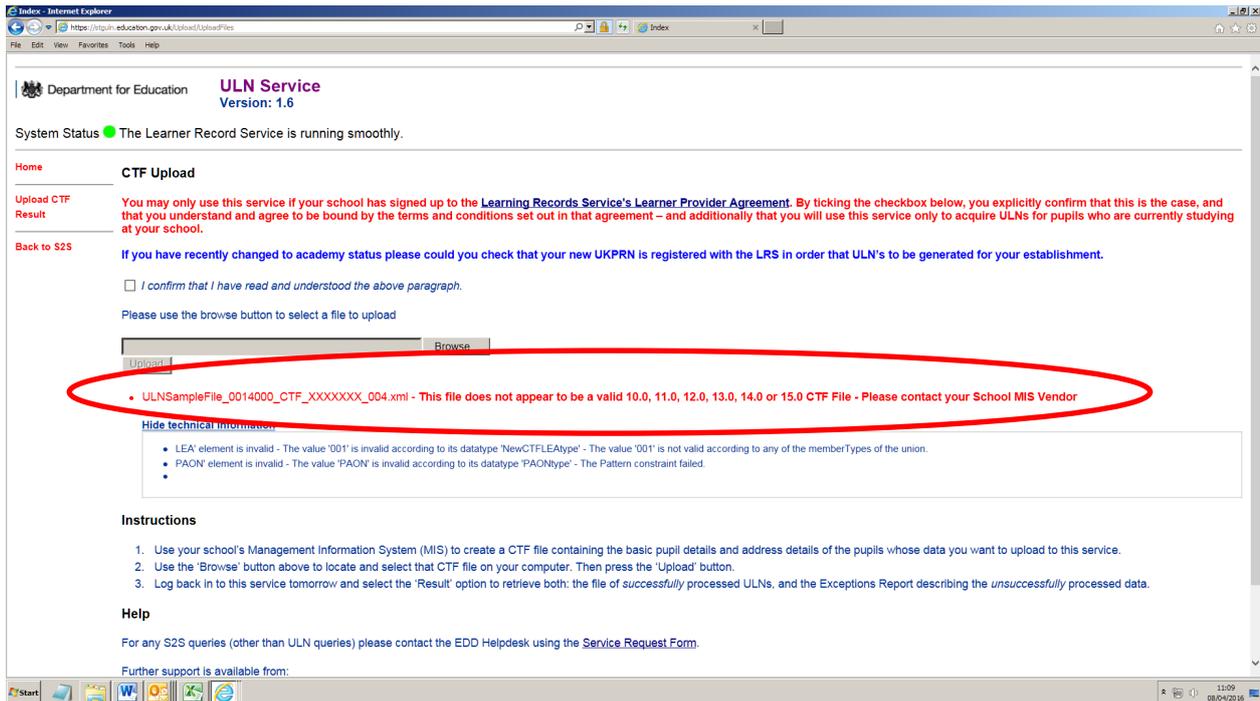
Fig 4



If the file has been successfully uploaded a message will confirm the file has been uploaded.

If you receive an error stating that "This file does not appear to be a valid 10, 11, or 12 CTF File" immediately after attempting to upload your file to the ULN Service, then the CTF file created by your school's Management Information (MI) system is not valid. This could be because there some poor quality data items such as the address.

Fig 5



For specific details about your issue you can click on “Show Technical Information”. If you don't understand this additional technical information, please complete a DfE service request form which can be found [here](#).

Common upload errors

1 Not choosing the correct options when exporting your CTF; when you create your CTF files from your MI system, it is important that you create a partial file type. If you accidentally include additional data, such as Attendance Data, SEN history, Contacts' details etc. then your entire CTF file will be rejected by the ULN Service.

2 Wrong destination for CTF file; if you get an error similar to: “The LEA element is invalid – The value ‘ULN’ is invalid according to its data type” then your MI system has recorded within the CTF file that the destination LA for this file is ‘ULN’ (or similar). This is not a valid value for a destination LA.

3 If you manually chose this destination when exporting the CTF file, then please refer back to the User Guide for valid destination IDs to use. Your MI system must have incorrectly populated this value automatically – in which case you should speak to school's MI system helpdesk.

PAON (Address) Error

If you can identify the address then please amend this in your MIS system and create a new file. If the error message does not identify specific addresses then you may have to improvise and create a smaller file to narrow down the incorrect data entry.

Downloading

Download the 'response' CTF file, and import it back into your MI system.

If you have loaded a file successfully then you will have a file to download the next day.

Log in to SA then follow the tag to s2s > ULN Service > click results.

Normally you will then be able to import the file back in to your MIS.

Click the grey 'Click to expand +' button to find out the status of your submitted CTF file.

Fig 6

(Click to collapse) CTF Filename:
ULNSampleFile_2024275_CTF_XXXXXX_002.xml
Uploaded: **02/02/2016 13:23:23**

Total number of records in uploaded file: 2

Number of records removed because pupils under 13 years old: 0

Part	Created Date	No Of Records	LRS Job ID	Status	LRS Status Code	
1	02/02/2016 13:23:30	2	6040	Processed	WSRC0009	Download

In the information returned for this file you can see there is a WSRC 0009 status code this indicates that at least one record in the file has produced a query (exception). Review any 'exceptions' reported by logging on to the LRS directly to resolve them. The logon page is [here](#)

If when you login and go to results you have no file and have a message which tells you that there is an 'Application Error' as shown below then you need to contact the LRS and ask them to check your registration status, this is especially relevant if you have converted to an academy since you last used the service. You can contact the LRS helpdesk via email, details can be found [here](#) or call the LRS helpdesk on 0345 602 2589. Lines are open 8am to 8pm Monday to Friday. **Please do not send any pupil information in any email correspondence**

Fig 7

Part	Created Date	No Of Records	LRS Job ID	Status	LRS Status Code	
1	11/02/2016 15:21:50	2	6059	Application Error		No Downloads

If you are not sure which helpdesk to contact for problems then as a general rule, if the error occurs during the upload of the file then send a service request the DfE data collections helpdesk, once the file has been uploaded successfully any subsequent queries should be directed to the LRS helpdesk.



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