

Bulk Student Import Instructions



Columns in the Import File: Majority of fields can be found in the SIS on Student Profile>Edit Information. Make sure to reference these fields when filling out data in the import file to ensure data is referenced and spelled correctly. Example data is provided in the import file. **Required fields are underlined.**

Student - First Name:

Student - Middle Name:

Student - Last Name:

Student Email:

Student Phone: Format of XXX-XXX-XXXX

Grade Level: enter grade value from 0 to 10
0,1,2,3,4,5,6,7,8,9,10

School Name:

School ID: found on school tab>school.
Example "163"

Date of Birth: Format of mm/dd/yyyy

Local ID: this is a school provided unique ID for the student.

Student Entry Date:

Local School Name:

Gender: Enter "Male" or "Female"

Requested Student Username: leave blank and the system will generate one for you.

Requested Student Password: leave blank and the system will generate one for you.

Part Time/Full Time: enter one of the following:

- Full_Time
- Part_Time
- Transitional

Street Address:

City:

State:

County: Make sure to include the full name.
Example (Gila County and NOT just Gila).

ZIP Code:

Race: Enter either:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White

Status: Enter either:

- Future_Start
- Active
- Returning
- Completed_NDS
- Alumni
- Cancelled_Start
- Withdrawn_Grace
- Withdrawn
- Blocked
- Pending_Graduation
- Pending_Documentation
- Pending_Review

Expected Graduation Date:

Format of mm/dd/yyyy

Possible NCAA Athlete? Enter either:

- Yes-NCAA
- No-NCAA
- Unknown

Guardian 1 - First Name:

Guardian 1 - Last Name:

Guardian 1 - Email:

Guardian 1 - Phone: Format of XXX-XXX-XXXX

Guardian 2 - First Name:

Guardian 2 - Last Name:

Guardian 2 - Email:

Guardian 2 - Phone: Format of XXX-XXX-XXXX

SPED: enter either:

- Unknown
- Yes
- No

LEP: enter either...

- Unknown
- Yes
- No

Free/Reduced Lunch: enter either...

- Unknown
- Yes
- No

Economic Disadv: enter either...

- Unknown
- Yes
- No

ELL: Enter either

- English is Second Language
- English is Primary Language

IEP: enter either...

- Unknown
- Yes
- No

Gifted: enter either...

- Unknown
- Yes
- No

Section 504: enter either...

- Unknown
- Yes
- No

Title I: enter either...

- Unknown
- Yes
- No

LTIUserID: Leave blank

Student External ID: Leave blank