OW IS Bulk Student Import CSV File Instructions

The OW IS bulk student import can be sent to Carrie Gregersen to upload. File name is OW IS bulk student import. Once the file is uploaded, the student will be created in Genius and automatically sent a welcome email and enrolled in Student Orientation immediately. If a guardian name and email is included, the guardian will also receive an auto email with their login.

The system will automatically generate a username and password if those columns are blank or if the school wants to create one for each student they can (as long as the username is unique to the system)

Fields- Required fields are underlined

FirstName   **Middle Name**   **LastName**   **Preferred Name**

Date of Birth-format 00/00/0000   **Gender-i**n format Male/Female rather than M/F

SSN

NOTES-this field is used if the school wants to call out specific notes about this student that the teacher should be aware of. (If marked 1 as SES the student account will automatically show a flag that the student is SES)

Street   **City**   **State**-not abbreviated (Utah vs UT)   **Country** United States   **Zip**

Race-use the following codes:

SIFCode Name	Name
0998	American Indian or Alaska Native
0999	Asian
1000	Black or African American
1001	Native Hawaiian or Other Pacific Islander
1002	White
1003	Unknown

Hispanic- 1 for yes 0 for no

Email   **Phone** (if phone number not available you can enter "." as a placeholder)

Status-use ACTIVE   **Affiliation Index**-use the affiliation ID number for the affiliation (not super affiliation)

Local ID   **Guardian Relationship**

SIFCode Name	Name
1782	Aunt
1783	Deceased
1784	Father, Natural/Adoptive
1785	Father, Step
1786	Foster Parent
1787	Grandfather
1788	Grandmother
1789	Mother, Natural/Adoptive
1790	Mother, Step
1794	Other
1791	Other Family Member
1795	School Personnel
1781	Self
1792	Sibling
1793	Uncle

When adding Guardian information, you will need the guardian first and last name and email (phone preferred if available). If no email is provided, the guardian can't be sent an email with their login. The Relationship type is not needed.

Grade Level-use numbers 0-12 (0 for Kindergarten)

Main Contact-this is the main contact they want our teachers to reach out to when they have questions. The format of this file is the user's OW IS Genius user ID. You can find this by going to the Administration tab<Find User<Column "ID"

If the school wants to use the ELL, Economic Disadv, IEP, Gifted,Title I, Section 504 fields in the Additional Information box they would use 1 for yes and 0 for no.

Login and Password-if these fields are left blank the system will automatically generate logins. If they choose a username that is already taken, the system will not create the student until they have a unique username.

Special Education Services-use 1 if they need SES

NCAA-use 1 if they are a student seeking NCAA eligibility

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