

Review required fields and guidelines.

Download import template(s).

Compile data in template(s).

Upload completed template.

Receive file and distribute logins.

Download and Upload

1. Download the student template [here](#).
2. Once data has been completed per the guidelines below, please save your file(s) using the following naming convention(s):
State - District or School Name – Student - IS
3. Please use the submission link provided to upload your file: [Uploading your roster files to Edgenuity](#)

Import Instructions

Students Import Template Instructions

Please do not change the file format type, remove the header row, or add or remove columns.

The following table explains the Fields in the header row of the Student Import Template used to create new student accounts. Required fields are noted and must contain values to successfully process records.

Field	Required	Description	Rules/Allowed Value(s)
Student - First Name	Yes		
Student - Middle Name	No		
Student - Last Name	Yes		
Student Email	Yes	Email address for student to receive communication	If email address need to be whitelisted, please refer to the following: Edgenuity Technical Requirements
Student Phone	No		Format of XXX-XXX-XXXX
Grade Level	No		Enter grade value from 0 to 12 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 or 12
School Name	Yes		Found on school tab> school. Example "TEST SCHOOL (IS)"
School ID	Yes		Found on school tab>school. Example "163"
Local School Name	No		School name student resides.
Gender	No		Enter "MALE" or "FEMALE"
Date of Birth	Yes		Format of MM/DD/YY (Example: 08/13/1995)
Local ID	Yes		This is a school provided unique ID for each student.

Instructional Services Student Import Instructions



Field	Required	Description	Rules/Allowed Value(s)
Requested Student Username	No		If left blank, the system will generate one for you. Must have at least one letter and one number.
Requested Student Password	No		If left blank, the system will generate one for you. Must be 6 characters containing at least one letter and one number.
Street Address	No		
City	No		
ZIP Code	No		
Possible NCAA Athlete?	No		Enter either... Yes-NCAA No-NCAA Unknown
Guardian 1 - First Name	No		
Guardian 1 - Last Name	No		
Guardian 1 – Email	No		
Guardian 1 – Phone	No		Format of XXX-XXX-XXXX
Guardian 2 - First Name	No		
Guardian 2 - Last Name	No		
Guardian 2 – Email	No		
Guardian 2 – Phone	No		Format of XXX-XXX-XXXX
Foster Care Youth	No		Enter either... Unknown Yes No
SPED	No		Enter either... Unknown Yes No
LEP	No		Enter either... Unknown Yes No
Free/Reduced Lunch	No		Enter either... Unknown Yes No
Economic Disadv	No		Enter either... Unknown Yes No

Field	Required	Description	Rules/Allowed Value(s)
ELL	No		Enter either English is Second Language English is Primary Language
IEP	No		Enter either... Unknown Yes No
Gifted	No		Enter either... Unknown Yes No
Section 504	No		Enter either... Unknown Yes No
Title I	No		Enter either... Unknown Yes No