

IMPORT AN SIS FILE

REQUIRED FILE FORMAT

In the first column, you define the type of record to create: State, District, School, Class, User, etc. The type of record you indicate in the first column determines what values the system will accept for the remaining columns.

The table below indicates the different values a column accepts based on the record type.

Column	Column Name	Description	Example
A	Record Type	The type of record defined in the row. Options include: <ul style="list-style-type: none">• State• District• School• Class• User• Teacher-to-class• Student-to-class	User
B	Org Level 1 External ID	Any combination of alphanumeric values representing the External ID of the hierarchy record's Level 1 Org Unit.	1
	Class Full ID	The combination of Org Level IDs representing the full ID of the class record in the following format: Org1_Org2_Org3_Org4.	1_2_5_12
C	Org Level 2 External ID	Any combination of alphanumeric values representing the External ID of the hierarchy record's Level 2 Org Unit.	2
	Teacher Full ID	The combination of Level IDs representing the full ID of the teacher in	1_2_5_16

		the following format: Org1_Org2_Org3_Org4.	
	Student Full ID	The combination of Level IDs representing the full ID of the student in the following format: Org1_Org2_Org3_Org4.	1_2_5_17
D	Org Level 3 External ID	Any combination of alphanumeric values representing the External ID of the hierarchy record's Level 3 Org Unit.	3
E	Org Level 4 External ID	Any combination of alphanumeric values representing the External ID of the hierarchy record's Level 4 Org Unit.	12
	User ID	Any combination of alphanumeric values representing the unique User ID for the new user.	14
F	Org Name	Any combination of alphanumeric values representing the name of the hierarchy record.	LRMS
	Class Name	Any combination of alphanumeric values representing the name of the class record.	Chemistry15
	User First Name	The first name of the user.	Cynthia
G	State Abbreviation	The two-letter abbreviation for the hierarchy record's state.	VA
	Class Period	The numeric value of the period for the class record	3
	User Middle Name	The middle name of the user.	Kathleen
H	Class Description	Any additional text you want to further define the class record.	Fall2015

	User Last Name	The last name of the user.	Klein
I	Class Start	The date the class begins. Value must be entered in the following format: MM/DD/YYYY.	7/18/2015
	User Username	Any combination of alphanumeric values representing the user record's username.	cklien
J	Class End	The date the class ends. Value must be entered in the following format: MM/DD/YYYY.	12/5/2015
	User Email	The email of the user. Value must be entered in the following format: name@domain.com	cklein@lrms.com
K	Class Grade Level	The numeric value of the class's grade level.	5
	Student Grade Level	The numeric value of the student's grade level.	5
L	User Phone	The phone number for the user. The value should not include any formatting.	7039060603
M	User Role	The role of the new user record. Options include Student, Teacher, Administrator	Teacher
N	Student ASL	?????????	?????????
O	Student Color Contrast	?????????	?????????
P	Student Language	The language of the text a student requires. Default is English.	Spanish
Q	Student Masking	?????????	?????????

R	Student Permissive	????????	????????
S	Student Print Size	The size of the text a student requires when printing a test.	????????
T	Student Text to Speech	Determines if a student requires text- to-speech accessibility. Values include: Y/N	Y
U	Student Translated Glossary	Determines if a student requires the glossary to be translated as well as tests. Values include: Y/N	Y