Parent File

The **Parent File** adds parents to the system. This file is required only if you are using Single Sign-On (SSO) authentication.

The Parent File Columns

This file lists all the parents and must contain the following fields:

- **ParentID** - Identifies the parent. This must be unique.
- **First** - Contains the first name of the parent.
- **Last** - Contains the last name of the parent.
- **Email** - Contains the parent's email address. Only one email address should be entered here.

File Format

- File Type: Tab-delimited text file (*.txt or *.tsv).
- First Row: Must contain column headers.
- Example Tools: Export from Excel or Google Sheets as Tab-delimited Text.

TEMPLATE

ParentID	First	Last	Email
37890	Sarah	Jones	sjones@aparent.com
38750	Bob	Williams	bwilliams@aparent.com

Important Notes

- ParentID and Email must be unique. If multiple rows contain the same ParentID, only one contact will be created, with each row updating the previously imported record
- If multiple rows contain the same Email, only one contact will be created, with each row updating the previously imported record.
- If you do not want parents to attach students to their accounts, disable this option in Global Setup / Business Setup under Miscellaneous by unchecking "Allow parents to attach and detach students."

Where to Check Imported Data?

- The Parent File imports contact records only.
- Admins can check the Contacts page in the Admin UI to verify the imported parents.

Created 2026-04-13 15:26:04 UTC by Tara Cicora
Updated 2026-04-30 21:26:55 UTC by Tara Cicora