

Parent Student Relationship File

The **Parent-Student Relationship** File connects parents to their respective students. It is only required if your organization uses Single Sign-On (SSO).

Required Fields

The file must contain the following fields:

- **ParentID** - Identifies the parent (must match the ParentID in the Parent File).
- **StudentID** - Identifies the student (must match the StudentID in the Student File).

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	StudentID
37890	12345
38750	67890

How to Verify Imported Data

Once imported, the parent-student relationships can be verified in the Contacts page of the Admin UI:

- Search for the parent contact using ParentID, Email, or Last Name.
- Select the parent's contact record in the search result, then select the Parent-Student Relationship tab on the right.

Revision #2

Created 2026-04-13 15:29:59 UTC by Tara Cicora

Updated 2026-04-30 21:42:27 UTC by Tara Cicora