

Student File Error Messages

"The file does not have a column labeled 'First' or 'First Name'"

This error occurs when the system cannot locate the required First column in your Student file. The column title may be missing or incorrectly labeled.

How to Fix:

1. Open your Student file in a spreadsheet application.
 2. Verify that the first row contains a column labeled First (case-sensitive, no spaces).
 3. Correct any discrepancies, such as using "First Name" instead of "First."
 4. Save the file in a tab-delimited format and re-import it.
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"The file does not have a column labeled 'StudentID'"

This error occurs when the system cannot find the mandatory StudentID column. This column is used to uniquely identify each student.

How to Fix:

1. Open your Student file and check that the first row contains a column titled StudentID (case-sensitive, no spaces).
 2. If the column is missing, add it and populate it with unique IDs for each student.
 3. Save the file in a tab-delimited format and re-import it.
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"The ID field is empty for XX"

This error indicates that one or more rows in the Student file have an empty StudentID value. Every student must have a unique identifier.

How to Fix:

1. Open your Student file and locate the row(s) where the StudentID is missing (indicated by XX in the error message).
 2. Add a valid, unique StudentID for the affected rows.
 3. Save the file in a tab-delimited format and re-import it.
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"SecurityValue is empty for StudentID = XXXX"

This error occurs when the SecurityValue field is blank for a specific student. The SecurityValue is required for parents to identify their child when signing up.

How to Fix:

1. Open your Student file and locate the row with the StudentID mentioned in the error message (XXXX).
2. Verify that the SecurityValue column is populated with the appropriate value (e.g., date of birth in the date format i.e. mm/dd/yyyy).
3. Correct any missing or invalid data in the SecurityValue column.
4. Save the file in a tab-delimited format and re-import it.

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