

Student File

The Student File is used to add students to your school account. For multiple PTA events, you only need to import the Student File once. Use the Enrollment File to assign students to specific events.

Required Columns

1. StudentID - A unique identifier for each student.
2. First - The student's first name.
3. Last - The student's last name.
4. SecurityValue
 - A value parents use to identify their child when signing up.
 - Example: The student's birth date (e.g., mm/dd/yyyy).

File Format

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

TEMPLATE

StudentID	First	Last	SecurityValue
101	Betsy	Smith	01/15/2010
102	William	Johnson	06/20/2012

Key Points

1. StudentID:
 - Must be unique for each student.
2. Recycling StudentIDs:
 - Do not reuse StudentIDs without first removing the old student data.
 - Example: If StudentID 101 was assigned to Betsy Smith last year and is now assigned to William Johnson, Betsy's parent will log in and mistakenly see William listed as her child.
 - Solution: Remove all contacts before reusing StudentIDs. This can be done via the Global Setup/Contacts Setup page using the Remove All Contacts option.
3. SecurityValue Type:

- After importing the file, go to Global Setup/Contacts.
- Set the Type column for the SecurityValue field to Date.
- This allows parents to enter a birth date in the format mm/dd/yyyy.

By following these guidelines, you can efficiently import and manage student data in the system.

The Student File adds students to the account. If multiple PTA events are being held, the Student File only needs to be imported once. The Enrollment File will then be used to associate students with each event.

Where to Check Imported Student Data in the Admin UI

- After importing, go to the Contacts page in the Admin UI.
- Locate students by searching for their StudentID or name.
- Ensure that all expected students appear in the list.

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