

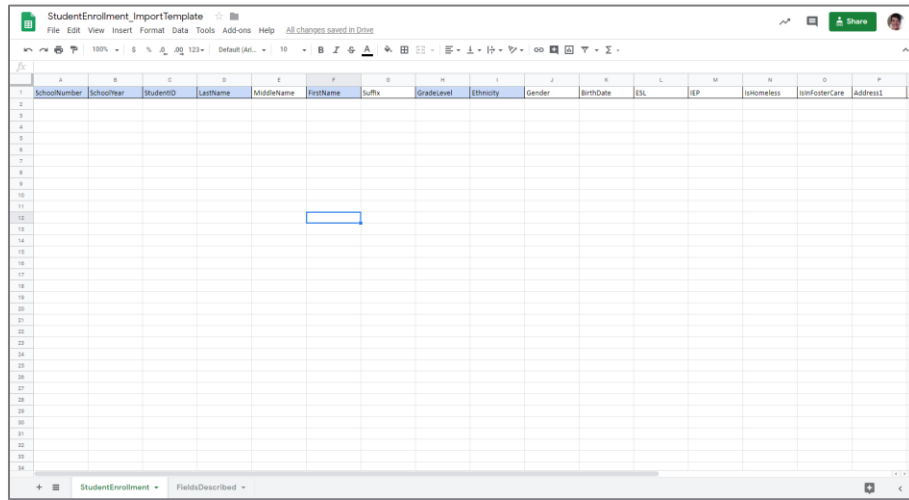
How to Create an Import File for Student Enrollment

The steps for creating an import file are basically the same, except the data required in the file will vary depending on the type of data you are importing.

Determine the required and optional fields for a Student Enrollment import. There are two ways:

1. Look at the Import Template in your grant's Google Drive folder. Every import template has a tab that has the field headings and a tab that describes each field, whether the field is required, the type of data needed for that field and where to find that data.

Note: The field headings will vary depending on the grant.



	A	B	C	D
1	Field Name	Required	Comments	Values to lookup
2	SSID	Required	This is the Unique State ID for the student.	Must be unique for each student and consistent between imports
3	LastName	Required		Student Last Name
4	FirstName	Required		Student First Name
5	MiddleName			Student Middle Name
6	Suffix			Student Suffix
7	Gender		Male or Female	Male or Female Defaults to unknown if left blank
8	BirthDate		mm/dd/yyyy	Date of Birth
9	Ethnicity	Required	Y or N	
10	EntryCode		ENRL: Enrolled ENSD: Enrolled from Same School Districts	
11	EntryDate		mm/dd/yyyy	This field is recommended when entry codes are used.
12	EntryNote			
13	ExitCode		TROS: Transferred Out of State TRIN: Transferred In State HMSC: Home School GDRC: Graduated Early DECD: Deceased DOUT: Dropped OUT NOTP: No Longer in Program (Enter Reason)	Reason student has withdrawn from a school within that school year (ex. Transferred Out of State, etc).
14	ExitDate		mm/dd/yyyy	This field is recommended when exit codes are used.
15	ExitNote			Indicate the name of the school to which the student transferred, if known.
16	SchoolNumber	Required	School Number	In SCRIBE, Schools > View All Schools to view School Numbers.
17	StudentSchoolID		Student's School ID (not the state ID)	ID for the student at the district or school level.
18	SchoolYear	Required	2017: 2017-2018 2018: 2018-2019 2019: 2019-2020	Indicates the school year

Note: Remember to download the Import Template from the Google folder and save it on your desktop before editing it. Click **File > Download > Microsoft excel**.

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2. In SCRIBE click **Tools > Import**. Click **Add Import**. Select the Import Type. Click the **View Specification** button.

SCRIBE

GEAR UP Demo_Current SCRIBE Import Back to SCRIBE

Import List

Add Import

Import Source 2
GEAR UP Demo - Cohort Model

Import Type 9
Student Enrollment

Import Config
GEAR UP Demo - Cohort Model - Student Enrollment

Provide your data as a CSV (comma-separated variable) file or MS Excel (XLSX) file with one Worksheet. It's best to only include the data you intend to be imported into SCRIBE.

View Specification

School Year
2018 - 2019

Data File
Choose import data file Browse

Cancel Upload Import File

The fields with a red asterisk are required, the other fields are optional.

Import Specification		
GEAR UP Demo - Cohort Model - Student Enrollment		
* = Required - field must be in your file ○ = Optional - field should only be in your file if you are providing values		
Field	Status	Description
SchoolNumber	*	School identifier
SchoolYear	*	School Year (ex: 2010 for the 2010-2011 school year)
StudentId	*	Student identifier
GradeLevel	*	
SchoolStudentId	○	School's Student identifier (if different from system Student identifier)
FirstName	*	First Name
MiddleName	○	Middle Name
LastName	*	Last Name
Suffix	○	Name Suffix (ex: Jr)

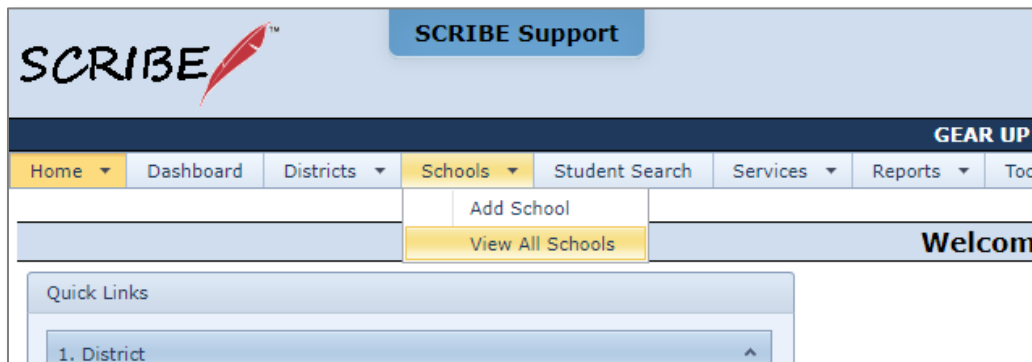
Note: The field headings will vary by grant. The Import Specification list in SCRIBE will reflect the correct field headings for your grant for the type of import you selected.

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How to Find Data for your Enrollment Import

Note: Most of the data on the Student Enrollment import will come from the school or district which collects student information.

1. School Number: in SCRIBE, click **Schools > View All Schools**.



The **School Number** is listed for all schools.

[SCRIBE Home](#) > **School List**

The following are all the available schools.
Click the View link to see additional details for a school. Click the Search link to filter the list of schools.

Search

Drag a column header here to group by that column

	School Number	School Name	District Name	Grades
View	1	Bayside Middle School	Test District	7 - 8
View	2	West Beverly High School	Test District	9 - 12
View	3	William McKinley High School	Test District	9 - 12
View	4	DeGrassi Junior High	Test District	7 - 8
View	5	College	Test District	Post-Secondary -
View	CourseCompletion_Test	CourseCompletion_Test	Test District	K - Post-Secondary
View	1234	GU-Maine Test	Test District	7 - 12

7 Items Pages: 1 - 1 (7 items) Page size: All

2. School Year: enter the *first year* in the school year. For example, enter 2019 for the 2019-2020 school year, enter 2020 for the 2020-2021 school year, etc.

See the **How To Import Data** [article](#), PDF and [video](#) on the [SCRIBE Help Desk](#) for more info on how to import data in SCRIBE. Log into the Help Desk using your SCRIBE log in.