

How to Enroll a Student via Import by Transforming an Existing File

A student must be enrolled in (added to) SCRIBE whenever they enroll in a school served by the GEAR UP grant, transfer schools within the GEAR UP grant and at the beginning of each school year. Keeping enrollment current is important because it can affect the reliability of associated records like grades, participation, attendance, etc. [Run a student enrollment export](#) in SCRIBE for a list of currently enrolled students.

Students can be enrolled in SCRIBE manually and through an import. A Student Enrollment Import is the most efficient way to enroll a large group of students, especially at the start of the school year or term. [Enrolling students manually](#) is best used for a handful of students, typically those who transfer into a school mid-term.

This tutorial covers how to transform a spreadsheet that already contains student data so that you can import it into SCRIBE. There is another tutorial which covers [how to create a student enrollment import file from an import template](#) and requires that the students' data be typed into the spreadsheet.

Watch the [Video: How to Enroll a Student via Import](#) that corresponds to this tutorial.

Transform an Existing File

1. Review the file you have received to spot any errors that could prevent you from importing the data. Errors such as no field headings, zeroes instead of first names, etc. These errors will be obvious to detect and may require you to ask for a new file from your data contact.
2. Determine the required and optional fields for a Student Enrollment Import. There are two ways:
 - a. **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, indicates whether the field is required, and lists the type of data needed for that field and where to find that data

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	studentID	LastName	MiddleName	FirstName	Suffix	SchoolNumber	SchoolYear	GradeLevel	Gender	BirthDate	Ethnicity	ESL	IEP
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													

◀ ▶

Headings

FieldDescriptions

+

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[illegible]

	A	B	C	D
1	Field Name	Required	Comments	Values to lookup
2	StudentID	Required	Unique identifier for students	Must be unique for each student and consistent between imports
3	LastName	Required		Student Last Name
4	MiddleName			Student Middle Name
5	FirstName	Required		Student First Name
6	Suffix			Student Suffix
7	SchoolNumber	Required	School Number	In SCRIBE, Schools > View All Schools to view School Numbers.
8	SchoolYear	Required	2019: 2019-2020	Indicates the school year
9	GradeLevel	Required		
10	Gender	Required	Male or Female	Male or Female
11	BirthDate		mm/dd/yyyy	Date of Birth
12	Ethnicity			Enter codes for ethnicity defined by the grant
13	StudentSchoolId		Student's School ID (not the state ID)	ID for the student at the district or school level.
14	ESL		Yes or No	English as a Second Language Status
15	IEP		Yes or No	Individualized Education Plan (IEP) Status
16	IsHomeless		Yes or No	
17	IsInFosterCare		Yes or No	
18	Address1			Address 1
19	Address2			Address 2
20	City			City
21	State			State
22	ZipCode			5 digit Zip Code
23	Email			Email
24	HomePhone			Home Phone
25	EntryCode			Reason for entry (ex. Enrolled)
26	EntryDate		mm/dd/yyyy	This field is recommended when entry codes are used.
27	EntryNote			
28	ExitCode			Reason student has withdrawn from a school within that school year (ex. Transferred Out of State, etc).
29	ExitDate		mm/dd/yyyy	This field is recommended when exit codes are used.
30	ExitNote			Indicate the name of the school to which the student transferred, if known.
31				
32	Column MUST be in the file import			
33	Column is Optional and does not need to be in the file			
34				

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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- b. The second way to determine the required fields: In SCRIBE click **Tools > Import**. Click **Add Import**. Select the Import Type. Click the **View Specification** button.

The screenshot shows the 'Add Import' form in the SCRIBE application. The form is titled 'Add Import' and has a 'Back to SCRIBE' link in the top right. The form is divided into three main sections: 'Import Source', 'Import Type', and 'Import Config'. The 'Import Source' section has a dropdown menu with 'GEAR UP Demo - Cohort Model' selected. The 'Import Type' section has a dropdown menu with 'Student Enrollment' selected. The 'Import Config' section has a dropdown menu with 'GEAR UP Demo - Cohort Model - Student Enrollment' selected. To the right of these sections, there is a 'View Specification' button. Below this, there is a 'School Year' dropdown menu with '2019 - 2020' selected. Below that, there is a 'Data File' section with a text input field containing 'Choose import data file' and a 'Browse' button. At the bottom right, there are two buttons: 'Cancel' and 'Upload Import File'.

GEAR UP Demo_Current SCRIBE Import Back to SCRIBE

Import List

Add Import

Import Source 2

GEAR UP Demo - Cohort Model

Import Type 11

Student Enrollment

Import Config

GEAR UP Demo - Cohort Model - Student Enrollment

View Specification

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.

School Year

2019 - 2020

Data File

Choose import data file Browse

Cancel Upload Import File

The **Import Specification** list will appear in a popup box. The fields with a red asterisk are required, the fields with a white circle are optional.

The screenshot shows a popup box titled 'Import Specification' with a close button in the top right. The box contains a legend: a red asterisk (*) for 'Required - field must be in your file' and a white circle (O) for 'Optional - field should only be in your file if you are providing values'. Below the legend is a table with three columns: 'Field', 'Status', and 'Description'.

Field	Status	Description
SchoolNumber	*	School identifier
SchoolYear	*	School Year (ex: 2010 for the 2010-2011 school year)
StudentId	*	Student identifier
GradeLevel	*	
SchoolStudentId	O	School's Student identifier (if different from system Student identifier)
FirstName	*	First Name
MiddleName	O	Middle Name
LastName	*	Last Name
Suffix	O	Name Suffix (ex: Jr)

Note: SCRIBE will consider any fields included in the import file that are not listed on the Import Specification list as “unknown” fields during the import process. See [Troubleshooting Imports](#) on the SCRIBE Help Desk for more information on unknown fields.

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3. Edit the field headings in the data file you have received to match those listed in the Import template or the Field Specification list in SCRIBE.

Note: Field headings must be spelled correctly but capitalization does not matter (e.g., SchoolNumber = schoolnumber = SCHOOLNUMBER = sChOoInUmBer).

There are no spaces in the field headings (e.g., SchoolNumber is not the same as School Number).

Fields (columns) can be in the import file in any order.

	A	B	C	D	
1	SSID	First Name	Middle Name	Last Name	Su
2	123457	Captain		Marvel	
3	852058	James	Rupert Rhodney	Rhodes	
4	test456788	Erik		Kilmonger	
5	246810	Wanda	Scarlet	Maximoff	
6	108642	Steve		Rogers	
7	951158	Christine		Palmer	
8	456789	T'Challa	Black	Panther	
9	test108643	Peggy		Carter	
10	123458	Nick		Fury	

In the example above, SSID (column A) should read StudentID. There should be no spaces between First Name, Last Name and Middle Name (columns B, C, D).

4. Make sure your file includes all the required fields (indicated in the import template and on the specification list in SCRIBE with a red asterisks). SCRIBE will not import the file if any of the required fields are missing.

You may need to add a field if it is missing from the file you received. Commonly, users need to add the SchoolYear and SchoolNumber fields.

	A	B	C	D	E	F	
1	SchoolYear	SchoolNumber	SSID	First Name	Middle Name	Last Name	Su
2			123457	Captain		Marvel	
3			852058	James	Rupert Rh	Rhodes	
4			test45678	Erik		Kilmonger	
5			246810	Wanda	Scarlet	Maximoff	
6			108642	Steve		Rogers	

In the example above, two columns were added and labeled as SchoolYear and SchoolNumber. Enter the SchoolYear and SchoolNumber in the correct columns for every line of data.

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5. Ensure that the data contained in each column is written in a way that is readable by SCRIBE. Ensure that the correct codes are used for fields that require codes (e.g., ethnicity).
 - a. Record any missing data, anomalies or unknown data (e.g., abbreviations or codes that you do not understand) and ask for clarification from your data contact who gave you the file.

J	K	L	M	N	O
Ethnicity	IsHomeless	FARM	ESL	IEP	IsInFosterCare
A		No	No	No	Yes
I		No	No	No	
P			No	No	
B		No	No	No	
C		Yes	No	No	
A		Yes	No	Yes	
I		No	No	No	
B		No	No	No	Yes

In the example above, there is no data for IsHomeless (column K), missing data for some students for FARM and IsInFosterCare (columns L and O) and “no” for all students for ESL (column M). These are anomalies worth asking your data contact to clarify and hopefully fill in missing data.

See **Notes on the Student Enrollment Import** below (p. 13) for more details on missing data.

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Fields

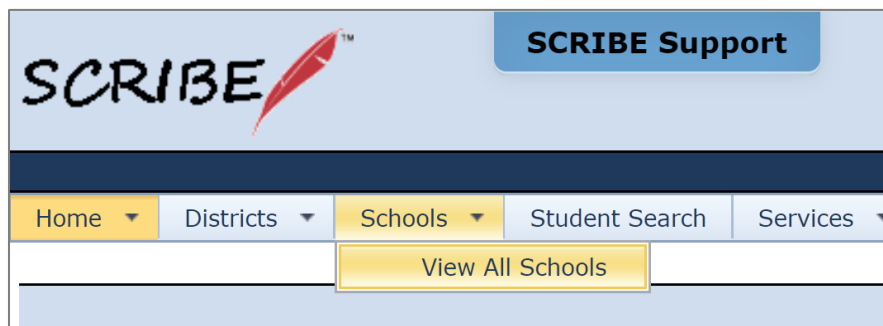
Fields are the different data categories you can include in the Student Enrollment import file (e.g., StudentID, SchoolNumber, ethnicity, etc.) listed as separate columns in the spreadsheet. Some fields are **required**, meaning SCRIBE will not import your file without them. Some are **optional**, meaning it is up to you whether to include them in the import file.

Fields in a Student Enrollment Import (* indicates a required field)

There are many fields to possibly include in the Student Enrollment import. The most common fields are detailed below. See the Import Specification list (step #1b above) for a complete list of all fields.

- a. StudentID*: unique identifier for each student used in SCRIBE.

In SCRIBE, click **Schools > View All Schools**.



Click **View** next to the school the student(s) attends.

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 - Fresh

5 Items

Pages: 1 - 1 (5 items) 1

Page size: All

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Under the **Students Tab**, the students enrolled at the school will be displayed. Copy the student's Student ID and paste it in the StudentID column in the Student Enrollment spreadsheet.

SCRIBE Home > School List > School Details

★ **School Number:** 2 **School Name:** West Beverly High School

School Record School Year Details Staff **Students** Courses Services Student Groups Attachments

The following are the students enrolled at this school.
Click the add button to enroll a student at the school.


Search Add

Drag a column header here to group by that column

	Student ID	School-Student Id	First Name	Middle Name	Last Name	Birthdate	School	Grade
View	108642		Steve		Rogers	7/4/2000	West Beverly High School	9
View	108643		Peggy		Carter	4/9/2001	West Beverly High School	10
View	108644		James	Bucky	Barnes	3/10/2002	West Beverly High School	11
View	123456		Carol	Susan Jane	Danvers	10/4/2000	West Beverly High School	12
View	123457		Captain		Marvel	10/5/2003	West Beverly High School	9

- b. FirstName*: student first name.
- c. MiddleName: student middle name.
- d. LastName*: student last name.
- e. Suffix: student suffix (e.g., Jr., III, etc.).
- f. SchoolNumber*: unique identifier for each school in SCRIBE.

In SCRIBE click **Schools > View All Schools**.

SCRIBE  **SCRIBE Support**

Home ▾ Districts ▾ **Schools ▾** Student Search Services ▾

View All Schools

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The list of **School Numbers** are displayed in the School list. Copy the School Number of the school the students attend and paste it in the Student Enrollment Import spreadsheet in the SchoolNumber field.

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 -
5 Items				
Pages: 1 - 1 (5 items) 1 Page size: All				

- g. SchoolYear*: first year in the two year school year (e.g., “2019” for the 2019-2020 school year, “2020” for the 2020-2021 school year)

Note: Import files are limited to one school year per file.

- h. GradeLevel*: grade the student is in for the specified school year.
- i. Gender: gender of student.
Codes: **F** for female
M for male
- j. BirthDate: student’s date of birth, written as MM/DD/YYYY.
- k. Ethnicity: student’s ethnicity.
Codes: codes vary by grant – see your grant’s SCRIBE manual.
- l. FARM: student’s free and reduced meals status (Yes or No).
- m. ESL: student’s English as a Second Language status (Yes or No).
- n. IEP: student’s Individualized Education Plan status (Yes or No).
- o. IsHomeless: indicates whether student is homeless (Yes or No).
- p. IsInFosterCare: indicates whether student is in foster care (Yes or No).
- q. Address1: first line of student’s home address (number and street).
- r. Address2: second line of student’s home address, if applicable (e.g., apartment number).

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- s. City: city where student lives.
 - t. State: state where student lives. Must be the same state as the state the grant is in.
 - u. Zip: 5-digit zip code where student lives.
 - v. Email: student's email address, either personal or school email address.
 - w. HomePhone: student's home phone.
 - x. EntryCode: reason for student's entry to the school.
Codes: codes vary by grant – see your grant's SCRIBE manual.
 - y. EntryDate: date student enrolled in school, written as MM/DD/YYYY.
 - z. EntryNote: comments about student's entry details (e.g., school student transferred from).
 - aa. ExitCode: reason for student's exit from the school.
Codes: codes vary by grant – see your grant's SCRIBE manual.
 - bb. ExitDate: date student exited school, written as MM/DD/YYYY.
 - ab. ExitNote: comments about student's exit details (e.g., school student transferred to).
- See [Deleting vs. Exiting Students](#) for more information on when to exit a student.

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Sample Student Enrollment Import File

	A	B	C	D	E	F	G	H	I	J	K
1	StudentId	FirstName	LastName	MiddleName	Suffix	School Number	School Year	Grade Level	Gender	Birthdate	Ethnicity
2	432124	Bruce	Banner	Hulk		2	2019	12	M	12/18/2004	A
3	123456	Carol	Danvers	Susan Jane		2	2019	12	F	10/4/2000	I
4	654321	Scott	Lang		Jr.	2	2019	11	M	6/16/2001	A
5	123457	Captain	Marvel			2	2019	9	F	10/5/2003	A
6	951158	Christine	Palmer			2	2019	10	F	1/16/2002	A
7	456789	T'Challa	Panther	Black		2	2019	10	M	1/5/2001	I
8	123459	Maria	Rambeau			2	2019	11	F	12/22/2000	I
9	852058	James	Rhodes	Rupert Rhodney		2	2019	9	M	4/10/2001	I
10	108644	James	Barnes	Bucky		2	2019	11	M	3/10/2002	P
11	108643	Peggy	Carter			2	2019	10	F	4/9/2001	B
12	456788	Erik	Kilmonger			2	2019	9	M	9/6/2000	P
13	246810	Wanda	Maximoff	Scarlet		2	2019	9	F	4/2/2002	B
14	975310	Peter	Quill	Jason		2	2019	11	M	2/4/2004	H
15	789101	Luke	Cage			2	2019	11	M	7/2/2004	A

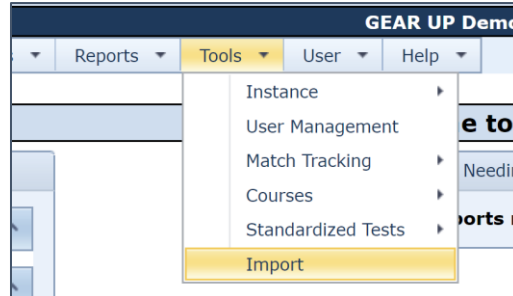
	L	M	N	O	P	Q	R	S	T
1	FARM	ESL	IEP	IsHomeless	IsIn FosterCare	Address1	Address2	City	State
2	No	No	Yes	Yes	Yes	1962 Incredible Ave.		Dayton	VA
3	No	No	No	Yes	No	123 Kree St.	Apt. 2	New Orleans	VA
4	No	No	No	Yes	No	840 AntMan Ave.		San Francisco	VA
5	No	No	No	No	Yes	123 Kree St.	Apt. 4	New Orleans	VA
6	Yes	Yes	Yes	Yes	No	177B Bleeker St		London	VA
7	No	Yes	No	No	No	89 Wakanda Way		Sarasota	VA
8	No	Yes	Yes	Yes	No	123 Kree St.	Apt. 3	New Orleans	VA
9	No	No	No	No	Yes	79 War Way		Philadelphia	VA
10	No	No	Yes	No	No	461 Leaman Pl.		Brooklyn	VA
11	No	Yes	No	No	No	460 Leaman Pl.		Brooklyn	VA
12	Yes	No	No	No	No	91 Wakanda Way		Sarasota	VA
13	No	No	No	Yes	Yes	1011 Sokovia Ter.	#6	Las Vegas	VA
14	No	Yes	Yes	No	No	1980 Star Lord Pl.	C	St. Charles	VA
15	No	Yes	Yes	No	No	400 Defender Ave.		Harlem	VA

U	V	W	X	Y	Z	AA	AB	AC
Zipcode	Email	HomePhone	EntryCode	EntryDate	EntryNote	ExitCode	ExitDate	ExitNote
45423	banner@wbhs.edy	316-999-10003	enrolled	9/1/2019		transferred	2/9/2020	Hogwarts
70162	danvers@wbhs.edy	316-999-9999	enrolled	9/1/2019				
94112	lang@wbhs.edy	316-999-10006	enrolled	9/1/2019				
70162	marvel@wbhs.edy	316-999-10007	enrolled	9/1/2019				
98926	palmer@wbhs.edy	316-999-10008	enrolled	9/1/2019				
34233	panther@wbhs.edy	316-999-10000	enrolled	9/1/2019				
70162	rambeau@wbhs.edy	316-999-10001	enrolled	9/1/2019		expelled	10/9/2020	
19101	rhodes@wbhs.edy	316-999-10002	enrolled	9/1/2019				
11223	barnes@wbhs.edy	316-999-10013	transferred in	10/4/2019				
11223	carter@wbhs.edy	316-999-10009	transferred in	10/4/2019				
34233	kilmonger@wbhs.edy	316-999-10016	transferred in	10/4/2019				
89131	maximoff@wbhs.edy	316-999-10010	transferred in	10/4/2019				
63303	quill@wbhs.edy	316-999-10012	transferred in	10/4/2019		dropout	12/1/2019	
10037	cage@wbhs.edy	316-999-10004	transferred in	1/4/2020				
10037	colter@wbhs.edy	316-999-10014	transferred in	1/4/2020				

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Import Student Enrollment File

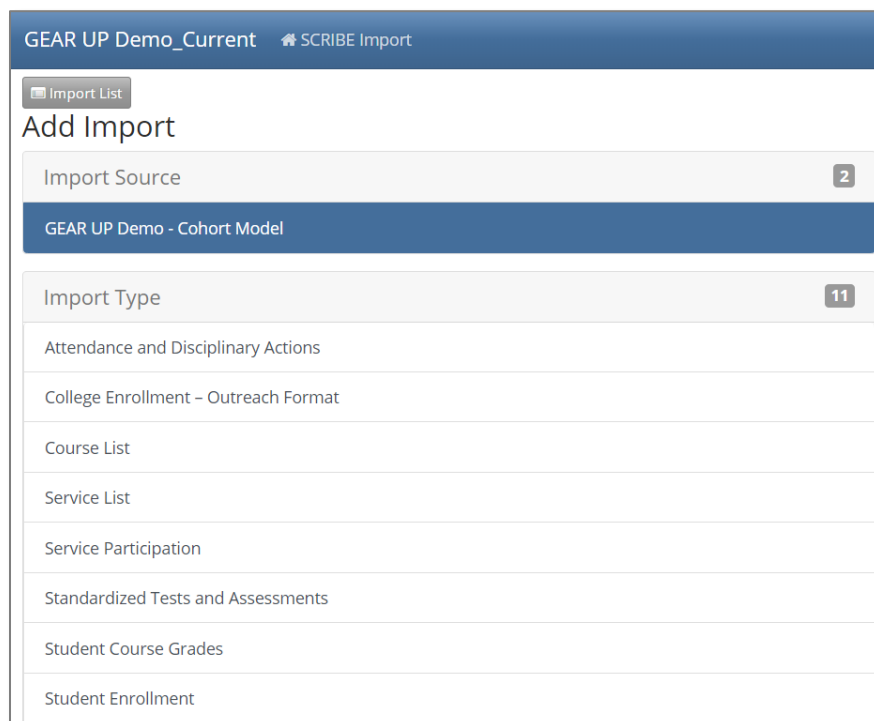
1. Save the Student Enrollment Import file following best practice naming conventions: include the school year, type of import, other necessary details like month, quarter or semester, school/district name or abbreviation (e.g., 19-20_enrollment_S1_WBHS).
2. In SCRIBE, click **Tools > Import**.



3. Click **Add Import**.



4. Select the **Import Type: Student Enrollment**.



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5. Make sure the **School Year** is correct. Click **Browse** to select the import file from your computer. Click **Upload Import File**.

The screenshot shows the 'SCRIBE Import' interface. At the top, there's a header with 'GEAR UP Demo_Current' and 'SCRIBE Import', and a 'Back to SCRIBE' link. Below the header, there's a tab labeled 'Import List'. The main section is titled 'Add Import'. It contains three sections on the left: 'Import Source' with a dropdown menu showing 'GEAR UP Demo - Cohort Model' and a count of 2; 'Import Type' with a dropdown menu showing 'Student Enrollment' and a count of 11; and 'Import Config' with a dropdown menu showing 'GEAR UP Demo - Cohort Model - Student Enrollment'. On the right, there's a text box explaining that data should be provided as a CSV or MS Excel (XLSX) file with one worksheet. Below this is a 'View Specification' button. Further down, there's a 'School Year' dropdown menu showing '2019 - 2020'. Below that is a 'Data File' section with a text input field labeled 'Choose import data file' and a 'Browse' button. At the bottom right, there are two buttons: 'Cancel' and 'Upload Import File'.

6. Follow the import process. See the [Help Desk folder on Importing](#) for more info.

TIP: During the Data Summary phase of the import process, review the number of **New / Existing Students** for accuracy. Make sure the number of new students seems realistic to when you are importing the data. For instance, if you are importing a mid-year student enrollment file, you would expect a few new students who have transferred into the school. However, you would not expect to have dozens or hundreds of new students. That is an indication that SCRIBE is reading those student IDs as new students, meaning they are not matching any student ID assigned to a student already enrolled in SCRIBE. Check the student enrollment file to make sure the correct student IDs are in the file and there are no typos, added 0s, etc. Make any changes necessary to the student enrollment file and reimport it.

If you have any questions about this, reach out to your data team or Xcalibur contact BEFORE you complete the import.

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The screenshot displays the 'GEAR UP Demo_Current' interface for 'SCRIBE Import'. At the top, there are buttons for 'Import List', 'Download Original File', 'Delete Import', and 'Import Config'. The main heading is 'Import 43668 - 2019 - Student Enrollment' with the file name '19-20_enrollment_WestBeverlyHS.xlsx'. It shows the upload date '12/12/2019' by 'Allie Sheldon' and a status of 'Import Complete'. Below this, there are tabs for 'File Format', 'Data Validation', 'Data Summary', and 'Import Results'. The 'Import Results' tab is active, showing a summary of 26 records. A blue box indicates 'Summary approved on 12/19/2019 9:55:31 PM by Allie Sheldon'. A section titled 'School and Grade Level Summary' shows an 'Overall' count of '26 records'. Below this is a table with columns 'Gender', 'Item', and 'Count'.

Gender	Item	Count
New / Existing Students	New Student	25
	Existing Student, New Enrollment	1
	Existing Student, Existing Enrollment	0

Notes on the Student Enrollment Import

- A student enrollment import file can contain students who are already enrolled in SCRIBE for the same school year. This typically happens for mid-year and end of the year enrollments where many of the students have already been enrolled in SCRIBE at the beginning of the year.

Any data in the student enrollment file for enrolled students will overwrite their existing data in SCRIBE. For instance, if an enrolled student has a “no” for FARM status in SCRIBE and the student enrollment import has a “yes” for FARM status, once the file is imported in SCRIBE, the student’s FARM status will be “yes” in SCRIBE.

If the student enrollment file has a blank in any field for an enrolled student, the data that exists in SCRIBE will remain the same. For instance, if an enrolled student has a “no” for FARM status in SCRIBE and the student enrollment import has a blank for that student for FARM status, once the file is imported in SCRIBE, the student’s FARM status will remain “no” in SCRIBE.

- To update data for students already enrolled in SCRIBE, you can create a student update import instead of a student enrollment import. The advantage of using a student update import is that there are less required fields but can contain any field in the student enrollment file. It is important to note that any blank fields in a student update import will overwrite existing data in SCRIBE to read unknown.

See the [How to Update Student Data using a Student Update Import](#) article on the Help Desk for more info.

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Additional Resources

[How to Import Data](#) and [webinars on importing data](#)

[Troubleshooting Imports](#)

[Video: How to Enroll a Student via Import](#)

[How to Enroll a Student Manually](#)

[Video: How to Enroll a Student Manually](#)

[How to Run a Student Enrollment Export](#)

Log into the [SCRIBE Help Desk](#) using your SCRIBE log in.