How to Enroll a Student via Import Using the Enrollment Template

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

Watch the Video: How to Enroll a Student via Import that corresponds to this tutorial.

Download the Student Enrollment Import Template

1. Go to the Import Template folder in your grant's Xcalibur Google folder. It is located where the SCRIBE manual is located. If you need access to the folder, ask your grant's data manager or Xcalibur contact.
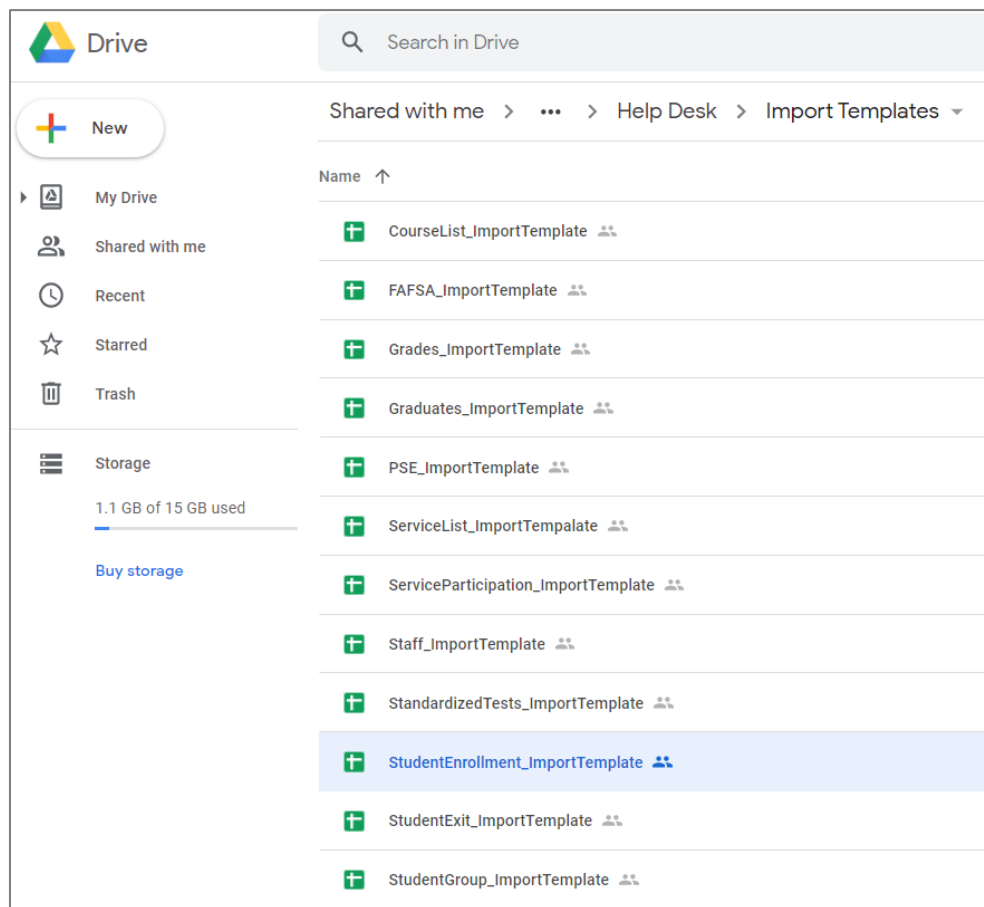
2. Click on the Student Enrollment Import Template to open it.

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a. 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 and is unique to the requirements of your grant.

	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 ⊕

	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
	IsHomeless	IsInFosterCare	Address1	Address2	City	State	ZipCode	Email	HomePhone	EntryCode	EntryDate	EntryNote	ExitCode	ExitDate	ExitNote

	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

	A	B	C	D
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				

Headings **FieldDescriptions** ⊕

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3. Do not type into the import template before downloading it. Since the import template in the Google folder is shared with everyone in the grant, any changes made on the import template in the Google folder will be visible to anyone who accesses the import template.

    Download the Import Template from the Google folder and save it on your desktop before editing it. Click **File** > **Download** > **Microsoft excel**.
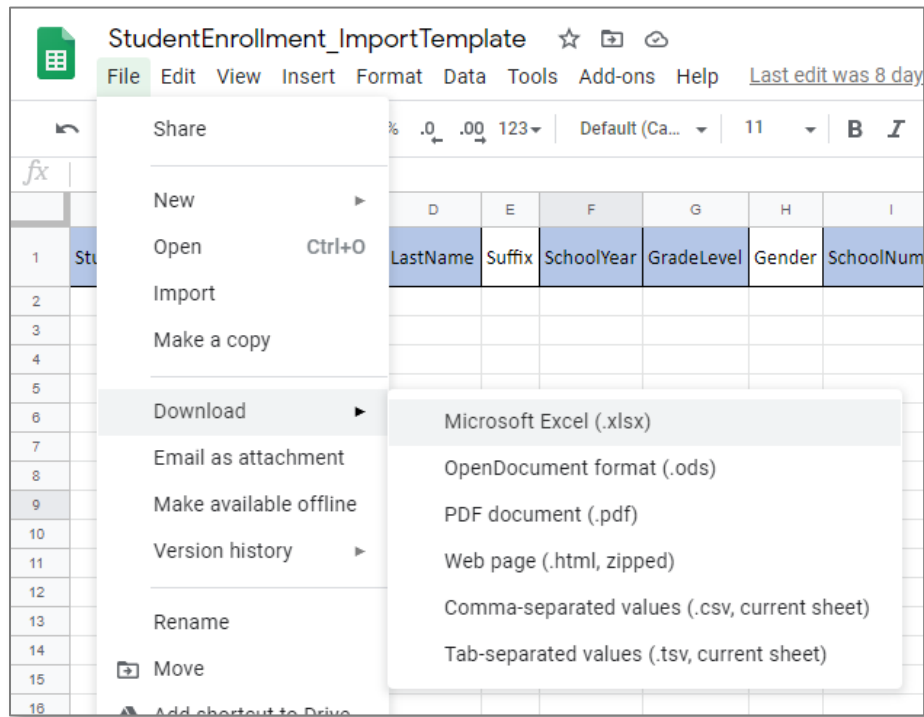
4. Open the downloaded excel file and enter the student's information in each field.

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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.

Note: Fields (columns) can be in the import file in any order. Field headings must be spelled correctly but capitalization does not matter (e.g., SchoolNumber = schoolnumber = SCHOOLNUMBER = sChOOlnUmBer). There are no spaces in the field headings (e.g., SchoolNumber is not the same as School Number).

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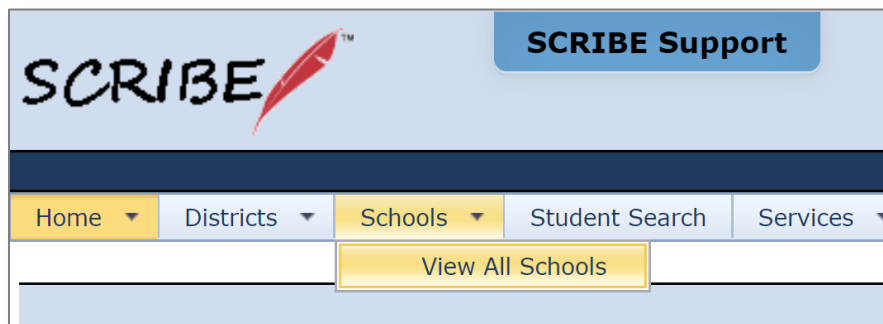
Click **View** next to the school the student(s) attends.

	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

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

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.

b. <u>FirstName</u>*: student first name.

c. <u>MiddleName</u>: student middle name.

d. <u>LastName</u>*: student last name.

e. <u>Suffix</u>: student suffix (e.g., Jr., III, etc.).

f. <u>SchoolNumber</u>*: unique identifier for each school in SCRIBE.

In SCRIBE click **Schools** > **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.

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).

s. <u>City</u>: city where student lives.

t. <u>State</u>: state where student lives. Must be the same state as the state the grant is in.

u. <u>Zip</u>: 5-digit zip code where student lives.

v. <u>Email</u>: student's email address, either personal or school email address.

w. <u>HomePhone</u>: student's home phone.

x. <u>EntryCode</u>: reason for student's entry to the school.
      Codes: codes vary by grant – see your grant's SCRIBE manual.

y. <u>EntryDate</u>: date student enrolled in school, written as MM/DD/YYYY.

z. <u>EntryNote</u>: comments about student's entry details (e.g., school student transferred from).

aa. <u>ExitCode</u>: reason for student's exit from the school.
      Codes: codes vary by grant – see your grant's SCRIBE manual.

bb. <u>ExitDate</u>: date student exited school, written as MM/DD/YYYY.

ab. <u>ExitNote</u>: comments about student's exit details (e.g., school student transferred to).

See <u>Deleting vs. Exiting Students</u> for more information on when to exit a student.

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Sample Student Enrollment Import File

StudentId	FirstName	LastName	MiddleName	Suffix	School Number	School Year	Grade Level	Gender	Birthdate	Ethnicity	FARM	ESL	IEP	IsHomeless	IsIn FosterCare	Address1	Address2	City	State	Zipcode	Email	HomePhone	EntryCode	EntryDate	EntryNote	ExitCode	ExitDate	ExitNote
432124	Bruce	Banner	Hulk		2	2019	12	M	12/18/2004	A	No	No	Yes	Yes	Yes	1962 Incredible Ave.		Dayton	VA	45423	banner@wbhs.edy	316-999-10003	enrolled	9/1/2019		transferred	2/9/2020	Hogwarts
123456	Carol	Danvers	Susan Jane		2	2019	12	F	10/4/2000	I	No	No	No	Yes	No	123 Kree St.	Apt. 2	New Orleans	VA	70162	danvers@wbhs.edy	316-999-9999	enrolled	9/1/2019				
654321	Scott	Lang		Jr.	2	2019	11	M	6/16/2001	A	No	No	No	Yes	No	840 AntMan Ave.		San Francisco	VA	94112	lang@wbhs.edy	316-999-10006	enrolled	9/1/2019				
123457	Captain	Marvel			2	2019	9	F	10/5/2003	A	No	No	No	No	Yes	123 Kree St.	Apt. 4	New Orleans	VA	70162	marvel@wbhs.edy	316-999-10007	enrolled	9/1/2019				
951158	Christine	Palmer			2	2019	10	F	1/16/2002	A	Yes	Yes	Yes	Yes	No	177B Bleeker St		London	VA	98926	palmer@wbhs.edy	316-999-10008	enrolled	9/1/2019				
456789	T'Challa	Panther	Black		2	2019	10	M	1/5/2001	I	No	Yes	No	No	No	89 Wakanda Way		Sarasota	VA	34233	panther@wbhs.edy	316-999-10000	enrolled	9/1/2019				
123459	Maria	Rambeau			2	2019	11	F	12/22/2000	I	No	Yes	Yes	Yes	No	123 Kree St.	Apt. 3	New Orleans	VA	70162	rambeau@wbhs.edy	316-999-10001	enrolled	9/1/2019		expelled	10/9/2020	
852058	James	Rhodes	Rupert Rhodney		2	2019	9	M	4/10/2001	I	No	No	No	No	Yes	79 War Way		Philadelphia	VA	19101	rhodes@wbhs.edy	316-999-10002	enrolled	9/1/2019				
108644	James	Barnes	Bucky		2	2019	11	M	3/10/2002	P	No	No	Yes	No	No	461 Leaman Pl.		Brooklyn	VA	11223	barnes@wbhs.edy	316-999-10013	transferred in	10/4/2019				
108643	Peggy	Carter			2	2019	10	F	4/9/2001	B	No	Yes	No	No	No	460 Leaman Pl.		Brooklyn	VA	11223	carter@wbhs.edy	316-999-10009	transferred in	10/4/2019				
456788	Erik	Kilmonger			2	2019	9	M	9/6/2000	P	Yes	No	No	No	No	91 Wakanda Way		Sarasota	VA	34233	kilmonger@wbhs.edy	316-999-10016	transferred in	10/4/2019				
246810	Wanda	Maximoff	Scarlet		2	2019	9	F	4/2/2002	B	No	No	No	Yes	Yes	1011 Sokovia Ter.	#6	Las Vegas	VA	89131	maximoff@wbhs.edy	316-999-10010	transferred in	10/4/2019				
975310	Peter	Quill	Jason		2	2019	11	M	2/4/2004	H	No	Yes	Yes	No	No	1980 Star Lord Pl.	C	St. Charles	VA	63303	quill@wbhs.edy	316-999-10012	transferred in	10/4/2019		dropout	12/1/2019	
789101	Luke	Cage			2	2019	11	M	7/2/2004	A	No	Yes	Yes	No	No	400 Defender Ave.		Harlem	VA	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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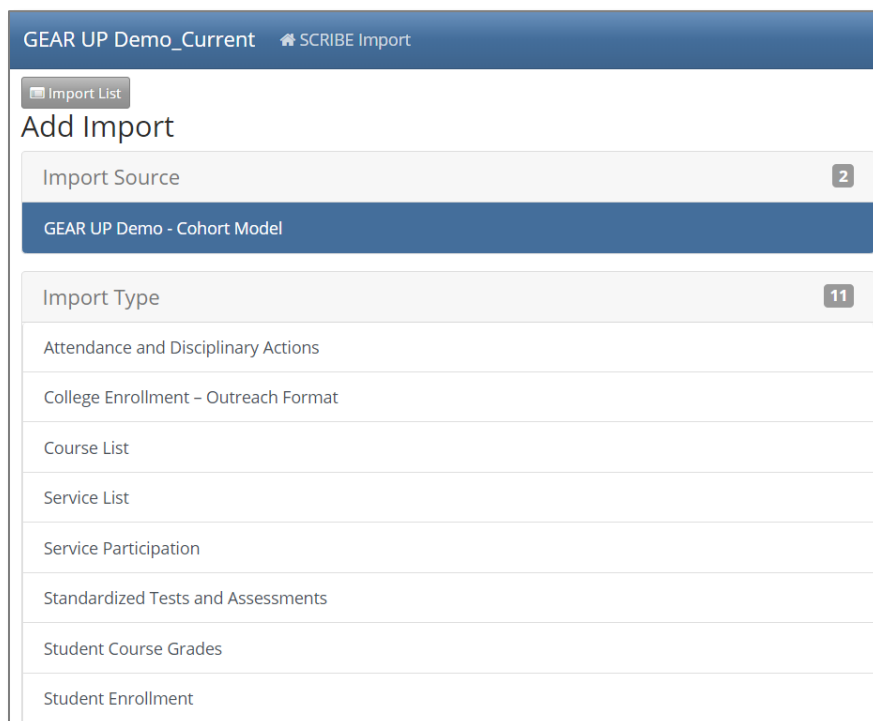
Import Student Enrollment File

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**.
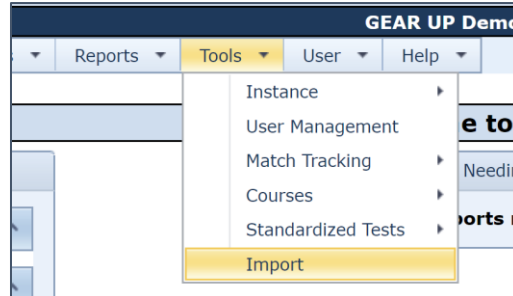
3. Click **Add Import**.

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**.

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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Notes on the Student Enrollment Import

a. 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.

b. 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

How to Enroll a Student via Import by Transforming a File

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.