

Basic Roster (Clever-like files) Specifications

Contents

1	Introduction	3
2	Preparing CSV Files	4
2.1	Preparing schools.csv	5
2.2	Preparing students.csv	7
2.3	Preparing teachers.csv	12
2.4	Preparing sections.csv	13
2.5	Preparing enrollments.csv	18
2.6	Preparing admins.csv	19
3	Appendix	21

- 3.1 Spreadsheet for schools.csv
- 3.2 Spreadsheet for students.csv
- 3.3 Spreadsheet for teachers.csv
- 3.4 Spreadsheet for sections.csv
- 3.5 Spreadsheet for enrollments.csv
- 3.6 Spreadsheet for admins.csv

1 Introduction

Username and password for the SFTP Server are unique to each account.

Uploads must contain five CSV files, with the following filenames:

`schools.csv`

`students.csv`

`teachers.csv`

`sections.csv`

`enrollments.csv`

Files should be uploaded to your account's root directory once a day.

School Passport processes files automatically in accordance with the sync schedule. Files are not deleted or moved after processing.

Details of the file formats are provided in the following section.

2 Preparing CSV Files

Use the comma separated values format (CSV) for all uploads to the SFTP server.

CSV files should contain field values separated by commas, with line breaks between rows. Double quotes around fields are optional, except when the field value includes a comma, where they are required.

CSV files should contain only active student data. For example, the students.csv file should contain all currently enrolled students.

Ingestion of historical or archived data is **not** supported. As well as "ext." columns.

Please use the following specifications for all CSV files:

- CSV file names must match specification, including .csv suffix
- A header row is required. Headers must match the header names in the specification exactly. The order of the columns does not matter. Case-sensitive matching is not required.
- Some fields are required - if they are not present, the row will not be processed.
- Some fields are optional - they may be left blank.
- All files must be present for upload to be processed. For example, a directory with only students.csv will not be processed.
- Fields highlighted in yellow are **id** values, used to make connections between files (i.e. from an enrollment to a section). Take care to ensure that all links connect to an id existing in the upload.
- CSV files should be encoded in UTF-8 format (<http://en.wikipedia.org/wiki/UTF-8>).

2.1 Preparing schools.csv

The schools.csv file provides school information. This file is required for the data upload.

Specification for schools.csv

Column Header	Required	Format	Notes
School_id	YES	String	Typically the school local id. Used in all other files. Must be unique across the district.
School_name	YES	String	Name of school.
School_number	YES	String	District or county school identifier.
State_id	NO	String	State school identifier.
Low_grade	NO	Option	The lowest grade at the school. Can be an integer (1-13), a range (9-13) or "InfantToddler", "Preschool", "PreKindergarten", "TransitionalKindergarten", "Kindergarten", "PostGraduate" or "Ungraded". If value is a range, the lower bound integer will be the grade used.
High_grade	NO	Option	The highest grade at the school. Can be an integer (1-13), a range (9-13) or "InfantToddler", "Preschool", "PreKindergarten", "TransitionalKindergarten", "Kindergarten", "PostGraduate" or "Ungraded". If value is a range, the lower bound integer will be the grade used.
Principal	NO	String	Principal's full name.

Specification for schools.csv, continued

Column Header	Required	Format	Notes
Principal_email	NO	Email	Principal's email address. Must match format: x@y.z
School_address	NO	String	School's address. Must be enclosed in double quotes, if includes a comma.
School_city	NO	String	
School_state	NO	String	Two letter abbreviation.
School_zip	NO	String	Alphanumeric 5 or 9 digit ZIP with no punctuation.
School_phone	NO	Integer	a 10 or 11 digit phone number.
ext.*			-

2.2 Preparing students.csv

The students.csv file provides student information. In order to provide multiple parent/guardian contacts, you may create multiple rows for a single student with different contact information. This file is required for the data upload.

Specification for students.csv

Column Header	Required	Format	Notes
School_id	YES	String	Primary school of enrollment. School id must match an id provided in schools.csv upload.
Student_id	YES	String	Unique and constant id for student, may be student_number, state_id, or other unique identifier, to be used in enrollments.csv upload. Must be unique across the district.
Student_number	NO	String	Local student identifier. Must be unique across the district.
State_id	NO	String	State student identifier.
Last_name	YES	String	
Middle_name	NO	String	May also submit middle initial.
First_name	YES	String	
Grade	NO	Option	Integers for grades 1-13, or "InfantToddler", "Preschool", "PreKindergarten", "TransitionalKindergarten", "Kindergarten", "PostGraduate" or "Ungraded".

Specification for students.csv, continued

Column Header	Required	Format	Notes
Gender	NO	Option	Supported values: M F X M Male F Female X Non-binary
Graduation_year	NO	String	
DOB	NO	Date	Date of birth. Use format: MM/DD/YYYY (e.g. 08/01/2012)
Race	NO	Option	Supported values: A B I M P W A Asian B Black or African-American I American Indian or Alaska M Native or Multiracial P Hawaiian or Pacific Islander W White
Hispanic_Latino	NO	Option	Supported values: Y N

Specification for students.csv, continued

Column Header	Required	Format	Notes
Home_language	NO	Option	Supported values: "English", "Albanian", "Amharic", "Arabic", "Bengali", "Bosnian", "Burmese", "Cantonese", "Chinese", "Dutch", "Farsi", "French", "German", "Hebrew", "Hindi", "Hmong", "Ilocano", "Japanese", "Javanese", "Karen", "Khmer", "Korean", "Laotian", "Latvian", "Malay", "Mandarin", "Nepali", "Oromo", "Polish", "Portuguese", "Punjabi", "Romanian", "Russian", "Samoan", "Serbian", "Somali", "Spanish", "Swahili", "Tagalog", "Tamil", "Telugu", "Thai", "Tigrinya", "Turkish", "Ukrainian", "Urdu", "Vietnamese".
Ell_status	NO	Option	Student's English Language Learner status. Supported values: Y N
FrL_status	NO	Option	Student's lunch status. Supported values: F R N F free R reduced N no discount
IEP_status	NO	Option	Student's special education status. Supported values: Y N
Student_street	NO	String	Students's address. Must be enclosed in double quotes, if includes a comma.
Student_city	NO	String	

Specification for students.csv, continued

Column Header	Required	Format	Notes
Student_state	NO	String	Two letter abbreviation.
Student_zip	NO	String	Alphanumeric 5 or 9 digit ZIP with no punctuation.
Student_email	NO	Email	Student's email address. Must match format x@y.z
Contact_relationship	NO	String	Contact's relationship to student - e.g. "Father", "Aunt" or "Neighbor".
Contact_type	NO	String	Type of contact - e.g. "family", "emergency" or "guardian". If providing student contacts, then Contact_type is required.
Contact_name	NO	String	If providing student contacts, then Contact_name is required.
Contact_phone	NO	Integer	a 10 or 11 digit phone number.
Contact_phone_type	NO	Option	Type of phone contact Supported values: Cell Home Work
Contact_email	NO	Email	Contact's email address. Must match format x@y.z
Contact_sis_id	NO	String	The unique identifier for this contact, if one exists

Specification for students.csv, continued

Column Header	Required	Format	Notes
Username	NO	String	Student's default username. Usernames will be available to connected applications.
Password	NO	String	Student's default password.
Unweighted_gpa	NO	String	
Weighted_gpa	NO	String	
ext.*			-

2.3 Preparing teachers.csv

The teachers.csv file provides teacher information. This file is required for the data upload.

Specification for teachers.csv

Column Header	Required	Format	Notes
School_id	YES	String	School of employment. School_id must match an id provided in schools.csv upload.
Teacher_id	YES	String	Unique and constant id for teacher, may be teacher number, state id, or other unique identifier, to be used in sections.csv upload. Must be unique across the district.
Teacher_number	NO	String	Local staff identifier. Must be unique across the district.
State_teacher_id	NO	String	State teacher identifier.
Teacher_email	NO	Email	Teacher's email address. Must match format x@y.z
First_name	YES	String	
Middle_name	NO	String	May also submit middle initial.
Last_name	YES	String	
Title	NO	String	Teacher's role or title.

Specification for teachers.csv, continued

Column Header	Required	Format	Notes
Username	NO	String	Teacher's default username. Usernames will be available to connected applications.
Password	NO	String	Teacher's default password.
ext.*			-

2.4 Preparing sections.csv

The sections.csv file provides section information. The system will only process sections with enrolled students. Enrollments can be managed in the enrollments.csv file. This file is required for the data upload.

Specification for sections.csv

Column Header	Required	Format	Notes
School_id	YES	String	Section's school. School id must match an id provided in schools.csv upload.

Specification for sections.csv, continued

Column Header	Required	Format	Notes
Section_id	YES	String	Unique and constant id for section, to be used in enrollments.csv upload. Must be unique across the district.
Teacher_id	YES	String	Unique identifier of primary teacher for section, must match a Teacher id found in teachers.csv.
Teacher_2_id	NO	String	Unique identifier of supplementary co-teacher for section, must match a Teacher id found in teachers.csv
Teacher_3_id	NO	String	Unique identifier of supplementary co-teacher for section, must match a Teacher id found in teachers.csv
Teacher_4_id	NO	String	Unique identifier of supplementary co-teacher for section, must match a Teacher id found in teachers.csv
Teacher_5_id	NO	String	Unique identifier of supplementary co-teacher for section, must match a Teacher id found in teachers.csv
Teacher_6_id	NO	String	Unique identifier of supplementary co-teacher for section, must match a Teacher id found in teachers.csv
Teacher_7_id	NO	String	Unique identifier of supplementary co-teacher for section, must match a Teacher id found in teachers.csv

Specification for sections.csv, continued

Column Header	Required	Format	Notes
Teacher_8_id	NO	String	Unique identifier of supplementary co-teacher for section, must match a Teacher id found in teachers.csv
Teacher_9_id	NO	String	Unique identifier of supplementary co-teacher for section, must match a Teacher id found in teachers.csv
Teacher_10_id	NO	String	Unique identifier of supplementary co-teacher for section, must match a Teacher id found in teachers.csv
Name	NO	String	The system will generate a name using "Course Name - Teacher Last Name - Period" if course name is provided, otherwise, the section name provided here will be used. If neither course name nor section name is provided, School Passport will use "Teacher Last Name - Period."
Section_number	NO	String	Section identifier, set by school or district.
Grade	NO	Option	Grade level for section. Can be an integer (1-13), a range (9-13) or "InfantToddler", "Preschool", "PreKindergarten", "TransitionalKindergarten", "Kindergarten", "PostGraduate" or "Ungraded". If value is a range, the lower bound integer will be the grade used. If a section does not have a grade or if all sections have the same grade, system will assign a grade for each section based on the most common grade of enrolled students.

Specification for sections.csv, continued

Column Header	Required	Format	Notes
Course_name	NO	String	Name of the course associated with the section (e.g. Algebra). Will be used to create section names.
Course_number	NO	String	Identifier for the course associated with the section (e.g. 100). Frequently used in combination with the Course_name to identify classes.
Course_description	NO	String	A description of the course associated with the section.
Period	NO	String	Bell schedule information for section (e.g. 1A). Will be used to create section names.
Subject	NO	Option	General class subject. If a section does not have a subject, School Passport will assign a subject based on the name of the section. Supported values: English/language arts Math Science Social studies Language Homeroom/ advisory Interventions/ online learning Technology and engineering PE and health Arts and music other

Specification for sections.csv, continued

Column Header	Required	Format	Notes
Term_name	NO	String	The name of the term associated with the section (e.g. "Year", "S1", "Q3").
Term_start	NO	Date	First day of term. Use format: MM/DD/YYYY (i.e. 08/01/2012)
Term_end	NO	Date	Last day of term. Use format: MM/DD/YYYY (i.e. 08/01/2012)
ext.*			-

2.5 Preparing enrollments.csv

The enrollments.csv file provides enrollment information. This file is required for the data upload.

Specification for enrollments.csv

Column Header	Required	Format	Notes
School_id	YES	String	School.id must match a School id provided in schools.csv upload.
Section_id	YES	String	Section.id must match a Section id provided in sections.csv upload.
Student_id	YES	String	Student.id must match a Student id provided in students.csv upload.

2.6 Preparing admins.csv

The admins.csv file provides information about school administrators. School administrators are people like principals, librarians, technical coordinators, and other staff that are not in class rosters. It is expected that admins will have a rows for every school they manage.

Specification for admins.csv

Column Header	Required	Format	Notes
School_id	YES	String	ID of school managed by this admin. School id must match an id provided in schools.csv upload.
Staff_id	YES	String	An identifier provided by the district when syncing or creating this administrator. Must be unique across the district.
Admin_email	YES	Email	Admin's email address. Must be unique amongst school administrators, and must match format x@y.z Must be unique across the district.
First_name	YES	String	The school admin's first name, when available.
Last_name	YES	String	The school admin's last name, when available.
Admin_title	NO	String	Admin's job title, if specified.
Username	NO	String	Admin's default username for using Instant Login.
Password	NO	String	Admin's default password for using Instant Login.

Specification for admins.csv, continued

Column Header	Required	Format	Notes
Role	NO	String	

3 Appendix

This appendix contains a visual representation of what your tables should look like when opened as a spreadsheet in Excel or other programs. Columns **highlighted in yellow** in this appendix are required fields.

3.1 Spreadsheet for schools.csv

Columns highlighted in yellow in this appendix are required fields.

School id	School name	School number	State id	Low grade	High grade	Principal

...

Principal_email	School address	School city	School state	School zip	School phone	ext.*

3.2 Spradsheet for students.csv

Columns highlighted in yellow in this appendix are **required** fields.

School_id	Student_id	Student_number	State_id	Last_name	Middle_name	First_name

...

Grade	Gender	Graduation_year	DOB	Race	Hispanic_Latino	Home_language

...

Ell_status	Frl_status	IEP_status	Student_street	Student_city	Student_state	Student_zip

...

Student_email	Contact_relationship	Contact_type	Contact_name	Contact_phone	Contact_phone_type	Contact_email

...

Contact_sis_id	Username	Password	Unweighted_gpa	Weighted_gpa	ext.*

3.3 Spreadsheet for teachers.csv

Columns highlighted in yellow in this appendix are required fields.

School id	Teacher id	Teacher number	State teacher id	Teacher_email	First name

...

Middle name	Last name	Title	Username	Password	ext.*

3.4 Spreadsheet for sections.csv

Columns highlighted in yellow in this appendix are required fields.

School id	Section id	Teacher id	Teacher 2 id	Teacher 3 id	Teacher 4 id	Teacher 5 id	Teacher 6 id

...

Teacher 7 id	Teacher 8 id	Teacher 9 id	Teacher 10 id	Name	Section number	Grade	Course name

...

Course number	Course description	Period	Subject	Term name	Term start	Term end	ext.*

3.5 Spreadsheet for enrollments.csv

Columns highlighted in yellow in this appendix are required fields.

School id	Section id	Student id

3.6 Spreadsheet for admins.csv

Columns highlighted in yellow in this appendix are required fields.

School id	Staff id	Admin_email	First name	Last name

...

Admin_title	Username	Password	Role