

Preparing a File for Single-School Import: Tips and Examples

Overall Tips

- Each school's data must be in a separate file
- See the help topic [Requirements for Preparing Files for Single-School Import](#) for more detailed information

Columns with non-importable data:

- Remove column from file, or
- Create a fake header and instruct the program to ignore that column during the import

- The codes in the **header row** of your file identify the data (see pages 2 and 3)
- Every column needs a **unique header**
- Only **one header row** allowed

Duplicate rows:

- Remove row from data file, or
- Program will automatically ignore

One record per row. A record can be a mix of certain types of content:

- 1 student
- 1 personnel member
- 1 student + 1 class (student is enrolled in class)
- 1 personnel member + 1 class (personnel member is assigned to class)
- 1 student + 1 personnel member + 1 class (student is enrolled in class, personnel member is assigned to class)
- 1 student + 1 personnel member (creates two unrelated records—a student and a personnel member can only be "joined" by a class)



How Data in Mixed-Content Rows Will Be Imported:

- Alan Parker (student) is imported.
- Patrick Sutton (personnel member) is imported.
- Sally Evans (student) is imported, and is enrolled in the Story Share class, which is part of the Reading course.
- Julia Sawyer (personnel member) is imported, and is assigned to the Fraction Fun class, which is part of the Math course.
- Chad Estes (student) and Brent McKay (personnel member) are imported. Chad Estes is enrolled in the Divide and Conquer! class, and Brent McKay is assigned to it; the class is part of the Math course.
- Melissa Rhodes (student) is imported. Josh Mason (personnel member) is imported. The records are separate; there is no class which "joins" them.

SFIRST	SLAST	SBIRTHDAY	SGRADE	SGENDER	SAGE	TFIRST	TLAST	TGENDER	COURSE	CLASS
Kyra	Barrera	03/04/2011	1	F	5	John	Cantu	M	Reading	Young Readers I
Colt	Pollard	12/14/2010	2	M	6	Hanae	Steele	F	Math	Add It Up!
Yvonee	Sims	04/13/2011	1	M	5	Dora	Shepard	F	Reading	Story Share
SFirst	SLAST	SBIRTHDAY	SGRADE	SGENDER	SAGE	TFIRST	TLAST	TGENDER	COURSE	CLASS
Kiyada	Benson	09/07/2011	1	F	5	John	Cantu	M	Reading	Young Readers I
Martin	Mann	10/13/2012	K	M	4	Dora	Shepard	F	Reading	Story Time
Martin	Mann	10/13/2012	K	M	4	Dora	Shepard	F	Reading	Story Time
Nyssa	Howard	05/09/2010	2	F	6	Alvin	Beasley	M	Math	Productivity
Alan	Parker	05/21/2010	2	M	6					
						Patrick	Sutton	M		
Sally	Evans	11/08/2011	1	F	5				Reading	Story Share
						Sawyer	Julia	F	Math	Fraction Fun
Chad	Estes	10/22/2010	2	M	6	Brent	McKay	M	Math	Divide and Conquer!
Melissa	Rhodes	09/13/2011	1	F	5	Josh	Mason	M		

Every row must have the same number of items in it, in the same order as the header row:

- Leave empty cells or use additional comma/tab delimiters to get the number of items in each row to match
- Watch out for extra delimiters at the end of a row

SFIRST	SLAST	SBIRTHDAY	SGRADE	SGENDER	TFIRST	TLAST	TGENDER	COURSE	CLASS
Kyra	Barrera	03/04/2011	1	F	John	Cantu	M	Reading	Young Readers I
Colt	Pollard	12/14/2010	2	M	Hanae	Steele	F	Math	Add It Up!
Yvonee	Sims	04/13/2011	1	M	Dora	Shepard	F	Reading	Story Share
Kiyada	Benson	09/07/2011	1	F	John	Cantu	M	Reading	Young Readers I
Martin	Mann	10/13/2012	K	M	Dora	Shepard	F	Reading	Story Time
Nyssa	Howard	05/09/2010	2	F	Alvin	Beasley	M	Math	Productivity
Alan	Parker	05/21/2010	2	M					
					Patrick	Sutton	M		
Sally	Evans	11/08/2011	1	F				Reading	Story Share
					Julia	Sawyer	F	Math	Fraction Fun
Chad	Estes	10/22/2010	2	M	Brent	McKay	M	Math	Divide and Conquer!
Melissa	Rhodes	09/13/2011	1	F	Josh	Mason	M		

Student Information Codes

Header Codes	Data Type	Required?	Maximum Length	Format	Comment or Codes (if used)					
SID	ID	No*	20	character or numeric	If this is not in the file, the user name is used; if that ID is already taken, a number is added to the user name to make a unique ID. *Not required but recommended.					
SSTATEID	Student State ID	No	50	character or numeric	—					
SFIRST	First Name	Yes	35	character	—					
SMIDDLE	Middle Name	No	35	character	—					
SLAST	Last Name	Yes	35	character	—					
SGRADE	Grade	No* (*required for Star tests, helpful for Schoolzilla Starter)	5	character or numeric	Code	Grade	Code	Grade	Code	Grade
					Pre-K	Pre-Kindergarten	4	Grade 4	9	Grade 9
					K	Kindergarten	5	Grade 5	10	Grade 10
					1	Grade 1	6	Grade 6	11	Grade 11
					2	Grade 2	7	Grade 7	12	Grade 12
3	Grade 3	8	Grade 8	12+	Greater than 12					
		Other	Other							
SGENDER	Gender	No* (*helpful for Schoolzilla Starter)	1	character	Code	Gender				
					M	Male				
					F	Female				
					U	Unassigned (default if not specified)				
SBIRTHDAY	Birth Date	No	10	mm/dd/yyyy	—					
SRACE	Ethnicity	No* (*helpful for Schoolzilla Starter)	1	character	Code	Ethnicity	Code	Ethnicity	Code	Ethnicity
					I	American Indian or Alaskan Native	H	Hispanic	C	White
					A	Asian	M	Mixed		None Specified (blank)
					B	Black	P	Hawaiian or Pacific Islander		
SLANGUAGE	Language	No	3	character	Code	Language	Code	Language	Code	Language
					ARA	Arabic	HMG	Hmong	POR	Portuguese
					CAN	Chinese: Cantonese	JPN	Japanese	RUS	Russian
					MND	Chinese: Mandarin	CAM	Khmer	SCC	Serbo-Croatian
					CHI	Chinese: Unspecified	KOR	Korean	SOM	Somali
					ENG	English	LAO	Lao	SPA	Spanish
					FRE	French	MAY	Malay	TAG	Tagalog or Filipino
					GER	German	NAV	Navajo	URD	Urdu
					GUJ	Gujarati	OTH	Other	VIE	Vietnamese
					CRP	Haitian Creole	POL	Polish		None Specified (blank)
SCHARACTERISTICS	Characteristics	No* (*blue items to the right helpful for Schoolzilla Starter reporting)	755	dash (-) separated character string	Code	Characteristic	Code	Characteristic	Code	Characteristic
					ADA	Americans with Disabilities (ADA)	GT	Gifted/Talented	PD	Physically Disabled
					AR	At-Risk Students	LD	Limited Disabled	RL	Reduced-Price Lunch Program
					BIL	Bilingual Education	LEP	Limited English Proficiency (LEP)	SE	Special Education
					DL	Dyslexic	MG	Migrant	T1	Title I
					ESL	English as a Second Language (ESL)	NA	Non-Resident Alien		
FL	Free Lunch									
SUSERNAME	User Name	No*	50	character or numeric	If this is not in the file, a user name is automatically generated using the student's first initial and the first four letters of the last name (e.g., jsmit for Jane Smith). If that user name is already used, a number is added (e.g. jsmit2 for John Smithers). *Not required but recommended. Student user name cannot be exactly the same as the student password.					
SPASSWORD	Password	No*	20	case sensitive character or numeric**	If passwords are not in the file, all students will be given the same default password: abc. *Not required but recommended. ** Renaissance student password requirements: 2-character minimum, uppercase, lowercase, number, special character (!#\$%&_+=+<>*). Student password cannot be exactly the same as the student user name or it will need to be changed when the student is edited.					

Personnel Information Codes

Header Codes	Data Type	Required?	Maximum Length	Format	Comment or Codes (if used)	
TID	ID	No	20	character or numeric	If this is not in the file, the person's user name is used for the ID.	
TSTATEID	Personnel State ID	No	50	character or numeric	—	
TFIRST	First Name	Yes	35	character	—	
TMIDDLE	Middle Name	No	35	character	—	
TLAST	Last Name	Yes	35	character	—	
TGENDER	Gender	No	1	character	Code	Gender
					M F U	Male Female Unassigned (default if not specified)
TPOSITION	Position	No	1	character or numeric	Code	Position
					T P S	Teacher School Level Administrator (such as Principal) School Staff
TUSERNAME	User Name	No	50	character or numeric	If this is not in the file, a user name is automatically generated using the person's first initial and entire last name (e.g., rjones for Robert Jones). If that user name is already used, a number is added (e.g. rjones2 for Rita Jones). Personnel user name cannot be exactly the same as the personnel password.	
TPASSWORD	Password	No	20	case sensitive character and numeric (at least one number is required in staff passwords)	If passwords are not in the file, personnel members use their user name as the password when they log in to Renaissance software.	

Class Information Codes

Header Codes	Data Type	Required?	Maximum Length	Format	Codes (if used)			
COURSEID	ID	No	256	character or numeric	—			
COURSE	Course Name	Yes	100	character or numeric	—			
CLASSID	ID	No	256	character or numeric	—			
CLASS	Class Name or Section Number	No	50	character or numeric	—			
SUBJECT	Subject	No	6	character	Code	Subject	Code	Subject
					ART ENG Health RE/WR Math Other	Arts English Health Language Arts Mathematics Other	RDG SCI SE SOC WR	Reading Science Special Education Social Studies Writing

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