

### File Layout

Reference	CSV Column	Field Name	CSV Header Name	Defaulting and Formatting Rules	Comments / Sample Data
1	A	Student Identifier	StudentID	Not required if secondary match fields are populated (i.e., OrgCode; FirstName; LastName; StateID). If a numeric value is contained in this field, left-pad zeros so all numeric values are 12 characters on import.	Example: 1234567890123
2	B	Organization Code	OrgCode	Required on Import	Organization tied to the Reporting Groups. If no reporting groups are tied to the student this will be the student organization.  Org must be a valid organization participating in the administration to which the file is being loaded.  Example: 1111-22-333
3	C	Reporting Group Name	ReportingGroup	Required on Import Group will be created if it does not already exist. NOTE: Do not allow Reporting groups with a ":" to be loaded.	Example: Reporting Group 1
4	D	Student First Name	FirstName	Required if Student Identifier is not populated.	Used for secondary demographic match if Student Identifier not available.
5	E	Student Last Name	LastName	Required if Student Identifier is not populated.	Used for secondary demographic match if Student Identifier not available.
6	F	Student Middle Name	MiddleName		Informational only, No updates.
7	G	Date of Birth	DoB	Formatted as: YYYY-MM-DD	Informational only, No updates.
8	H	Gender	Gender		Informational only, No updates.  Example: M
9	I	State Student ID	StateID	Required if Student Identifier is not populated.	Used for secondary demographic match if Student Identifier not available.
10	J	Student Registration Grade	ActualGrade	Do not include leading zero.	Informational only, No updates.  Example: 3
11	K	User Name	UserName	Multiple users will be separated by colons.	User (teacher) to be assigned to this student's reporting group.
12	L	Delete Indicator	Delete	Valid values are D or blank.	"D" indicates that the student should be removed from the reporting group; does not remove users or the group itself.