**Roster import file definitions**

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| **Column Header** | **Required** | **Description** | **Data type** |
| SourceStateIdentifier | Y | State identifier for the state, district, or school providing the change file. This will be used to validate that the entity has rights to request the change. | AlphanumericFor state it will be the state code (i.e., SC, ID, ND, etc).  |
| StudentId | Y | State provided student id | Alphanumeric |
| AlternateStudentID | N | State or Cognia-provided alternate student id (access code), if applicable. Leave blank if state uses StudentId for login. | Alphanumeric |
| ExistingSchoolStateIdentifier | N | School state identifier for the school where the student is (or was) enrolled. | AlphanumericThis should match the formatting in Salesforce/eProve – a combination of district and school code |
| NewSchoolStateIdentifier | Y | School state identifier for the school where the student will be enrolled. | AlphanumericThis should match the formatting in Salesforce/eProve – a combination of district and school code |
| LastName | Y | Student last name | Alphanumeric |
| FirstName | Y | Student first name | Alphanumeric |
| MiddleName | N | Student middle name | Alphanumeric |
| BirthDate | Y | Student birth date | Date format: (MM/DD/YYYY) |
| Grade | Y | Student grade | Valid values:PK; KG; 01; 02; 03; 04; 05; 06; 07; 08; 09; 10;11; 12 |
| Gender | N | Student gender | Valid values:M FN (for not reported) |
| Active | Y |  | Valid values:YN |
| PrimaryLanguage | N |  | Valid values:EnglishOther |
| AmericanIndianOrAlaskaNative | N |  | Valid values:YN |
| Asian | N |  | Valid values:YN |
| BlackOrAfricanAmerican | N |  | Valid values:YN |
| NativeHawaiianOrOtherPacificIslander | N |  | Valid values:YN |
| White | N |  | Valid values:YN |
| DemographicRaceTwoOrMoreRaces | N |  | Valid values:YN |
| HispanicOrLatinoEthnicity | N |  | Valid values:YN |
| Bilingual | N |  | Valid values:YN |
| SpecialEdIEP | N |  | Valid values:YN |
| Plan504 | N |  | Valid values:YN |
| ELL | N | English language learner | Valid values:YN |
| Migrant | N |  | Valid values:YN |
| SES | N | Free/reduced lunch | Valid values:YN |
| Title1Math | N |  | Valid values:YN |
| Title1Eng | N |  | Valid values:YN |
| Magnification | N |  | Valid values:YN |
| ReadAloud | N |  | Valid values:YN |
| ColorContrast | N |  | Valid values:YN |
| Foster | N |  | Valid values:YN |
| Homeless | N |  | Valid values:YN |
| Military | N |  | Valid values:YN |

**Validation Rules**

1. File validation
	1. The file is Excel (xsl/xslx) or csv.
	2. All columns exist and are in the correct order
2. Data validation
	1. Columns have correct lookup values (see table above)
	2. School state identifiers correctly map to a school in eProve under correct state
3. Business rule validation
 a. For **North Dakota**, only the state may submit roster changes

b. For **South Carolina**, only Districts (delegates) may submit roster changes

c. For **Idaho**, only school principals or district (delegates) may submit roster changes

d. For school transfers, the requesting institution (district) must be a parent of either the

 school being transferred from or to

1. No roster changes are allowed after a student submits a survey
2. student id must be numeric (no alpha characters)

**Changing a Student’s Record**

1. To **add a new student**, enter the required data in the row for that student’s record and make sure the “Active” column is set to “Y”
2. To **change a student’s school**, enter the existing (old) and new school ID for the student and other required data in the row for that student’s record and make sure the “Active” column is set to “Y”
3. To **change other demographic information for a student** (grade, etc.), enter the correct data in the row for that student’s record and make sure the “Active” column is set to “Y”
4. To **remove a student from a roster completely**, enter the required data in the row for that student’s record and make sure the “Active” column is set to “N”