



Understanding the Student Upload File Format

The upload file is an Excel.CSV file with a heading row and data rows. The table below describes the columns in the upload file and the associated valid values.

Columns in the Student Upload file. Columns must be left justified.

Field Name	Description	Valid Values
DistrictID	ID for the district	Up to 6 numeric characters
DistrictName	Name of the District corresponding to the DistrictID	Up to characters associated with the DistrictName listed in the OAMS database
SchoolID	ID for the school	SchoolID that exist in the OAMS database
SchoolName	Name of the school that exist in the OAMS database	Alpha, numeric, or special characters.
TeacherName	Name of teacehrs listed in the OAMS database	Alpha, numeric, or special characters.
StudentLastName	Student's last name	Alpha, numeric, or special characters.
StudentFirstName	Student's first name	Alpha, numeric, or special characters.
StudentMiddleName	Student's middle name	Alpha, numeric, or special characters.
Birthdate	Day on which student was born. Format MUST be day then month and year	Date in format DD-MM-YYYY . Add leading zero for one digit numbers.
Grade	Student's enrolled grade.	One digit number for grades 1-6 and k for Kindergarten
Gender	Student's Gender	One of the following: m-Male f-Female
SPED	Classified as a Special Education Student under the Individuals with Disabilities Act (IDEA)	One of the following: x-Yes blank-No
ELL	Indicates student has a language other than English spoken in the home and qualifies for English language services.	One of the following: x-Yes blank-No

