

Amplify OneRoster Enrollment Portal: orgs.csv

The orgs.csv file contains information for the schools in your district. A header row is required for this file, and the Column Field Header must be in the header row for each of the required fields. Also, the Column Field Header must match the capitalization shown in the table below, or the file will not be processed.

Please note that the Amplify OneRoster Enrollment uses bulk upload, so all your schools must be included each time you import orgs.csv; any omitted schools will be removed from your enrollment when it is exported into Amplify systems.

The following terms and definitions will be useful as you familiarize yourself with your orgs.csv file.

- GUID - A Globally Unique Identifier is a randomly generated string of alphanumeric characters used by software programs to uniquely identify data objects
- GUID Reference - A reference to a GUID that already exists within this or another CSV file
- String - A sequence of characters (i.e., letters, numerals, symbols, spaces, and punctuation marks) with an end or limit
- Student Information System (SIS) - This is a system districts use to manage student and staff data. Generally, your SIS is the data source for rostering staff and students and registering them in applications.

| Required | Column Field Header | OneRoster Data Type | Description |
|----------|---------------------|---------------------|---|
| Yes | sourcedId | GUID | Unique ID for the school (256 characters or less), which may be provided by your SIS. sourcedId is used in other files, and it must be unique across the organization. |
| No | status | Enumeration | Cannot be used with bulk uploads, as all organizations within the file are considered active. Values other than [null] will be ignored. |
| No | dateLastModified | DateTime | Cannot be used with bulk uploads. Values other than [null] will be ignored. |
| Yes | name | String | The unique school name. |
| Yes | type | String | The organization type, which should be school for all entries. |
| Yes | identifier | String | The primary institution ID for the school that is unique within the district. This may be known as a building code, campus code, or institution ID. |
| No | parentSourcedId | GUID Reference | Even though this is not a required field, it may be useful for admins who handle more than one district's OneRoster CSV files. This should be the sourcedId for the district. |