

Structured CSV Enrollment: Roster.csv

To fill out the roster.csv file, you'll need the information you've filled in for the sections, teachers, and students in their respective CSV files. You'll then use this information to connect the teachers and students to their class sections. This file should not contain any personal information on staff or students; it is focused entirely on connecting teachers and students to class sections.

The following terms and definitions will be useful as you familiarize yourself with CSV enrollment.

- Alphanumeric - This is a value consisting of or using both letters and numerals.
- GUID - Globally Unique Identifier (also commonly known as a UUID) is a randomly generated string of 32 alphanumeric characters, separated into specifically sized chunks (8 characters -4-4-4-12), used by software programs to uniquely identify data objects. For example, 83d53002-340a-449a-b753-b0e3e2bb6510.
- NCES - National Center for Education Statistics
- Optional - indicates a data type that is not required in the CSV file
- Requested - indicates that a value is necessary in the CSV file to store useful information but not required to complete enrollment (e.g., a student_sis_id is useful for reporting scores back to the SIS)
- Required - indicates that a valid value is necessary in the CSV file (i.e., if this information is missing or incorrect, enrollment cannot be completed)
- String - This is 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 in curriculum applications and registering them in courses.

The Accepted Values column in this table shows the format or provides the range of values for each spreadsheet column. In the Description column, *italic type* indicates a sample value.

| Data Requirement | Column Header | Data Type | Accepted Value | Description |
|------------------|---------------|-------------|--|---|
| Required | user_guid | GUID | 36 characters | A universally unique identifier (UUID) for the staff member or student <i>241e404c-4b6d-4109-bcac-0c066c326b39, 608f8fb8-e8ab-44f1-8281-5242f61386ee</i> |
| Required | section_guid | GUID | 36 characters | A universally unique identifier (UUID) for the section (e.g., <i>241e404c-4b6d-4109-bcac-0c066c326b39, 608f8fb8-e8ab-44f1-8281-5242f61386ee</i>) |
| Required | start_date | Date format | W3C format: yyyyddmm Preferred format: mm/dd/yyyy | Start date for roster (e.g., <i>20200801, 08/01/2020</i>) |

| Data Requirement | Column Header | Data Type | Accepted Value | Description |
|------------------|---------------|--------------|--|--|
| Optional | end_date | Date format | W3C format: yyyymmdd Preferred format: mm/dd/yyyy | End date for roster(e.g., 20210630, 06/30/2021) |
| Required | status | string | ACTIVE DELETED | This describes the status of the rostered staff member or student in relation to the section |
| Required | type | alphanumeric | teacher student | The type of enrollment record |