

# Structured CSV Enrollment: Teacher.csv

The following table describes the information that displays in each column of the CSV spreadsheet for Districtadministrator.csv, Schooladministrator.csv, and Teacher.csv. These files focus on just the administrators or teachers who will use Amplify Curriculum or the educators who will need to access students' work in the Amplify Curriculum app. You'll only need the data related to the educators themselves, not their class rosters, for these files.

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	org_guid	GUID	36 characters	A universally unique identifier (UUID) for the organization (e.g., <i>241e404c-4b6d-4109-bcac-0c066c326b39, 608f8fb8-e8ab-44f1-8281-5242f61386ee</i> )
Requested	org_sis_id	string	1 to 75 characters	The Organization Identifier provided by your SIS (e.g., <i>01, sch6782348</i> )
Required	teacher_guid	GUID	36 characters	A universally unique identifier (UUID) for the teacher (e.g., <i>241e404c-4b6d-4109-bcac-0c066c326b39, 608f8fb8-e8ab-44f1-8281-5242f61386ee</i> )
Requested	teacher_sis_id	string	1 to 75 characters	The staff member's identifier provided by your SIS

Data Requirement	Column Header	Data Type	Accepted Value	Description
Required	email	string	A valid email address (e.g., name@district.edu)	The staff member's Google email address, which is required to provide the teacher access to the system
Required	first_name	string	1 to 75 characters	The staff member's first name
Optional	middle_name	string	1 to 75 characters	The staff member's middle name or initial
Required	last_name	string	1 to 75 characters	The staff member's last name
Optional	title	alphanumeric	1 to 255 characters	The staff member's title within your organization (e.g., <i>teacher, teaching specialist, instructional coach, administrator</i> )