

Simple CSV Enrollment: simple.csv

Amplify provides a [simple.csv template](#) that you can download and fill out with information for your participating schools, sections, staff, and students. For staff, our enrollment system has multiple roles depending on the type of access that staff members need. These roles are districtAdmin, schoolAdmin, and teacher. If you are unsure which role to assign to a staff member, please reach out to your Amplify E&L representative with any questions.

Complete all the required fields and then submit the file [via Egnyte](#). You may wish to save a copy of the blank template so that you can later use it to submit updates to your roster.

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.
- **CSV** - Comma-separated values is a format of spreadsheet that uses commas to separate the different fields of the plain text file.
- **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)
- **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.
- **String** - This is a sequence of characters (i.e., letters, numerals, symbols, spaces, and punctuation marks) with an end or limit.

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

| Data Requirement | Column Header | Data Type | Accepted Value | Description |
|------------------|----------------|--------------|--------------------------|--|
| Required | action | Alphanumeric | ADD REMOVE DELETE | Specify the enrollment action you wish to make: <ul style="list-style-type: none">• ADD: Add a student or teacher to a class.• REMOVE: Remove the student or teacher from the class.• DELETE: Delete the student or teacher from the system entirely. |
| Requested | org_sis_id | String | 1 to 75 character SIS ID | The Organization Identifier provided by your SIS (e.g., <i>01, sch6782348</i>) |
| Required | school | String | School name | A school name; this name must be unique within a district (e.g., <i>Example School, Example School of Math and Science</i>) |
| Requested | section_sis_id | String | 1 to 75 character SIS ID | The Unique Identifier assigned to this section by the originating SIS (e.g., <i>17, sec834</i>) |

| Data Requirement | Column Header | Data Type | Accepted Value | Description |
|------------------|----------------------|--------------|---|---|
| Required | section | String | Section name | A section name; this name must be unique within a school (e.g., <i>Einstein Science 5</i> , <i>ELA 6</i> , <i>Johnson 8</i>) |
| Required | section_grade_levels | String | Kindergarten 1–12 If multiple grades, use double quotes and commas (e.g., "Kindergarten,1,2") | All the grade levels associated with the class section |
| Requested | student_grade_levels | String | Kindergarten 1–12 If multiple grades, use double quotes and commas (e.g., "Kindergarten,1,2") | The officially enrolled grade level for the student, as well as any grades for the class sections that the student is enrolled in |
| Required | role | Alphanumeric | district administrator school administrator teacher student | The type of enrollment record |
| Requested | user_sis_id | String | 1 to 75 character SIS ID | The user's identifier provided by the SIS (e.g., <i>S1, 52641, student-0002</i>) |
| Required | first_name | String | 1 to 75 characters | The teacher or student's first name |
| Required | last_name | String | 1 to 75 characters | The teacher or student's last name |
| Required | email | String | A valid email address (e.g., name@district.edu) | The teacher or student's email address (must be unique) |
| Optional | is_sis_managed | Alphanumeric | TRUE FALSE blank (if left blank, it is set to TRUE by default) | Leave this field blank unless instructed otherwise by your Amplify E&L Contact. <ul style="list-style-type: none"> TRUE if managed by a third party such as Clever FALSE if the section is managed by Amplify |

For teachers who oversee more than one section, you must enter their records multiple times, once for each section they teach. This also applies to students who are enrolled in multiple sections.