

# Preparing a File for Single-School Import: Ohio Tips and Examples

## Get the Latest Template File

Click **Download File Template** under “Single-School File” to download a file that you can open in your spreadsheet program. Then, follow the guidelines below. **Each school’s data must be in a separate file.**

**Single-School File** - Single school import of students  
A simple import of students, teachers, courses, and classes for

**Download the template or reuse the template you**

[↓ Download File Template \(CSV\)](#)

## Start with the Header

First, you need a header row that uses codes for each piece of data the file will include. You’ll find the codes in the tables on pages 3–4. Each column heading must use a different code, and only one header row is allowed per file. In the example below, the file will include student state IDs, student first and last names, student grades, student genders, teacher first and last names, teacher email addresses, teacher genders, course names, and class names.

	A	B	C	D	E	F	G	H	I	J	K	L
1	SSTATEID	SFIRST	SLAST	SGRADE	SGENDER	SAGE	TFIRST	TLAST	TEMAIL	TGENDER	COURSE	CLASS

Notice that one code in the example, SAGE, isn’t in the tables in this document. If your file includes some data that Renaissance software won’t import (such as student age in this example), enter your own code for that column header, and then as you import, tell the software to ignore the column.

Some information is required:

- ▶ **If you import students:** first and last name and student state ID
- ▶ **If you import teacher information:** first and last name **and** email address
- ▶ **If you import classes and courses:** course name and class name

Some information that is not required may be important to include:

- ▶ Grades are needed for Star testing. If you include student grades, make sure that the grades are correct for the school year that you select when importing.
- ▶ If Renaissance is integrated with Houghton Mifflin Harcourt or other products, we strongly recommend including course IDs and class IDs.
- ▶ If you use Schoolzilla or Schoolzilla Starter, students’ grades, gender, race, and certain student characteristics can be helpful when you filter and sort information—see the notes in the Student Information Codes table on page 3.

## Enter the Records in the Rows

Each row after the header row is a record of information. Each record may include a student, a teacher/staff member, and/or a class and course. Combinations may include:

- ▶ 1 student
- ▶ 1 personnel member (such as a teacher)

- ▶ 1 student + 1 class (enrolls student in the class)
- ▶ 1 teacher + 1 class (assigns the teacher to that class)
- ▶ 1 student + 1 teacher + 1 class (enrolls student in the class specified and assigns the teacher to the class)
- ▶ 1 student + 1 teacher (creates a student record and a teacher record, but without a class, the two records are not linked in any way)

Each row must have the same number of items in it, **in the same order as the header row**. To leave some information blank, leave a blank cell in your spreadsheet program or include extra comma/tab delimiters, but be careful **not** to leave extra delimiters at the end of a row. Remove duplicate rows; Renaissance software will ignore them if they are left in the file.

In this example, some students and teachers will be imported with classes, and others will be imported without other data:

	A	B	C	D	E	F	G	H	I	J	K	L
1	SSTATEID	SFIRST	SLAST	SGRADE	SGENDER	SAGE	TFIRST	TLAST	TEMAIL	TGENDER	COURSE	CLASS
2	SB8662739	Kyra	Barrera	1	F	6	John	Cantu	jcantu@schoolemail.com	M	Reading	Grade 1 Reading
3	LJ6798621	Colt	Pollard	2	M	7	Hanae	Steele	hsteele@schoolemail.com	F	Math	Grade 2 Math, Steele
4	VO7372115	Alan	Parker	2	M	7						
5							Patrick	Sutton	psutton@schoolemail.com	M		
6	PQ1627632	Sally	Evans	1	F	6					Reading	Story Share
7							Julia	Sawyer	jsawyer@schoolemail.com	F	Math	Grade 3 Math
8	BX7232762	Melissa	Rhodes	1	F	6	Josh	Mason	jmason@schoolemail.com	M		

- ▶ **Kyra Barrerra** (student) in row 2 will be imported along with her class (Grade 1 Reading), its course (Reading), and its teacher (**John Cantu**). Kyra will be enrolled in the class, and Mr. Cantu will be assigned to it.
- ▶ **Colt Pollard** (student) in row 3 will also be imported with his class (Grade 2 Math, Steele), its course (Math), and its teacher (**Hanae Steele**). Colt will be enrolled in the class, and Ms. Steele will be assigned to it.
- ▶ **Alan Parker** (student) in row 4 will be imported with no class enrollment.
- ▶ **Patrick Sutton** (teacher) in row 5 will be imported with no assigned class.
- ▶ **Sally Evans** (student) in row 6 will be imported and enrolled in the Story Share class in the Reading course. That class has no teacher assigned unless another row with the same class and course specifies a teacher.
- ▶ **Julia Sawyer** (teacher) in row 7 will be imported and assigned to the Grade 3 Math class in the Math course. This row specifies no student for the class.
- ▶ In row 8, **Melissa Rhodes** (student) and **Josh Mason** (teacher) will be imported. Their records will not be linked in any way since no class is specified.

## For More Detailed Information

The following pages specify the types of data you can import, the header codes to use, which data is required, and other specifications for each type of data. You can also find more detailed information in the help page [Requirements for Preparing Files for Single-School Import](#).

## Student Information Codes

Header Codes	Data Type	Required?	Maximum Length	Format	Comment or Codes (if used)																																																												
SSTATEID	Student State ID	Yes	50	character or numeric	State ID must follow this format: two letters followed by seven numbers (AA0000000–ZZ9999999)																																																												
SID	ID	No*	20	character or numeric	This is the student's local ID at your school, not the state ID. If this is not in the file, the user name is used; if that ID is already taken, a number is added to the user name to make a unique ID. *Not required but recommended.																																																												
SFIRST	First Name	Yes	35	character	–																																																												
SMIDDLE	Middle Name	No	35	character	–																																																												
SLAST	Last Name	Yes	35	character	–																																																												
SGRADE	Grade	No* (*required for Star tests, helpful for Schoolzilla Starter)	5	character or numeric	<table border="1"> <thead> <tr> <th>Code</th> <th>Grade</th> <th>Code</th> <th>Grade</th> <th>Code</th> <th>Grade</th> </tr> </thead> <tbody> <tr> <td>Pre-K</td> <td>Pre-Kindergarten</td> <td>4</td> <td>Grade 4</td> <td>9</td> <td>Grade 9</td> </tr> <tr> <td>K</td> <td>Kindergarten</td> <td>5</td> <td>Grade 5</td> <td>10</td> <td>Grade 10</td> </tr> <tr> <td>1</td> <td>Grade 1</td> <td>6</td> <td>Grade 6</td> <td>11</td> <td>Grade 11</td> </tr> <tr> <td>2</td> <td>Grade 2</td> <td>7</td> <td>Grade 7</td> <td>12</td> <td>Grade 12</td> </tr> <tr> <td>3</td> <td>Grade 3</td> <td>8</td> <td>Grade 8</td> <td>12+</td> <td>Greater than 12</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Other</td> <td>Other</td> </tr> </tbody> </table>	Code	Grade	Code	Grade	Code	Grade	Pre-K	Pre-Kindergarten	4	Grade 4	9	Grade 9	K	Kindergarten	5	Grade 5	10	Grade 10	1	Grade 1	6	Grade 6	11	Grade 11	2	Grade 2	7	Grade 7	12	Grade 12	3	Grade 3	8	Grade 8	12+	Greater than 12					Other	Other																		
					Code	Grade	Code	Grade	Code	Grade																																																							
Pre-K	Pre-Kindergarten	4	Grade 4	9	Grade 9																																																												
K	Kindergarten	5	Grade 5	10	Grade 10																																																												
1	Grade 1	6	Grade 6	11	Grade 11																																																												
2	Grade 2	7	Grade 7	12	Grade 12																																																												
3	Grade 3	8	Grade 8	12+	Greater than 12																																																												
				Other	Other																																																												
SGENDER	Gender	No* (*helpful for Schoolzilla Starter)	1	character	<table border="1"> <thead> <tr> <th>Code</th> <th>Gender</th> </tr> </thead> <tbody> <tr> <td>M</td> <td>Male</td> </tr> <tr> <td>F</td> <td>Female</td> </tr> <tr> <td>U</td> <td>Unassigned (default if not specified)</td> </tr> </tbody> </table>	Code	Gender	M	Male	F	Female	U	Unassigned (default if not specified)																																																				
					Code	Gender																																																											
M	Male																																																																
F	Female																																																																
U	Unassigned (default if not specified)																																																																
SBIRTHDAY	Birth Date	No	10	mm/dd/yyyy	–																																																												
SRACE	Ethnicity	No* (*helpful for Schoolzilla Starter)	1	character	<table border="1"> <thead> <tr> <th>Code</th> <th>Ethnicity</th> <th>Code</th> <th>Ethnicity</th> <th>Code</th> <th>Ethnicity</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>American Indian or Alaskan Native</td> <td>H</td> <td>Hispanic</td> <td>C</td> <td>White</td> </tr> <tr> <td>A</td> <td>Asian</td> <td>M</td> <td>Mixed</td> <td></td> <td>None Specified (blank)</td> </tr> <tr> <td>B</td> <td>Black</td> <td>P</td> <td>Hawaiian or Pacific Islander</td> <td></td> <td></td> </tr> </tbody> </table>	Code	Ethnicity	Code	Ethnicity	Code	Ethnicity	I	American Indian or Alaskan Native	H	Hispanic	C	White	A	Asian	M	Mixed		None Specified (blank)	B	Black	P	Hawaiian or Pacific Islander																																						
					Code	Ethnicity	Code	Ethnicity	Code	Ethnicity																																																							
I	American Indian or Alaskan Native	H	Hispanic	C	White																																																												
A	Asian	M	Mixed		None Specified (blank)																																																												
B	Black	P	Hawaiian or Pacific Islander																																																														
SLANGUAGE	Language	No	3	character	<table border="1"> <thead> <tr> <th>Code</th> <th>Language</th> <th>Code</th> <th>Language</th> <th>Code</th> <th>Language</th> </tr> </thead> <tbody> <tr> <td>ARA</td> <td>Arabic</td> <td>HMG</td> <td>Hmong</td> <td>POR</td> <td>Portuguese</td> </tr> <tr> <td>CAN</td> <td>Chinese: Cantonese</td> <td>JPN</td> <td>Japanese</td> <td>RUS</td> <td>Russian</td> </tr> <tr> <td>MND</td> <td>Chinese: Mandarin</td> <td>CAM</td> <td>Khmer</td> <td>SCC</td> <td>Serbo-Croatian</td> </tr> <tr> <td>CHI</td> <td>Chinese: Unspecified</td> <td>KOR</td> <td>Korean</td> <td>SOM</td> <td>Somali</td> </tr> <tr> <td>ENG</td> <td>English</td> <td>LAO</td> <td>Lao</td> <td>SPA</td> <td>Spanish</td> </tr> <tr> <td>FRE</td> <td>French</td> <td>MAY</td> <td>Malay</td> <td>TAG</td> <td>Tagalog or Filipino</td> </tr> <tr> <td>GER</td> <td>German</td> <td>NAV</td> <td>Navajo</td> <td>URD</td> <td>Urdu</td> </tr> <tr> <td>GUJ</td> <td>Gujarati</td> <td>OTH</td> <td>Other</td> <td>VIE</td> <td>Vietnamese</td> </tr> <tr> <td>CRP</td> <td>Haitian Creole</td> <td>POL</td> <td>Polish</td> <td></td> <td>None Specified (blank)</td> </tr> </tbody> </table>	Code	Language	Code	Language	Code	Language	ARA	Arabic	HMG	Hmong	POR	Portuguese	CAN	Chinese: Cantonese	JPN	Japanese	RUS	Russian	MND	Chinese: Mandarin	CAM	Khmer	SCC	Serbo-Croatian	CHI	Chinese: Unspecified	KOR	Korean	SOM	Somali	ENG	English	LAO	Lao	SPA	Spanish	FRE	French	MAY	Malay	TAG	Tagalog or Filipino	GER	German	NAV	Navajo	URD	Urdu	GUJ	Gujarati	OTH	Other	VIE	Vietnamese	CRP	Haitian Creole	POL	Polish		None Specified (blank)
					Code	Language	Code	Language	Code	Language																																																							
ARA	Arabic	HMG	Hmong	POR	Portuguese																																																												
CAN	Chinese: Cantonese	JPN	Japanese	RUS	Russian																																																												
MND	Chinese: Mandarin	CAM	Khmer	SCC	Serbo-Croatian																																																												
CHI	Chinese: Unspecified	KOR	Korean	SOM	Somali																																																												
ENG	English	LAO	Lao	SPA	Spanish																																																												
FRE	French	MAY	Malay	TAG	Tagalog or Filipino																																																												
GER	German	NAV	Navajo	URD	Urdu																																																												
GUJ	Gujarati	OTH	Other	VIE	Vietnamese																																																												
CRP	Haitian Creole	POL	Polish		None Specified (blank)																																																												
SCHARACTERISTICS	Characteristics	No* (*blue items to the right helpful for Schoolzilla Starter reporting)	755	dash (-) separated character string	<table border="1"> <thead> <tr> <th>Code</th> <th>Characteristic</th> <th>Code</th> <th>Characteristic</th> <th>Code</th> <th>Characteristic</th> </tr> </thead> <tbody> <tr> <td><b>ADA</b></td> <td><b>Americans with Disabilities (ADA)</b></td> <td>GT</td> <td>Gifted/Talented</td> <td><b>PD</b></td> <td><b>Physically Disabled</b></td> </tr> <tr> <td>AR</td> <td>At-Risk Students</td> <td><b>LD</b></td> <td><b>Learning Disabled</b></td> <td><b>RL</b></td> <td><b>Reduced-Price Lunch Program</b></td> </tr> <tr> <td>BIL</td> <td>Bilingual Education</td> <td><b>LEP</b></td> <td><b>Limited English Proficiency (LEP)</b></td> <td><b>SE</b></td> <td><b>Special Education</b></td> </tr> <tr> <td><b>DL</b></td> <td><b>Dyslexic</b></td> <td><b>MG</b></td> <td><b>Migrant</b></td> <td>T1</td> <td>Title I</td> </tr> <tr> <td>ESL</td> <td>English as a Second Language (ESL)</td> <td>NA</td> <td>Non-Resident Alien</td> <td></td> <td></td> </tr> <tr> <td><b>FL</b></td> <td><b>Free Lunch</b></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Code	Characteristic	Code	Characteristic	Code	Characteristic	<b>ADA</b>	<b>Americans with Disabilities (ADA)</b>	GT	Gifted/Talented	<b>PD</b>	<b>Physically Disabled</b>	AR	At-Risk Students	<b>LD</b>	<b>Learning Disabled</b>	<b>RL</b>	<b>Reduced-Price Lunch Program</b>	BIL	Bilingual Education	<b>LEP</b>	<b>Limited English Proficiency (LEP)</b>	<b>SE</b>	<b>Special Education</b>	<b>DL</b>	<b>Dyslexic</b>	<b>MG</b>	<b>Migrant</b>	T1	Title I	ESL	English as a Second Language (ESL)	NA	Non-Resident Alien			<b>FL</b>	<b>Free Lunch</b>																						
					Code	Characteristic	Code	Characteristic	Code	Characteristic																																																							
<b>ADA</b>	<b>Americans with Disabilities (ADA)</b>	GT	Gifted/Talented	<b>PD</b>	<b>Physically Disabled</b>																																																												
AR	At-Risk Students	<b>LD</b>	<b>Learning Disabled</b>	<b>RL</b>	<b>Reduced-Price Lunch Program</b>																																																												
BIL	Bilingual Education	<b>LEP</b>	<b>Limited English Proficiency (LEP)</b>	<b>SE</b>	<b>Special Education</b>																																																												
<b>DL</b>	<b>Dyslexic</b>	<b>MG</b>	<b>Migrant</b>	T1	Title I																																																												
ESL	English as a Second Language (ESL)	NA	Non-Resident Alien																																																														
<b>FL</b>	<b>Free Lunch</b>																																																																
SUSERNAME	User Name	No*	50	character or numeric	If this is not in the file, a user name is generated using the student's first initial and the first four letters of the last name (e.g., jsmit for Jane Smith). If that user name is already used, a number is added (e.g. jsmit2). *Not required but recommended. Student user name can't be the same as the student password.																																																												
SPASSWORD	Password	No*	20	case sensitive character or numeric**	If passwords are not in the file, all students will be given the same default password: abc. *Not required but recommended. ** Renaissance student password requirements: 2-character minimum, uppercase, lowercase, number, special character (!#\$%&_+=+<>*). Student password cannot be exactly the same as the student user name or it will need to be changed when the student is edited.																																																												

## Personnel Information Codes

Header Codes	Data Type	Required?	Maximum Length	Format	Comment or Codes (if used)
TID	ID	No	20	character or numeric	If this is not in the file, the person's user name is used for the ID.
TSTATEID	Personnel State ID	No	50	character or numeric	—
TFIRST	First Name	Yes	35	character	—
TMIDDLE	Middle Name	No	35	character	—
TLAST	Last Name	Yes	35	character	—
TEMAIL	Email Address	Yes	255	character or numeric	Teacher emails must be unique for each user on the site.
TGENDER	Gender	No	1	character	<b>Code</b> <b>Gender</b>
					M    Male
					F    Female
TPOSITION	Position	No	1	character or numeric	<b>Code</b> <b>Position</b>
					T    Teacher
					P    School Level Administrator (such as Principal)
TUSERNAME	User Name	No	50	character or numeric	If this is not in the file, a user name is automatically generated using the person's first initial and entire last name (e.g., rjones for Robert Jones). If that user name is already used, a number is added (e.g. rjones2 for Rita Jones). Personnel user name cannot be exactly the same as the personnel password.
					TPASSWORD

## Class Information Codes

Header Codes	Data Type	Required?	Maximum Length	Format	Codes (if used)			
COURSEID	ID	No	256	character or numeric	—			
COURSE	Course Name	Yes	100	character or numeric	—			
CLASSID	ID	No	256	character or numeric	—			
CLASS	Class Name or Section Number	No	50	character or numeric	—			
SUBJECT	Subject	No	6	character	<b>Code</b>	<b>Subject</b>	<b>Code</b>	<b>Subject</b>
					ART ENG Health RE/WR Math Other	Arts English Health Language Arts Mathematics Other	RDG SCI SE SOC WR	Reading Science Special Education Social Studies Writing

**RENAISSANCE**<sup>®</sup>