

Format of the Tab Delimited Files for Importing in to ESGI

1. Files must be in **text format**
2. Files must consist of **columns of data separated with tabulation symbol**. (tab delimited txt file)
3. The **first line must contain the exact column names**.
4. Every entry must be unique. If there is a teacher or student with more than one teacher ID or student ID, this will cause an error.
5. The files must contain only teachers that will use ESGI and their students. There should not be any extra entries.

Import Files Format: Exact column header and description

1. **Teachers.txt**
 - TchID – Teacher Unique ID (alpha – numeric)
 - SchCode – School Unique ID (alpha – numeric)
 - TchFN – Teacher Firstname
 - TchLN – Teacher Lastname
 - Email – Teacher Email
 - UserName – Teacher Login
2. **Students.txt**
 - StuID – Student Unique ID (alpha – numeric)
 - FirstName – Student Firstname
 - LastName – Student Lastname
 - Gender – Gender.
 - HomeLang – Student Home Language
3. **Rostering.txt**
 - StuID – Student Unique ID (alpha – numeric)
 - TchID – Teacher Unique ID (alpha – numeric)
 - SchCode – School Unique ID (alpha – numeric)
 - Grade – Grade Level

Data Format:

Teachers.txt:

Column Name	Is Required	Max Length	Expected Values
TchID	Y	50	Any String
SchCode	Y	50	Any String
TchFN	Y	128	Any String
TchLN	Y	128	Any String
Email	Y	128	Any String
UserName	Not required	50	Any String

Students.txt:

Column Name	Is Required	Max Length	Expected Values
StuID	Y	50	Any String
FirstName	Y	50	Any String
LastName	Y	50	Any String
Gender	Y	1	M or F
HomeLang	Y	50	English, Spanish, or Other

****NOTE – the grade levels must be the exact numbers indicated below.** No other value will work.

Rostering.txt:

Column Name	Is Required	Max Length	Expected Values	
StuID	Y	50	Any String	
TchID	Y	50	Any String	
SchCode	Y	50	Any String	
Grade	Y	4	<u>Grade</u>	<u>Import Value</u>
			First	1
			K	0
			TK	99
			Pre-K	-1
			Pre-K(4)	-2
			Pre-K(3)	-3