



Registration Import Guidelines

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Registration Import 1

Registration Import

Used with external registration systems. **Notes:**

- The file should be named enrollment.csv.
- Headers are required, though the column names can be anything, the data should be in the order listed below.
- New and returning students are loaded.
 - New students should have a student ID that begins with an alphabetic (this is determined by the third-party vendor and is used in the export process to identify the students).
 - Returning students should have a record in ASCENDER (Student ID, Campus, Entry Date, School Year, SSN and DOB should match ASCENDER table data). The returning student should be active for the current school year.
 - The program accepts Social Security Numbers that begin with "S".
- Errors:
 - If a returning student does not have matching data in the fields listed above, the student will not be added in the import.
 - Students should have an active code of 1 and a status code of less than 4 in the campus for the current school year.

| | | |
|---------------------------|--|--|
| Student ID | 6 char for existing students; longer for new | Student ID. |
| School Year | 4 char | School Year. |
| Campus | 3 char | Campus ID. |
| Date Entry | YYYYMMDD (8 Char) | Entry Date. |
| Social Security Number | 999999999 (9 Char) | State Student ID. Accepts the "S" State Student ID numbers. |
| Last Name | 25 char | Last Name. |
| First Name | 17 char | First Name. |
| Middle Name | 14 char | Middle Name. |
| Gen Code | Valid values from ET_C012_ GEN table (1 char) | Generation. |
| Street Nbr | 6 char | Street Number. |
| Street Direction | 2 char | Street Direction. |
| Street Name | 19 char | Street Name. |
| Apt Number | 7 char | Apartment Number. |
| City | 17 char | City. |
| State | 2 char | State. |
| ZIP Code | 5 char | ZIP Code. |
| ZIP Code+4 | 4 char | ZIP Code Plus Four. |
| Date of Birth | YYYYMMDD (8 Char) | Date of Birth. |
| Sex | 1 char (M or F) | Sex. |
| Physical Street Nbr | 6 char | Street Number. |
| Physical Street Direction | 2 char | Street Direction. |
| Physical Street Name | 19 char | Street Name. |
| Physical Apt Nbr | 7 char | Apartment Number. |
| Physical City | 17 char | City. |

Interfaces

| | | |
|---------------------------------|---|---------------------------|
| Physical ZIP Code | 5 char | ZIP Code. |
| Physical ZIP Code+4 | 4 char | ZIP Code Plus Four. |
| Student Home AC | 3 char | Student Phone Area Code. |
| Student Home Phone Nbr | 7 char (no hyphen) | Phone Number. |
| Ethnicity Hispanic | Y or N | Hispanic. |
| Race Black | Y or N | African American. |
| Race White | Y or N | White. |
| Race Pacific Islander | Y or N | Pacific Islander. |
| Race Am. Ind/Alaskan | Y or N | Native American/Alaskan. |
| Race Asian | Y or N | Asian. |
| Student Previous District Name | 13 char | Previous District. |
| Student Previous Campus Name | 34 char | Previous Campus. |
| Student Birth State | | . |
| Student Birth City | | . |
| Contact1 Last Name | 25 char | Last Name. |
| Contact1 First Name | 17 char | First Name. |
| Contact1 Middle Name | 14 char | Middle Name. |
| Contact1 Generation CODE | Valid values from ET_C012_ Generationtable 1 char | Generation. |
| Contact1 Relationship 1 | 2 char | Relationship. |
| Contact1 Primary Flag | 1 char | Primary Contact. |
| Contact1 Emergency Flag | 1 char | Emergency Contact. |
| Contact1 Migrant Flag | 1 char | Migrant. |
| Contact1 Street Nbr | 6 char | Street Number. |
| Contact1 Street Name | 19 char | Street Name. |
| Contact1 Apt Nbr | 7 char | Apartment Number. |
| Contact1 City | 17 char | City. |
| Contact1 State | 2 char | State. |
| Contact1 ZIP Code | 5 char | ZIP. |
| Contact1 ZIP Code+4 | 4 char | ZIP Plus Four. |
| Contact1 Home Phone AC | 3 char | Phone Area Code. |
| Contact1 Home Phone Nbr | 7 char (no hyphens) | Phone Number. |
| Contact1 Work Phone AC | 3 char | Phone Area Code. |
| Contact1 Work Phone Nbr | 7 char | Phone Number. |
| Contact1 Work Phone EXT | 4 char | Business Phone Extension. |
| Contact1 Cell Area Code | 3 char | Cell Phone Area Code. |
| Contact1 Cell Phone Nbr | 7 char (no hyphens) | Cell Phone Number. |
| Contact1 Cell Phone EXT | 4 char | Cell Phone Extension. |
| Contact1 Occup | 25 char | Occupation. |
| Contact1 Email | 64 char | Email. |
| Contact1 Date of Birth | YYYYMMDD | Date of Birth. |
| Contact1 Social Security Number | 9 char (no hyphens) | Social Security Number. |
| CONT1 Mil Ind | 1 char | Military. |
| Contact1 Mil Branch | 1 char | Military Branch. |
| Contact1 Mil Rank | 5 char | Military Rank. |
| Contact1 Transport Ind | 1 char | Transportation. |

Interfaces

| | | |
|---------------------------------|---|---------------------------|
| Contact1 Veh Make | 15 char | Vehicle Make. |
| Contact1 Veh Model | 15 char | Vehicle Model. |
| Contact1 Veh Color | 10 char | Vehicle Color. |
| Contact1 Veh Lic | 8 char | License Plate Number. |
| Contact1 Veh Lic St | 2 char | License Plate State. |
| Contact1 Drv Lic Nbr | 21 char | Drivers License Number. |
| Contact1 Drv Lic St | 2 char | Drivers License State. |
| Contact1 Sch Yr | 4 char | School Year. |
| Contact1 Seq Nbr | Integer | Priority. |
| Contact1 Land CD | 2 char | Language. |
| Contact1 Cell Phn | 10 char | Cell Phone Number. |
| Contact1 Phn Pref | 1 char | Phone Preference. |
| Contact1 Rcv Mailouts | 1 char | Receives Mailouts. |
| Contact2 Last Name | 25 char | Last Name. |
| Contact2 First Name | 17 char | First Name. |
| Contact2 Middle Name | 14 char | Middle Name. |
| Contact2 Generation Code | Valid values from ET_C012_ Generationtable 1 char | Generation. |
| Contact2 Relationship 1 | 2 char | Relationship. |
| Contact2 Primary Flag | 1 char | Primary Contact. |
| Contact2 Emergency Flag | 1 char | Emergency Contact. |
| Contact2 Migrant Flag | 1 char | Migrant. |
| Contact2 Street Nbr | 6 char | Street Number. |
| Contact2 Street Name | 19 char | Street Name. |
| Contact2 Apt Nbr | 7 char | Apartment Number. |
| Contact2 City | 17 char | City. |
| Contact2 State | 2 char | State. |
| Contact2 ZIP Code | 5 char | ZIP Code. |
| Contact2 ZIP Code+4 | 4 char | ZIP Code Plus Four. |
| Contact2 Home Phone AC | 3 char | Phone Area Code. |
| Contact2 Home Phone Nbr | 7 char (no hyphens) | Phone Number. |
| Contact2 Work Phone AC | 3 char | Phone Area Code. |
| Contact2 Work Phone Nbr | 7 char | Phone Number. |
| Contact2 Work Phone Ext | 4 char | Business Phone Extension. |
| Contact2 Cell Area Code | 3 char | Cell Phone Area Code. |
| Contact2 Cell Phone Nbr | 7 char (no hyphens) | Cell Phone Number. |
| Contact2 Cell Phone Ext | 4 char | Cell Phone Extension. |
| Contact2 Occup | 25 char | Occupation. |
| Contact2 Email | 64 char | Email. |
| Contact2 Date of Birth | YYYYMMDD | Date of Birth. |
| Contact2 Social Security Number | 9 char (no hyphens) | Social Security Number. |
| Contact2 Mil Ind | 1 char | Military. |
| Contact2 Mil Branch | 1 char | Military Branch. |
| Contact2 Mil Rank | 5 char | Military Rank. |
| Contact2 Transport Ind | 1 char | Transportation. |
| Contact2 Veh Make | 15 char | Vehicle Make. |

Interfaces

| | | |
|---------------------------------|--|---------------------------|
| Contact2 Veh Model | 15 char | Vehicle Model. |
| Contact2 Veh Color | 10 char | Vehicle Color. |
| Contact2 Veh Lic | 8 char | License Plate Number. |
| Contact2 Veh Lic Str | 2 char | License Plate State. |
| Contact2 Drv Lic Nbr | 21 char | Drivers License Number. |
| Contact2 Drv Lic St | 2 char | Drivers License State. |
| Contact2 Sch Yr | 4 char | School Year. |
| Contact2 Seq Nbr | Integer | Priority. |
| Contact2 Lang CD | 2 char | Language. |
| Contact2 Cell Phn | 10 char | Cell Phone Number. |
| Contact2 Phn Pref | 1 char | Phone Preference. |
| Contact2 Rcv Mailouts | 1 char | Receives Mailouts. |
| Contact3 Last Name | 25 char | Last Name. |
| Contact3 First Name | 17 char | First Name. |
| Contact3 Middle Name | 14 char | Middle Name. |
| Contact3 Generation Code | Valid values from ET_C012_GEN table 1 char | Generation. |
| Contact3 Relationship 1 | 2 char | Relationship. |
| Contact3 Primary Flag | 1 char | Primary Contact. |
| Contact3 Emergency Flag | 1 char | Emergency Contact. |
| Contact3 Migrant Flag | 1 char | Migrant. |
| Contact3 Street Nbr | 6 char | Street Number. |
| Contact3 Street Name | 19 char | Street Name. |
| Contact3 Apt Nbr | 7 char | Apartment Number. |
| Contact3 City | 17 char | City. |
| Contact3 State | 2 char | State. |
| Contact3 ZIP Code | 5 char | ZIP Code. |
| Contact3 ZIP Code+4 | 4 char | ZIP CodePlus Four. |
| Contact3 Home Phone AC | 3 char | Phone Area Code. |
| Contact3 Home Phone Nbr | 7 char (no hyphens) | Phone Number. |
| Contact3 Work Phone AC | 3 char | Phone Area Code. |
| Contact3 Work Phone Nbr | 7 char | Phone Number. |
| Contact3 Work Phone Ext | 4 char | Business Phone Extension. |
| Contact3 Cell Area Code | 3 char | Cell Phone Area Code. |
| Contact3 Cell Phone Nbr | 7 char (no hyphens) | Cell Phone Number. |
| Contact3 Cell Phone Ext | 4 char | Cell Phone Extension. |
| Contact3 Occup | 25 char | Occupation. |
| Contact3 Email | 64 char | Email. |
| Contact3 Date of Birth | YYYYMMDD | Date of Birth. |
| Contact3 Social Security Number | 9 char (no hyphens) | Social Security Number. |
| Contact3 Mil Ind | 1 char | Military. |
| Contact3 Mil Branch | 1 char | Military Branch. |
| Contact3 Mil Rank | 5 char | Military Rank. |
| Contact3 Transport Ind | 1 char | Transportation. |
| Contact3 Veh Make | 15 char | Vehicle Make. |
| Contact3 Veh Model | 15 char | Vehicle Model. |

Interfaces

| | | |
|---------------------------------|---|---------------------------|
| Contact3 Veh Color | 10 char | Vehicle Color. |
| Contact3 Veh Lic | 8 char | License Plate Number. |
| Contact3 Veh Lic St | 2 char | License Plate State. |
| Contact3 Drv Lic Nbr | 21 char | Drivers License Number. |
| Contact3 Drv Lic St | 2 char | Drivers License State. |
| Contact3 Sch Yr | 4 char | School Year. |
| Contact3 Seq Nbr | Integer | Priority. |
| Contact3 Lang CD | 2 char | Language. |
| Contact3 Cell Phn | 10 char | Cell Phone Number. |
| Contact3 Phn Pref | 1 char | Phone Preference. |
| Contact3 Rcv Mailouts | 1 char | Receives Mailouts. |
| Contact4 Last Nam | 25 char | Last Name. |
| Contact4 First Name | 17 char | First Name. |
| Contact4 Middle Name | 14 char | Middle Name. |
| Contact4 Generation Code | Valid values from ET_C012_ Generationtable 1 char | Generation. |
| Contact4 Relationship 1 | 2 char | Relationship. |
| Contact4 Primary Flag | 1 char | Primary Contact. |
| Contact4 Emergency Flag | 1 char | Emergency Contact. |
| Contact4 Migrant Flag | 1 char | Migrant. |
| Contact4 Street Nbr | 6 char | Street Number. |
| Contact4 Street Name | 19 char | Street Name. |
| Contact4 Apt Nbr | 7 char | Apartment Number. |
| Contact4 City | 17 char | City. |
| Contact4 State | 2 char | State. |
| Contact4 ZIP Code | 5 char | ZIP Code. |
| Contact4 ZIP Code+4 | 4 char | ZIP Code Plus Four. |
| Contact4 Home Phone AC | 3 char | Phone Area Code. |
| Contact4 Home Phone Nbr | 7 char (no hyphens) | Phone Number. |
| Contact4 Work Phone AC | 3 char | Phone Area Code. |
| Contact4 Work Phone Nbr | 7 char | Phone Number. |
| Contact4 Work Phone EXT | 4 char | Business Phone Extension. |
| Contact4 Cell AC | 3 char | Cell Phone Area Code. |
| Contact4 Cell Phone Nbr | 7 char (no hyphens) | Cell Phone Number. |
| Contact4 Cell Phone EXT | 4 char | Cell Phone Extension. |
| Contact4 Occup | 25 char | Occupation. |
| Contact4 Email | 64 char | Email. |
| Contact4 Date of Birth | YYYYMMDD | Date of Birth. |
| Contact4 Social Security Number | 9 char (no hyphens) | Social Security Number. |
| Contact4 Mil Ind | 1 char | Military. |
| Contact4 Mil Branch | 1 char | Military Branch. |
| Contact4 Mil Rank | 5 char | Military Rank. |
| Contact4 Transport Ind | 1 char | Transportation. |
| Contact4 Veh Make | 15 char | Vehicle Make. |
| Contact4 Veh Model | 15 char | Vehicle Model. |
| Contact4 Veh Color | 10 char | Vehicle Color. |

Interfaces

| | | |
|---------------------------------|---|---------------------------|
| Contact4 Veh Lic | 8 char | License Plate Number. |
| Contact4 Veh Lic St | 2 char | License Plate State. |
| Contact4 Drv Lic Nbr | 21 char | Drivers License Number. |
| Contact4 Drv Lic St | 2 char | Drivers License State. |
| Contact4 Sch Yr | 4 char | School Year. |
| Contact4 Seq Nbr | Integer | Priority. |
| Contact4 Lang CD | 2 char | Language. |
| Contact4 Cell Phn | 10 char | Cell Phone Number. |
| Contact4 Phn Pref | 1 char | Phone Preference. |
| Contact4 Rcv Mailouts | 1 char | Receives Mailouts. |
| Contact5 Last Name | 25 char | Last Name. |
| Contact5 First Name | 17 char | First Name. |
| Contact5 Middle Name | 14 char | Middle Name. |
| Contact5 Generation Code | Valid values from ET_C012_ Generationtable 1 char | Generation. |
| Contact5 Relationship 1 | 2 char | Relationship. |
| Contact5 Primary Flag | 1 char | Primary Contact. |
| Contact5 Emergency Flag | 1 char | Emergency Contact. |
| Contact5 Migrant Flag | 1 char | Migrant. |
| Contact5 Street Nbr | 6 char | Street Number. |
| Contact5 Street Name | 19 char | Street Name. |
| Contact5 Apt Nbr | 7 char | Apartment Number. |
| Contact5 City | 17 char | City. |
| Contact5 State | 2 char | State. |
| Contact5 ZIP Code | 5 char | ZIP Code. |
| Contact5 ZIP Code+4 | 4 char | ZIP Code Plus Four. |
| Contact5 Home Phone AC | 3 char | Phone Area Code. |
| Contact5 Home Phone Nbr | 7 char (no hyphens) | Phone Number. |
| Contact5 Work Phone AC | 3 char | Phone Area Code. |
| Contact5 Work Phone Nbr | 7 char | Phone Number. |
| Contact5 Work Phone Ext | 4 char | Business Phone Extension. |
| Contact5 Cell Area Code | 3 char | Cell Phone Area Code. |
| Contact5 Cell Phone Nbr | 7 char (no hyphens) | Cell Phone Number. |
| Contact5 Cell Phone Ext | 4 char | Cell Phone Extension. |
| Contact5 Occup | 25 char | Occupation. |
| Contact5 Email | 64 char | Email. |
| Contact5 Date of Birth | YYYYMMDD | Date of Birth. |
| Contact5 Social Security Number | 9 char (no hyphens) | Social Security Number. |
| Contact5 Mil Ind | 1 char | Military. |
| Contact5 Mil Branch | 1 char | Military Branch. |
| Contact5 Mil Rank | 5 char | Military Rank. |
| Contact5 Transport Ind | 1 char | Transportation. |
| Contact5 Veh Make | 15 char | Vehicle Make. |
| Contact5 Veh Model | 15 char | Vehicle Model. |
| Contact5 Veh Color | 10 char | Vehicle Color. |
| Contact5 Veh Lic | 8 char | License Plate Number. |

Interfaces

| | | |
|---------------------------------|--|---------------------------|
| Contact5 Veh Lic St | 2 char | License Plate State. |
| Contact5 Drv Lic Nbr | 21 char | Drivers License Number. |
| Contact5 Drv Lic St | 2 char | Drivers License State. |
| Contact5 Sch Yr | 4 char | School Year. |
| Contact5 Seq Nbr | Integer | Priority. |
| Contact5 Lang Cd | 2 char | Language. |
| Contact5 Cell Phn | 10 char | Cell Phone Number. |
| Contact5 Phn Pref | 1 char | Phone Preference. |
| Contact5 Rcv Mailouts | 1 char | Receives Mailouts. |
| Contact6 Last Name | 25 char | Last Name. |
| Contact6 First Name | 17 char | First Name. |
| Contact6 Middle Name | 14 char | Middle Name. |
| Contact6 Generation Code | Valid values from ET_C012_Generationtable 1 char | Generation. |
| Contact6 Relationship 1 | 2 char | Relationship. |
| Contact6 Primary Flag | 1 char | Primary Contact. |
| Contact6 Emergency Flag | 1 char | Emergency Contact. |
| Contact6 Migrant Flag | 1 char | Migrant. |
| Contact6 Street Nbr | 6 char | Street Number. |
| Contact6 Street Name | 19 char | Street Name. |
| Contact6 Apt Nbr | 7 char | Apartment Number. |
| Contact6 City | 17 char | City. |
| Contact6 State | 2 char | State. |
| Contact6 ZIP Code | 5 char | ZIP Code. |
| Contact6 ZIP Code+4 | 4 char | ZIP Code Plus Four. |
| Contact6 Home Phone AC | 3 char | Phone Area Code. |
| Contact6 Home Phone Nbr | 7 char (no hyphens) | Phone Number. |
| Contact6 Work Phone AC | 3 char | Phone Area Code. |
| Contact6 Work Phone Nbr | 7 char | Phone Number. |
| Contact6 Work Phone Ext | 4 char | Business Phone Extension. |
| Contact6 Cell Area Code | 3 char | Cell Phone Area Code. |
| Contact6 Cell Phone Nbr | 7 char (no hyphens) | Cell Phone Number. |
| Contact6 Cell Phone Ext | 4 char | Cell Phone Extension. |
| Contact6 Occup | 25 char | Occupation. |
| Contact6 Email | 64 char | Email. |
| Contact6 Date of Birth | YYYYMMDD | Date of Birth. |
| Contact6 Social Security Number | 9 char (no hyphens) | Social Security Number. |
| Contact6 Mil Ind | 1 char | Military. |
| Contact6 Mil Branch | 1 char | Military Branch. |
| Contact6 Mil Rank | 5 char | Military Rank. |
| Contact6 Transport Ind | 1 char | Transportation. |
| Contact6 Veh Make | 15 char | Vehicle Make. |
| Contact6 Veh Model | 15 char | Vehicle Model. |
| Contact6 Veh Color | 10 char | Vehicle Color. |
| Contact6 Veh Lic | 8 char | License Plate Number. |
| Contact6 Veh Lic St | 2 char | License Plate State. |

Interfaces

| | | |
|---------------------------------|---|---------------------------|
| Contact6 Drv Lic Nbr | 21 char | Drivers License Number. |
| Contact6 Drv Lic St | 2 char | Drivers License State. |
| Contact6 Sch Yr | 4 char | School Year. |
| Contact6 Seq Nbr | Integer | Priority. |
| Contact6 Lang Cd | 2 char | Language. |
| Contact6 Cell Phn | 10 char | Cell Phone Number. |
| Contact6 Phn Pref | 1 char | Phone Preference. |
| Contact6 Rcv Mailouts | 1 char | Receives Mailouts. |
| Contact7 Last Name | 25 char | Last Name. |
| Contact7 First Name | 17 char | First Name. |
| Contact7 Middle Name | 14 char | Middle Name. |
| Contact7 Generation Code | Valid values from ET_C012_ Generationtable 1 char | Generation. |
| Contact7 Relationship 1 | 2 char | Relationship. |
| Contact7 Primary Flag | 1 char | Primary Contact. |
| Contact7 Emergency Flag | 1 char | Emergency Contact. |
| Contact7 Migrant Flag | 1 char | Migrant. |
| Contact7 Street Nbr | 6 char | Street Number. |
| Contact7 Street Name | 19 char | Street Name. |
| Contact7 Apt Nbr | 7 char | Apartment Number. |
| Contact7 City | 17 char | City. |
| Contact7 State | 2 char | State. |
| Contact7 ZIP Code | 5 char | ZIP Code. |
| Contact7 ZIP Code+4 | 4 char | ZIP CodePlus Four. |
| Contact7 Home Phone AC | 3 char | Phone Area Code. |
| Contact7 Home Phone Nbr | 7 char (no hyphens) | Phone Number. |
| Contact7 Work Phone AC | 3 char | Phone Area Code. |
| Contact7 Work Phone Nbr | 7 char | Phone Number. |
| Contact7 Work Phone Ext | 4 char | Business Phone Extension. |
| Contact7 Cell Area Code | 3 char | Cell Phone Area Code. |
| Contact7 Cell Phone Nbr | 7 char (no hyphens) | Cell Phone Number. |
| Contact7 Cell Phone Ext | 4 char | Cell Phone Extension. |
| Contact7 Occup | 25 char | Occupation. |
| Contact7 Email | 64 char | Email. |
| Contact7 Date of Birth | YYYYMMDD | Date of Birth. |
| Contact7 Social Security Number | 9 char (no hyphens) | Social Security Number. |
| Contact7 Mil Ind | 1 char | Military. |
| Contact7 Mil Branch | 1 char | Military Branch. |
| Contact7 Mil Rank | 5 char | Military Rank. |
| Contact7 Transport Ind | 1 char | Transportation. |
| Contact7 Veh Make | 15 char | Vehicle Make. |
| Contact7 Veh Model | 15 char | Vehicle Model. |
| Contact7 Veh Color | 10 char | Vehicle Color. |
| Contact7 Veh Lic | 8 char | License Plate Number. |
| Contact7 Veh Lic STR | 2 char | License Plate State. |
| Contact7 Drv Lic Nbr | 21 char | Drivers License Number. |

Interfaces

| | | |
|-----------------------|---------|------------------------|
| Contact7 Drv Lic St | 2 char | Drivers License State. |
| Contact7 Sch Yr | 4 char | School Year. |
| Contact7 Seq Nbr | Integer | Priority. |
| Contact7 Lang Cd | 2 char | Language. |
| Contact7 Cell Phn | 10 char | Cell Phone Number. |
| Contact7 Phn Pref | 1 char | Phone Preference. |
| Contact7 Rcv Mailouts | 1 char | Receives Mailouts. |



Back Cover