**District CSV File Upload Instructions**

* The CSV File Upload must occur prior to the deadline.
* Each row in the file assigns one student to one class. If a student needs to be uploaded to three classes, that student should appear three times in the file, once for each class.
* The file should be uploaded to the LDE via the FTP site established for each district. The SIS Coordinator for each district has been designated as the sole FTP site user for that district. That person should be responsible for the actually transfer of data to the LDE.
* The layout of the file is attached. The format is CSV, which is easily created from a variety of products, including Microsoft Excel.
* There are no restrictions on the name of the file that you upload, except that the name may not contain any spaces, and that the extension be one of “.csv”, ‘.zip” or “.txt”.
* Any file larger than 100 megabytes (MB) should be broken into smaller files, and uploaded under separate file names.
* All fields on the attached layout must be sent, whether marks as REQUIRED or not. For those that are optional, please send NULL, signified in a CSV by consecutive commas (“,,”).
* All commas imbedded in the data should be removed prior to uploading.
* Any errors in the file will be reported to the district via email. The FTP Upload process performs no editing of the data.
* Pay special note that teachers’ names should not contain numbers. Any names sent with numbers embedded in them will be converted to “Not Assigned”.
* Header column names may be used for ease of developing or validating your file, but please remove this row prior to uploading to LDE.