

# Create Enrollment File

Completed	Description
	Pull current enrollment from POS or student information system
	Check to see if columns are in correct order:
	Social Security Number (not required, but must have column)
	Unique Student ID (not required, but must have column)
	<b>Last Name (required)</b>
	<b>First Name (required)</b>
	<b>Date of Birth (required)</b>
	<b>Gender (required)</b>
	Site ID (not required, but must have column)
	Grade (not required, but must have column)
	<b>CE ID (required)</b>
	Check to see if columns are formatted correctly.
	Social Security Number - 9 digits including leading zeros -- no dashes 000000000
	Unique Student ID - 10 digits including leading zeros - no dashes 0000000000
	<b>Last Name (required) - up to 30 characters</b>
	<b>First Name (required) - up to 30 characters</b>
	<b>Date of Birth (required) - mm/dd/yyyy</b>
	<b>Gender (required) - M or F</b>
	Site ID (not required, but must have column) - 4 digits with leading zeros
	Grade (not required, but must have column) - 2 characters 00 -- EE, PK, KG, 01-12
	<b>CE ID (required) - 5 digits including leading zeros - 00000</b>
	Remove column header row if there is one
	Save as an Excel file (.xlsx or .xls)

