



CTEIS

**Import File
Specifications
for Excel
Spreadsheet**

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Import Explanation

The CTEIS application is able to import Student Demographics and Student Enrollment data. The import process will upload a .txt (Comma Delimited), .csv (Comma Delimited), or .xls (Excel Spreadsheet) file using HTTP. These instructions are for the Excel Spreadsheet.

Uploaded files will be loaded into a temporary table where preliminary error checks will be performed. Records that pass all criteria can be imported into the application database. The criteria are furthered explained below.

Student Data Checks

We will be allowing for multiple formats to import student data. Across all modes of imports, the following must be true:

- 1) UIC must be provided and be accurate. It must match the Michigan Student Data System (SDS) for the fields of First Name, Last Name, Date of Birth, and Gender.
- 2) Sending District will be matched against the Operating district in the Educational Entity Master (EEM) and Sending Facility will be matched against the Operating Building in the EEM.
- 3) Each line in the file will be a separate record. If no course section code is provided the student will be imported and the enrollment information will be ignored.
- 4) In an Excel file it is required that the column headings match the column heading information provided for Excel Spreadsheets.
- 5) Typed dates will be accepted in the formats used throughout CTEIS.

During the upload process, each record will be checked for this required information. If a record fails some criteria, you will be shown, to the best of the application's ability, what is wrong with the data. All records that meet minimum criteria will be allowed to be imported into the system. All student records will be matched on UIC, first name, last name, birth date, and gender. If the record matches UIC, but fails on the other criteria, it will be flagged for examination. If no UIC is found to match, a new student record will be created (assuming all other criteria are met) in the CTEIS System. When a new record with a UIC, first name, last name, birth date, and gender all match a record already in the database identically, that record will be overwritten with the new information.

Import Formats

Excel Spread Sheet.

The Excel Spreadsheet is the most generic file type for import to CTEIS. The following rules apply to Excel Spreadsheets:

- a. Order of columns not important, but name and number of columns must match provided Excel spreadsheet specifications exactly.
- b. All columns must be identified as Text. If not, data conversion errors may occur.

The CTEIS Application will be able to upload student and enrollment data in Excel Spreadsheet form. This will provide a certain degree of flexibility in that only the required columns need to be present in the spreadsheet. Optional columns will be uploaded if present. Columns that are not part of the upload process will be ignored. In order for a column to be considered for uploading, it must match the column heading below *exactly*. **The Excel file should contain only one worksheet.**

Student Data

Column Information		Acceptable values/instructions	Required/Default
Column Heading	Description		
LNAME	Student Last Name	Must match the UIC Master	Y
FNAME	Student First Name	Must match the UIC Master	Y
MI	Student Middle Initial		N
UIC	Student UIC	*Must pass checksum *Must be unique *Will be matched to the UIC Master with first name, last name, birth date, and gender to verify	Y
SEX	Gender Code	M F	Y
DOB	Date of Birth	Typed dates will be accepted in the following formats: (m)m/(d)d/yy, (m)m/(d)d/yyyy, mmddyy, and mmddyyyy.	Y
SENDDIST	Sending District	Must be a valid Sending District based on the Educational Entity Master (EEM).	Y
SENDBUILD	Sending School or Facility	Must be found as a valid Sending Building for the above Sending District. Must be valid in the EEM. Lead with zero if necessary	Y
PHONE1	Phone 1	(NNN) NNN-NNNN	Y
PHONE2	Phone 2	(NNN) NNN-NNNN	
ADD1	Street		Y

Import File Specifications

	Address 1		
ADD2	Street Address 2		N(Null)
CITY	City or Town		Y
STATE	State	2 letter abbreviation for state	Y
ZIP	Zip Code	NNNNN(-NNNN)	Y
EMAIL	Email	An email address to contact the student	N (N)
SP	Single Parent	Y N	N(N)
DH	Displaced Homemaker	Y N	N(N)

Enrollment Data

CSC	Course Section Code	* This class must already be entered in the system.	Y
BEGDATE	Student Begin Date	Date student enrolled	Y
ENDDATE	Student End Date	Date Student ended enrollment	N (Must be entered by 4301 Report)
SUB	Subsection	Subsection that student is enrolled in. If not included, system will assume Subsection A. Subsections determine the segments that the student completes – as marked in the course section record.	Y
CRSGRD	Course Grade	Course Letter Grade in a course section for which a student is enrolled.	Y (by 4301 Report)

