

Data Exchange

Student Information Upload for Direct
Certification Matching

CYBERSOFT

Primero *sdgs*



General File Formatting

Student information file should be formatted in a CSV (comma delimited .csv). The file should contain column headers (Column Heading).

Student Information File

Column Heading	Data Required	Format Comments	Notes
LocalID	Yes	10 characters max numeric	Cannot be blank. ID used for student tracking in local SIS, if local ID does not exist for any record; please provide StateStudentID or PAsecureID. The ID must be unique to each student and not re-issued.
FirstName	Yes	50 characters alphanumeric	
MiddleName	No	50 characters alphanumeric	When provided, can increase automatic matching or identifying potential DC matches.
LastName	Yes	50 characters alphanumeric	
BirthDate	Yes	mm/dd/yyyy	The date format must be 9/3/2014 or 12/15/2014 .
SchoolCode	No	4 digit school code, numeric	School code 0000 is reserved in PrimeroEdge for the Central Office site. Central Office is a non-serving, non-reimbursable site. Please set those students to the actual school they are attending.
Grade	No	2 characters alphanumeric	See Grade Codes Section .
AddressLine1	No	50 characters alphanumeric	When provided, can increase automatic matching or identifying potential DC matches.
AddressLine2	No	50 characters alphanumeric	When provided, can increase automatic matching or identifying potential DC matches.
Apartment	No	50 characters alphanumeric	When required, provide apartment or floor or room of actual residence, i.e. A-123, 2nd floor or 789 . When provided, can increase automatic matching or identifying potential DC matches.

City	No	50 characters alphanumeric	When provided, can increase automatic matching or identifying potential DC matches.
State	No	2 characters alphanumeric	When provided, can increase automatic matching or identifying potential DC matches.
ZIP	No	10 characters alphanumeric	Five digit Zip Code (12345) or Zip+4 Code (12345-6789) When provided, can increase automatic matching or identifying potential DC matches.
GuardianFirstName	No	30 characters alphanumeric	Primary contact for student. When provided, can increase automatic matching or identifying potential DC matches.
GuardianLastName	No	30 characters alphanumeric	Primary contact for student. When provided, can increase automatic matching or identifying potential DC matches.
GuardianWorkPhone	No	15 digits alphanumeric	Primary contact for student. Any format. When provided, can increase automatic matching or identifying potential DC matches.
GuardianHomePhone	No	15 digits alphanumeric	Primary contact for student. Any format. When provided, can increase automatic matching or identifying potential DC matches.

Student Information File Codes

Grade Codes	
Description	Code
1	01
2	02
3	03
4	04
5	05
6	06
7	07
8	08
9	09
10	10
11	11
12	12
PK	PK
KG	KG