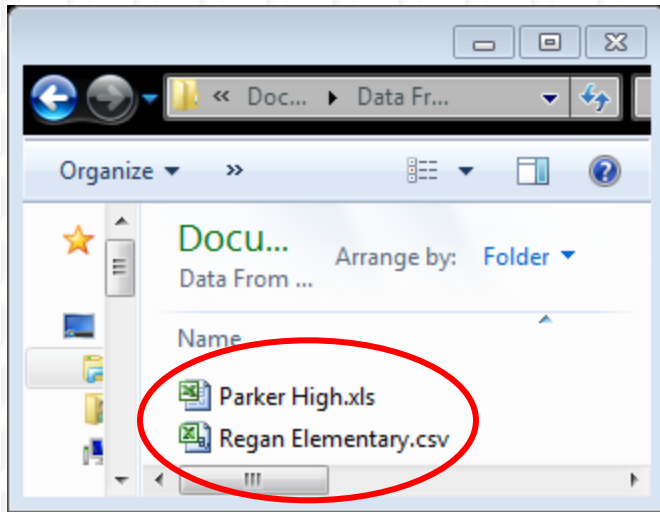


School Data Formats



Data must be in either .csv or .xls format to import.

To verify that data is in the correct format, open the file in Microsoft Excel to check it.

	A	B	C	D	E	F
1	First Name	Last Name	Student ID	Teacher	Grade	Home Room
2	SAVANNAH	GLIDEWELL	190550	DENSON	3	3a
3	HEATHER	CHESHIRE	190662	DENSON	3	3a
4	AMANDA	BANKSTON	191833	DENSON	3	3a
5	ARIANA	ATKINSON	191838	DENSON	3	3a
6	MATTHEW	CARVER	181528	LAGEN	3	3b
7	ANDREW	BARKER	190565	LAGEN	3	3b

This is what the data will look like when opened in and Excel spreadsheet.

Verifying Data Before Import Using Excel

First row contains headings

First Name and Last Name are in separate columns

No blank rows in the data

If your data does not meet this criteria it will not import correctly. Call Full Color for assistance if needed.

	A	B	C	D	E	F
1	First Name	Last Name	Student ID	Teacher	Grade	Home Room
2	SAVANNAH	GLIDEWELL	190550	DENSON	3	3a
3	HEATHER	CHESHIRE	190662	DENSON	3	3a
4	AMANDA	BANKSTON	191833	DENSON	3	3a
5	ARIANA	ATKINSON	191838	DENSON	3	3a
6	MATTHEW	CARVER	181528	LAGEN	3	3b
7	ANDREW	BARKER	190565	LAGEN	3	3b
8	JEREMIAH	BALDWIN	191757	LAGEN	3	3b
9	MARK	BROWN	192510	LAGEN	3	3b
10	BAILEE	COLUNGA	171819	CROSS	4	4a
11	PEYTON	ESCOBEDO	181653	CROSS	4	4a
12	ZACHARY	COUCH	190666	CROSS	4	4a
13	LUKE	GARCIA	191593	CROSS	4	4a
14	DAWN	BAILEY	181743	LEWIS	4	4b
15	ROSE	CORONADO	181833	LEWIS	4	4b
16	GENEVA	BRECKEL	181970	LEWIS	4	4b
17	MOSES	FREEMAN	191530	LEWIS	4	4b
18	ALEXANDRIA	DUMONT	181534	POWELL	5	5a
19	HELEN	ESCOBEDO RINCON	181781	POWELL	5	5a
20	JANET	DHONAU	181933	POWELL	5	5a
21	EMILY	BIGGERS	182506	POWELL	5	5a
22	HARRISON	BONNER	172144	THOMAS	5	5b
23	JOHN	ANGELL	181741	THOMAS	5	5b
24	ANTHONY	BAILEY	181746	THOMAS	5	5b
25	JESSE	DARRAGH	181796	THOMAS	5	5b
26	ALBERT	DAVIS	171689	MARTIN	6	6a