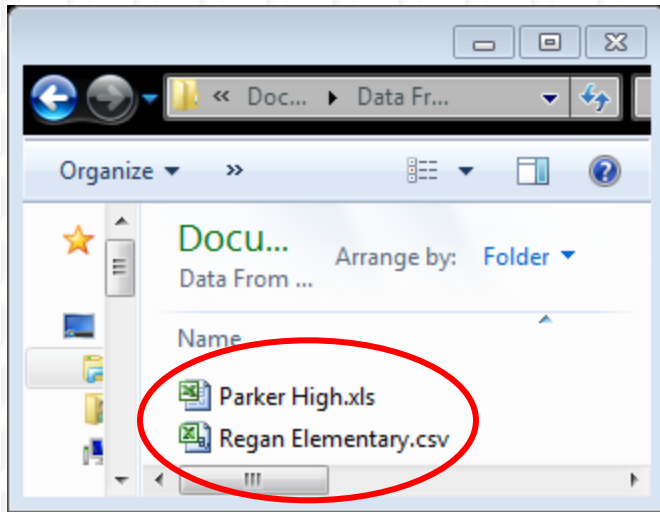# School Data Formats

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.

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.