ADDING STUDENTS TO YOUR SCHOOL
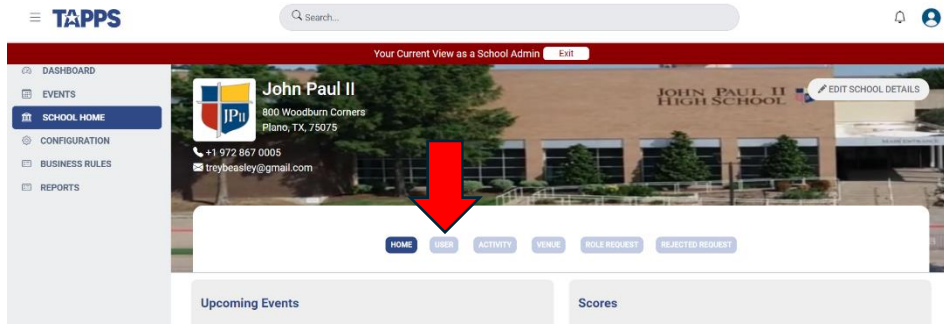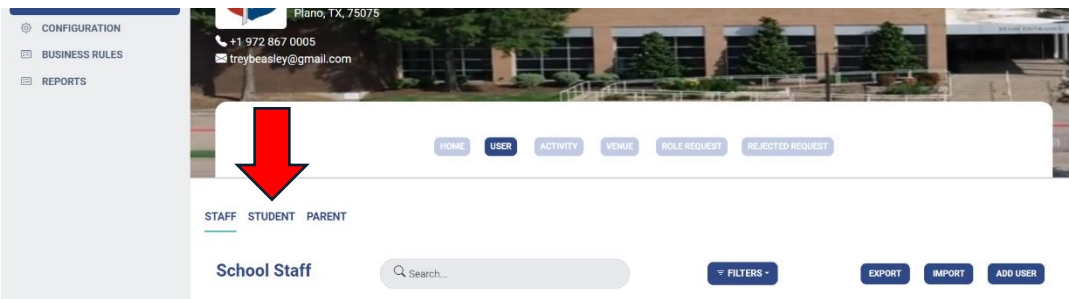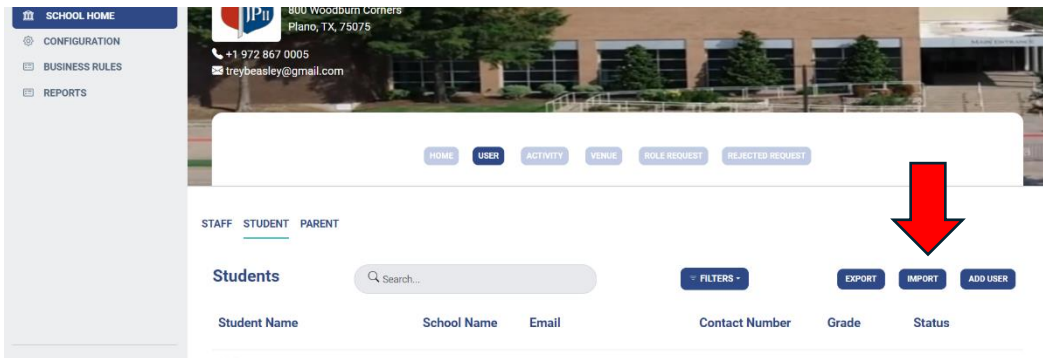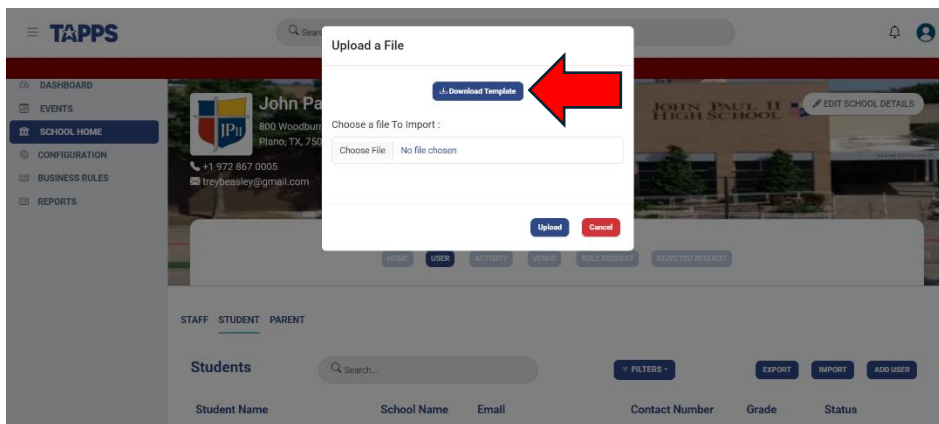
1. Go to School Home and select 'User'
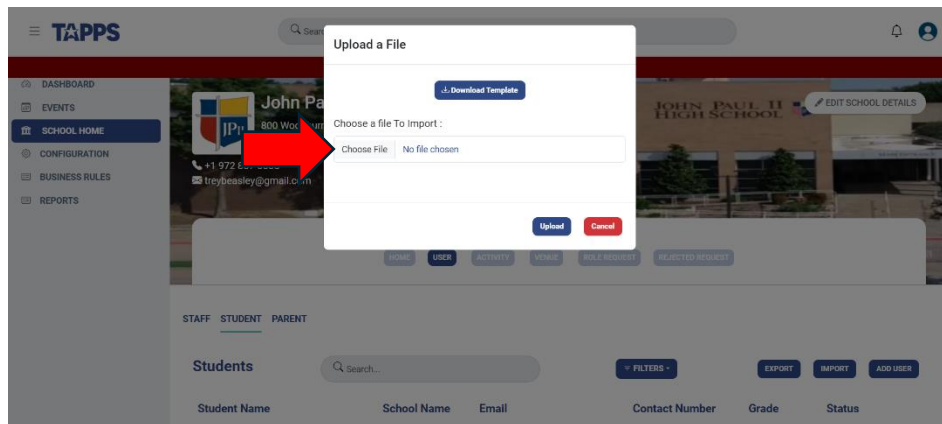

2. Select 'Student'

3. Select 'Import'

4. Download and use this template. *Do not change the column titles.*

5. Use your school's management system (RenWeb, Blackbaud, etc) to create a report to fill the template. Items marked as (R) are required fields, items marked as (O) are optional. Enter data in the format given in the example below. Eg, date of birth must be 11/30/07 and not Nov 30, 2007. **Copy and paste** your information into the template you downloaded. **Make sure your format matches what is in the sample row 2.**

6. After all students are entered, **delete row 2** with the sample student (Bob Amsdale). Save the file and upload at 'Choose File'.

7. Click 'Upload'. Students are now in your system.