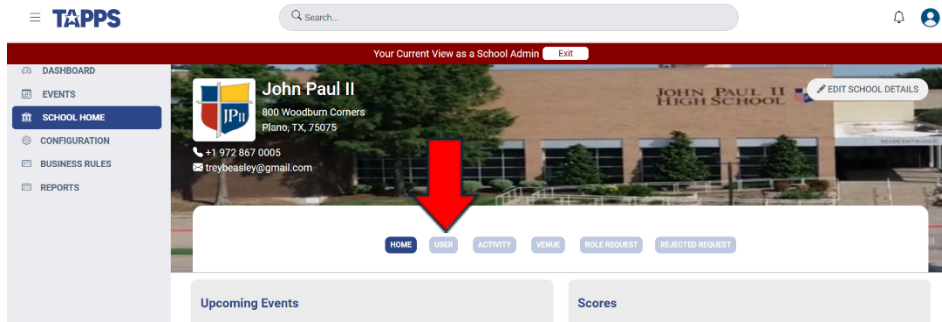


ADDING STUDENTS TO YOUR SCHOOL

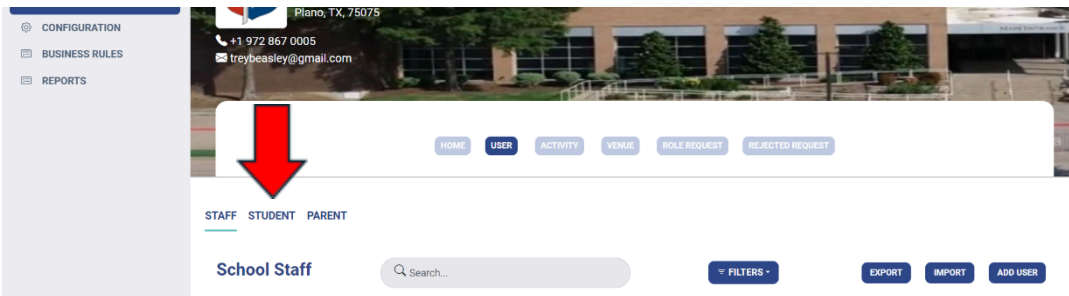
1. Make sure you are in the 2025-2026 School Year



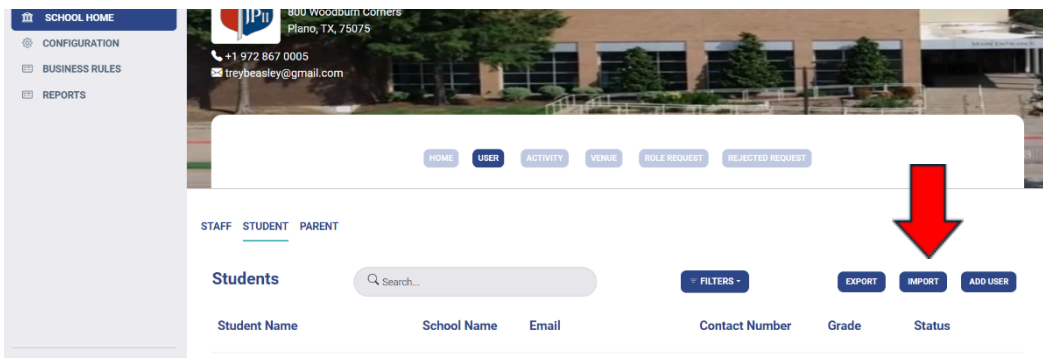
2. Go to School Home and select 'User'



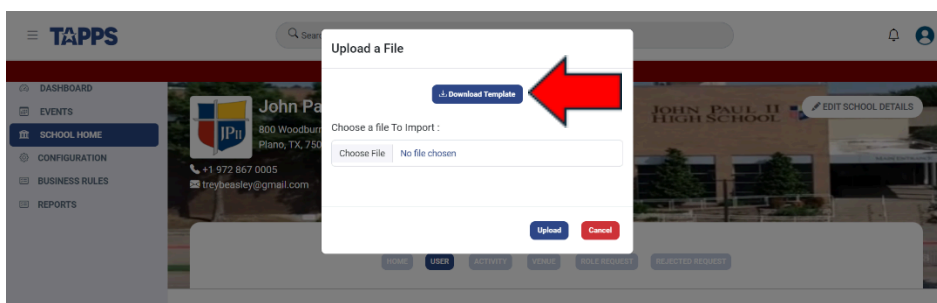
3. Select 'Student'



4. Select 'Import'



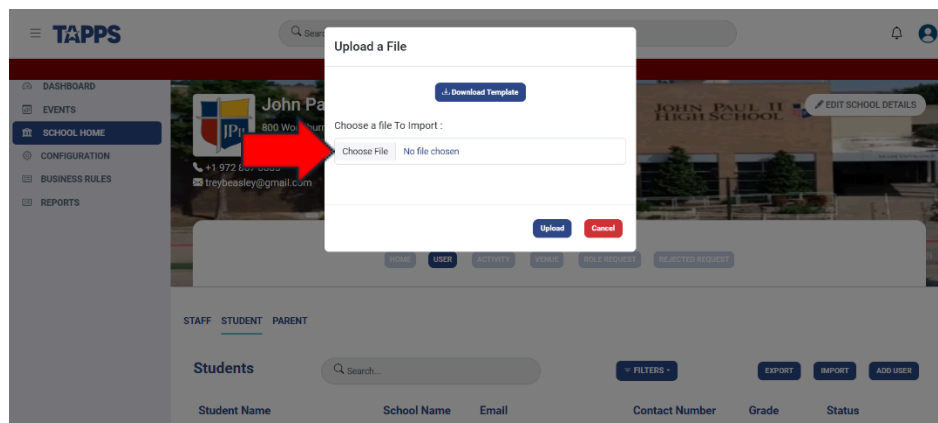
5. Download and use this template. **Do not change the the template AT ALL.**



6. 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. ***Copy and paste*** your information into the template you downloaded. ***Make sure your format matches what is in the sample row 2.*** ***US Citizen should be a Yes or No. Zip code should be 5 numbers.***

Student ID (R)	Preferred Name (O)	Last Name (R)	First Name (R)	Middle Name (O)	DOB (R)	Gender (R)	Grade (R)	Activities (O)	US Citizen (R)	Date entered 9th grade (O)	Address
5405031	Bob	Amsdale	Robert	Andrew	11/30/07	male	11th	Football, Baseball	yes	01/09/2022	121 N

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



8. Click 'Upload'. Students are now in your system. All students that are new with accurate and complete information will be uploaded to the TMS Platform.
9. Student Records that are either incomplete or duplicated will be placed in an Error File. Download the Error File and correct the entries identified in the right column. Then upload the corrected file to complete the student upload process.