

Importing Students

You can import data from a spreadsheet into EnterNOW

The spreadsheet will need to be exported or saved as a csv file

The following fields are required, the rest are optional

- First Name
- Last Name
- Date of Birth
- Gender

The following column headers are recognised, they are case insensitive, anything that doesn't match will be ignored.

Student ID Number

- cm.special(20)
- local student id
- id number
- pupil id
- student id
- reference
- slsnz id number

Remote Unique Identifier (used to match external systems)

- contactid

Student Last Name

- legal surname
- surname (preferred)
- surname
- last name
- family name
- preferred family name
- surname (legal)

Student First Name

- preferred firstname
- first name (preferred)
- first name
- first names
- preferred name
- first name (legal)
- first

Gender (Acceptable Values M or F)

- gender
- sex

Date of Birth (Expected format YYYY-MM-DD)

- date of birth (yyyymmdd)
- birthdate
- dob

Enrollment Date

- first attendance
- date started here
- first started school

Year Level

- year level
- this year
- year

Previous School

- previous school
- previous schools

Email

- email

Phone

- phone

Address

- address

Suburb

- suburb

Town / City

- town/city
- city

Ethnicity

- ethnicity

The following applications should generate files with these headers

Kamar

ID Number, Surname (Preferred), First Name (Preferred), Gender, Date of Birth, First Attendance, Year Level, Previous School 1 Name

Musac

Local student ID, Family Name, First Names, This Year, Gender, DOB, Date started here, Previous schools

eTAP

Pupil ID, Preferred Family name, Preferred name, Year level, Gender, Date of birth, First started school, Previous school

Surf Life Saving NZ

ContactID, SLSNZ ID Number, First Name, Last Name, Birthdate, Gender

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