

# 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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