

Uploading Students into the PALS Online System (Student Data Upload)

PLEASE NOTE: EACH STUDENT MUST BE ASSIGNED ONE NUMBER THAT IS UNIQUE TO THAT STUDENT WITHIN YOUR DISTRICT.

- Using a different number for the same student will create duplicate records.
- Using the same number as an existing student record will cause the newly uploaded student demographic information to replace the information already associated with that number.
- If the use of PALS is organized by your state or district, consult with your district administrator to learn whether there are any local or state policies regarding which number to use.

As a district administrator, you have access to the “Student Data Upload” tab once you log in to your PALS Online account at www.palsk8.com.

The screenshot displays the PALS Professional Development Division interface. On the left, a dark sidebar contains a menu with the PALS logo and several navigation items: Home Page, School List, Manage Students, Student Data Upload (highlighted with a red arrow), Division Level Reports, Instructional Resources, Materials, and Tutorials. The main content area is titled 'Division Home Page' and shows the user is logged in as Taylor Channess. A yellow banner states 'Now viewing as Division Level User PALS Rep in the division: PALS Professional Development.' Below this, four buttons are visible: 'Manage Students', 'School List', 'Upload SDU', and 'Division Reports'.

The SDU tab includes detailed instructions for uploading a .CSV file to create or update student records. Begin by downloading the template *for the current school year*, rather than using an old template.

Student Data Upload

PALS Professional Development > Upload SDU

View Report Status

Instructions for Submitting SDU File

Students can be uploaded either to the designated Class List or to the grade level "pool" of students in the school. If teacher's first name, last name, and email are provided, students are uploaded to their designated teacher's Class List. If teacher information is not provided, students are uploaded to the grade level pool.

When preparing an SDU file, the file must be formatted as a **Comma Separated Values (CSV)** file. The first row of the file must be the headers of the fields. The order, length, and type of characters in the data fields must follow the requirements in the downloadable **SDU Field Requirements** document. Comma(s) should **NOT** be included in division name, school name, teacher name, and student name. The file must contain **23** columns. When there is no data for certain column(s), the column(s) must be kept in the file with empty data. The final version must be saved as a CSV file.

The following naming convention is required for an SDU file: **filename.csv** where filename refers to the file name you prefer. The filename should not contain special characters, space, backslash, forwardslash, and punctuation. The pathname of the file must not include any periods. For example, C:\D.LOCAL\myfile.csv needs to be C:\DLOCAL\myfile.csv.

Note: If greater than 20% of the records included in the files are valid, the valid records will be uploaded into the PALS Online System within 48 hours. If less than 20% of the records included in the files are valid, the file will be rejected. A second email notification will be sent to the registered Division user once the upload is complete.

Download Template

Upload File

View Requirements

View School IDs

Maximum file size is 1 MB

View Field Requirements Here

When you download and open the SDU template, you will see a blank spreadsheet with column headings showing you what information to add:

	A	B	C	D	E	F	G	H	I
1	DIVISIONID	DIVISIONNAME	NEWSCHOOL	SCHOOLID	SCHOOLNAME	PRINCIPALFIRSTNAME	PRINCIPALLASTNAME	PRINCIPALEMAIL	SCHOOLY
2									
3									
4									
5									
6									
7									
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22									
23									
24									

The *SDU Field Requirements* link gives details about what data goes in each column, whether it is required, and the exact format to use:

Student Data Upload Field Requirements

Field	Data Type	Required	Definition
DivisionID	Integer	Yes	This field must contain the division ID that is assigned to your division by PALS. Division Rep can retrieve it from PALS web site. If it's a new division, this field must contain the division code that is assigned to the division by your state.
DivisionName	Varchar	Yes	This field must contain the division's name. DO NOT include Comma.
NewSchool	bit	Yes	This field must contain an 1 if the school is new to the PALS system or an 0 if the school is in the PALS system already.
SchoolID	Integer	Yes	This field must contain the school ID that is assigned to a particular school by PALS. Division Rep can retrieve it from the PALS web site. If it's a new school, this field must contain the school code that is assigned to the school by your division.
SchoolName	Varchar	Yes	This field must contain the school's name. DO NOT include comma.
PrincipalFirstName	Varchar	Yes if NewSchool=1	This field must contain the school principal's first name if it's a new school.
PrincipalLastName	Varchar	Yes if NewSchool=1	This field must contain the school principal's last name if it's a new school.
PrincipalEmail	Varchar	Yes if NewSchool=1	This field must contain the school principal's email address if the school is new to the PALS system. A valid and unique email address should be provided.
SchoolYear	Integer	Yes	This field must contain the school year when the request is submitted. The format is year - year, e.g. 2015 for the school year 2015-2016.

Click on “View School IDs” on the SDU page to find out what numbers go in these columns. **You must use the numbers assigned in this document to avoid creating duplicate schools!**

Student Data Upload

[PALS Professional Development](#) > Upload SDU

[View Report Status](#)

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[Download Template](#)

[Upload File](#)

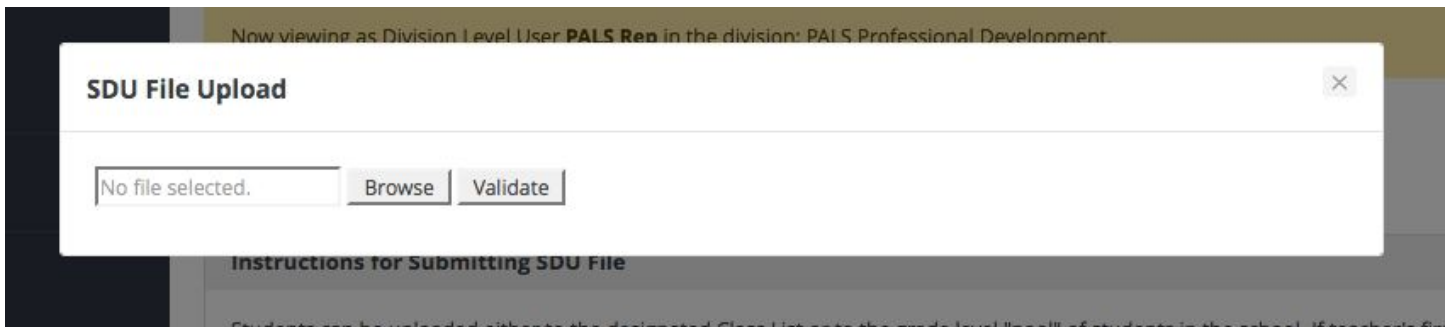
[View Requirements](#)

[View School IDs](#)

Maximum file size is 1 MB



Once you have checked over your completed file for accuracy, click on “Upload File.” A box will open that will allow you to browse your computer to find the file you’ve created:



After you’ve submitted your file, allow up to 48 business hours for the “student records” to appear in the system. You can check on the status of your file by viewing the *Status Report* ** on the SDU page (to learn more about this Status Report, see information below)

If you have any questions after reading through the directions here and on the SDU tab, please contact us at support@palshelp.com.

Notes:

- *If a new teacher’s name and email address are included in the fields “TeacherFirstName,” “TeacherLastName,” and “TeacherEmail” for a student record, then a new PALS Online account will be automatically created for that teacher, and s/he will receive an email from the system providing instructions for how to activate the new account.*
- *If a new school is included in the SDU file along with principal information, then a new school will be created in the PALS Online System for your district, and the students will be assigned to that school.*

ADDITIONAL INFORMATION:

**** Status Report on the SDU:**

- If the report says **Processing**, your file uploaded successfully. Please allow up to 48 business hours for system processing.
- If the report says **Complete**, your file has been successfully processed. Student records have been successfully appropriated.
- If the report says **Rejected/Declined**, your file was NOT uploaded successfully. Errors are listed under the messages column in the SDU File Status Report. Please correct the file and upload again.

SDU TIPS:

These are the most frequent errors that cause SDUs to be rejected.

1. *School ID* and *Student Number* must be numeric only. No letters accepted.
2. *School year*: enter it as the year school starts ONLY, e.g. 2018, not 2018-2019.
3. All fields are required EXCEPT:
 - a. *Time of Day* (If cell is left blank, it means it is a full day class. Only enter AM/PM when class has two schedules.)
 - b. *Student Middle Name*
4. Grade can be ONLY: P, K, 1, 2, 3, 4, 5, 6, 7 or 8.
5. Double-check the teacher's email address. Make sure it has a valid format.
6. *Student's First Name*: Only letters, single quotes, spaces, periods, and dashes are allowed.
7. *Hispanic*: If you do not want to provide this information, enter "2" to indicate "unspecified." Do not leave the cell blank.
8. *Race*: If you do not want to provide this information, enter "2" to indicate "unspecified." Do not leave the cell blank.