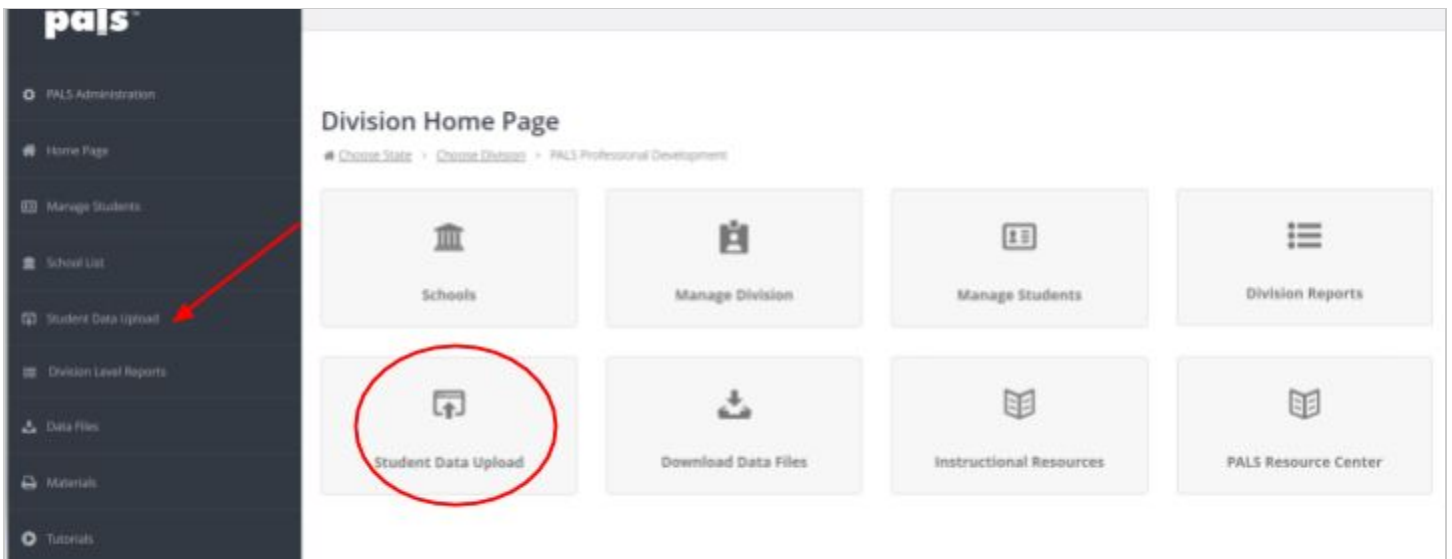


# Uploading Students into the PALS Online System (Student Data Upload)

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

- Using two different numbers 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](http://www.palsk8.com).



The SDU tab includes detailed instructions for uploading a .CSV file to create or update student records.

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Begin by downloading the template *for the current school year*, rather than using an old template.

### Student Data Upload

# Choose State > Choose Division > PALS Professional Development > Upload SDU

Download Template      Upload File

SDU Field Requirements      View Division and School IDs

Maximum file size is 1 MB

**Instructions for Submitting a Student Data Upload (SDU) File**

District level administrators have access to set up the entire district (schools, user accounts, and student records) in the PALS Online System by uploading just one file. You may submit multiple files over the course of the school year to add new student records, to update the demographic information for existing ones, or to reassign students to different teachers.

**Student records**  
Students can be uploaded either to the designated Class List or to the grade level "school pool" of students. If teacher's first name, last name, and email are provided in the file, students are added to the designated teacher's Class List. If teacher information is not included, students are uploaded to the grade level school pool. Administrators can move students into classes from the school pool at a later date manually, or upload a new file once classrooms are set and teacher information can be included.

**Setting up schools and teacher accounts**  
Assigning students to a new school in the file (name of school, school ID, principal name, principal email) will automatically set up a new school in the system. Assigning students to a teacher who doesn't already have a user account (teacher name, teacher email) will automatically create the teacher account and send an account set-up email to the teacher.

**File format and content**  
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. Click on View Requirements below to download. Comma(s) should NOT be included within division name, school name, teacher name, or 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.  
Note that most columns are required to have data, including those for disability (even if answer is "none") and for race and ethnicity (even if answers are "unspecified"). The final version must be saved as a CSV file. An SDU template, in CSV format, can be downloaded by clicking Download Template below.

**File naming**  
The following naming convention is required for an SDU file: filename.csv where filename refers to the file name your 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:\D\LOCAL\myfile.csv.

**How long will it take to process?**  
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 business hours. If less than 20% of the records included in the file are valid, the file will be rejected.  
A second email notification will be sent to the division user who submitted the SDU file, once the upload is complete.

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									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
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	Example
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 website. If it's a new division, this field must contain the division code that is assigned to the division by your state.	<b>Correct:</b> 1243 <b>Incorrect:</b> 000
DivisionName	Varchar	Yes	This field must contain the division's name. DO NOT include a comma.	<b>Correct:</b> Saint PALS Early School <b>Incorrect:</b> St. PALS, Early-School
NewSchool	bit	Yes	This field must contain: 1- New school <b>NOT</b> set up in PALS system 0- School is set up in PALS system	<b>Correct:</b> 1 <b>Incorrect:</b> Yes
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 website. If it's a new school, this field must contain the school code that is assigned to the school by your division.	<b>Correct:</b> 5994 <b>Incorrect:</b> 0000
SchoolName	Varchar	Yes	This field must contain the school's name. DO NOT include a comma.	<b>Correct:</b> South Pond Elementary North <b>Incorrect:</b> South-Pond Elementary, North
PrincipalFirstName	Varchar	Yes	This field must contain the school principal's first name if it's a new school.	<b>Correct:</b> Lori Ann <b>Incorrect:</b> Lori-Ann
PrincipalLastName	Varchar	Yes	This field must contain the school principal's last name if it's a new school.	<b>Correct:</b> Bee <b>Incorrect:</b> Bee'
PrincipalEmail	Varchar	Yes	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.	<b>Correct:</b> loriann.bee@earlyschoool.com <b>Incorrect:</b> lori,ann.bee@earlyschoool.com
SchoolYear	Integer	Yes	This field must contain the school year when the request is submitted. The format is yyyy, e.g. 2018 for the school year 2018-2019.	<b>Correct:</b> 2018 <b>Incorrect:</b> 2018-2019
TimeOfDay	char(2)	No	This field is for the time of day of the class but is not required. If it is a full day class, leave the field blank; otherwise, specify AM or PM. The valid value is:  AM = morning class PM = afternoon class	<b>Correct:</b> AM <b>Incorrect:</b> 8AM

Click on *View Division and 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!**

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:

### SDU File Upload ✕

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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](mailto: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.