



Import Template Field Definitions

Field Header	Is Required	Definition
SSN	Y	Student's 9-digit social security number
Student ID	Y	Unique Student Identification number, use same number from your school's Student Information System
First Name	Y	Student's first name
Last Name	Y	Student's last name
Date of Birth	Y	Student's Date of Birth
Gender	Y	Only F or M values must be used to identify Female or Male gender
Is Citizen	Y	Only Y or N values must be used to signify if the student is a US citizen, leave as N if you don't know
Program Code	Y	Unique program code, can be numbers or letters (Same as your Student Information System)
Program Version	Y	Unique program version, can be numbers or letters (Same as your Student Information System)
Address	Y	Students' street address
City	Y	Student's city
State	Y	Student's State, use value 'IT' for international students
Zip Code	Y	Student's Zip Code
Email	Y	Student's Email address
Phone No	Y	Student's Cell Phone Number
SMS - Opt Out	Y	Only N or Y values. N - Student wishes to get text from the system, Y - Student opted out of cell communication
Start Date	Y	Student start date in the program
Grad Date	Y	Student expected grad date

Withdrawn Date	N	Required only if the student's enrollment status is withdrawn. Attendance taking schools should report the LDA as the withdrawal date
LDA	Y	Last Date of Attendance - Must have a value if student's enrollment status is anything other than Future start or cancel. Attendance Taking – The actual last recorded date of attendance Non-Attendance Taking – Can use the term census date, term start or end date, or an activity date recorded on the student's record.
Transfer Units	Y	Enter numeric value of number of units transferred into this program from another program or school
Academic Year Units	Y	Enter total units in student's current academic year
Units Earned	Y	Enter number of total units earned/successfully completed in this program including transfer units
Units Scheduled	Y	Enter number of units scheduled in the current payment period or Term.
Units Attempted	Y	Enter total units attempted by student for this program including transfer units
Proof Of Graduation	Y	Enter high school credential, acceptable values are: <ul style="list-style-type: none"> • High School Diploma • GED • ATB • Other • Home School • College
ISIR Validation Type	Y	Enter default value ER for all students
ISIR Award Year	Y	Enter current award year correct format – 1819, 1920, etc.
SAP	Y	Enter student's Satisfactory Academic Progress (SAP) status. Acceptable Values are: <ul style="list-style-type: none"> • Met – Student meeting SAP • Unmet – Student not meeting SAP • New – Treated the same as Met should be used for new students with no SAP calculation only.
Location Name	Y	Enter unique code for Campus location. This value must be the same as the one(s) used for configuration

Enrollment Status	Y	Enter student's current enrollment status
SIS Enroll ID	N	Optional field for student's unique enrollment ID number if it exists in your Student Information System
WD Date Determined	N	Enter the date the school determined the student withdrew from school
Tuition	N	Enter the Tuition Amount charged to the Student's Account for the period in which they withdrew before any adjustments are applied
Books and Supplies	N	Enter the dollar amount of books and supplies charged on the Student's Account that is applicable to the period in which they withdrew
Reg Fees	N	Enter the amount of any applicable fees charged on the Student's Account for the period in which they withdrew
Misc Fees	N	Enter the amount of any applicable fees charged on the Student's Account for the period in which they withdrew
Withdrawal Type	N	Enter student's withdrawal type. Acceptable Values are: <ul style="list-style-type: none"> • Official • Unofficial
Misc1	N	Enter data value that can be used in the miscellaneous fields in the Core system. Values can be alphanumeric
Misc2	N	Enter data value that can be used in the miscellaneous fields in the Core system. Values can be alphanumeric
Misc3	N	Enter data value that can be used in the miscellaneous fields in the Core system. Values can be alphanumeric
Misc4	N	Enter data value that can be used in the miscellaneous fields in the Core system. Values can be alphanumeric
Source	N	Software/Vendor name for lead source
LeadId	N	Student Lead ID from Lead source
GPA	N	Students GPA in numerical format, allows up to 2 decimal places
EnrollmentStatusEffectiveDate	N	Official effective date of student's enrollment status. Can be used in the NSLDS Enrollment update process for all statuses except Withdrawal and graduate.