

# Data File Descriptions

Data files and fields vary by program.

This page provides high-level descriptions of data files that you can import and export. When you import a file:

- You override existing data or create new records.
- You can use **Additional emails** option to notify other users of the import.

File Name	File contains...																																																																																																							
Enrollment Transfer Import /Export	<p>Enrollment transfer lists that include student details and names of the organizations to which a student is being transferred to and from.</p> <table><tr><th></th><th>Required</th><th></th><th>Required</th><th>Required</th><th></th><th></th><th>Required</th><th></th><th>Required</th><th></th><th></th></tr><tr><th></th><th>A</th><th>B</th><th>C</th><th>D</th><th>E</th><th>F</th><th>G</th><th>H</th><th>I</th><th>J</th><th>K</th><th></th></tr><tr><td></td><td>Student Code</td><td>Student Local Code</td><td>Student Last Name</td><td>Student First Name</td><td>Student Middle Name</td><td>Student Date Of Birth</td><td>Student Gender</td><td>Transfer From Organization Code</td><td>Transfer From Organization Name</td><td>Transfer To Organization Code</td><td>Transfer To Organization Name</td><td>Reject f</td></tr><tr><td></td><td>50 character limit</td><td>50 character limit</td><td>100 character limit</td><td>100 character limit</td><td>100 character limit</td><td>50 character limit</td><td>1 character limit</td><td>100 character limit</td><td>200 character limit</td><td>100 character limit</td><td>200 character limit</td><td>3000 ch limit</td></tr><tr><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td>1234567894</td><td>9999998888</td><td>BUTLER</td><td>MILDRED</td><td>JANE</td><td>1/1/00</td><td>F</td><td>10002</td><td>DEMO SCHOOL 2</td><td>10001</td><td>DEMO SCHOOL 1</td><td></td></tr><tr><td>3</td><td>2234567893</td><td>2344438976</td><td>SCOTT</td><td>DIANA</td><td>LAURA</td><td>1/1/00</td><td>F</td><td>10002</td><td>DEMO SCHOOL 2</td><td>10001</td><td>DEMO SCHOOL 1</td><td></td></tr><tr><td>4</td><td>2234567894</td><td>987465721</td><td>BAKER</td><td>DENISE</td><td>ANNE</td><td>1/1/00</td><td>F</td><td>10002</td><td>DEMO SCHOOL 2</td><td>10001</td><td>DEMO SCHOOL 1</td><td></td></tr></table> <p>Download an <b>Enrollment Transfer File Layout.csv</b>.</p>		Required		Required	Required			Required		Required				A	B	C	D	E	F	G	H	I	J	K			Student Code	Student Local Code	Student Last Name	Student First Name	Student Middle Name	Student Date Of Birth	Student Gender	Transfer From Organization Code	Transfer From Organization Name	Transfer To Organization Code	Transfer To Organization Name	Reject f		50 character limit	50 character limit	100 character limit	100 character limit	100 character limit	50 character limit	1 character limit	100 character limit	200 character limit	100 character limit	200 character limit	3000 ch limit	1													2	1234567894	9999998888	BUTLER	MILDRED	JANE	1/1/00	F	10002	DEMO SCHOOL 2	10001	DEMO SCHOOL 1		3	2234567893	2344438976	SCOTT	DIANA	LAURA	1/1/00	F	10002	DEMO SCHOOL 2	10001	DEMO SCHOOL 1		4	2234567894	987465721	BAKER	DENISE	ANNE	1/1/00	F	10002	DEMO SCHOOL 2	10001	DEMO SCHOOL 1	
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Empty Session Export	Use Empty Session Export to download a file of sessions without student tests. You can then review the file and update accordingly, and then import with Empty Session Delete Import needing to manually delete within the UI.																																																																																																							
Empty Session Delete Import	Fields required for the Import are the Organization Code, Session Name and Test Name.																																																																																																							
Form Sampling Import /Export	Use this file to define "Form Sampling" plans. Sampling plans can be used to make sure that items on a specific form are seen by, and responses are collected from, students from																																																																																																							
Organization Import /Export	Organization-specific information. <i>You should not update this information during a test administration.</i>																																																																																																							
Organization Participation Import /Export	Organization-specific information, including test administration participation and enrollment counts.																																																																																																							

Personal Needs Profile (PNP) Import /Export	<p>Accommodations for both paper and online testing. However, only the online testing attributes are passed to TestNav.</p> <p>Some accommodations determine the forms assigned to the student.</p>
PreID  Import /Export	PreID barcodes for students.
Registration Reporting Groups  Import /Export	Student registration details for reporting groups.
Session Create /Move Export  Session Create /Move Import	Session Create/Move allows the creation of sessions, adding students to sessions, and moving students from session to session.
Student Test Reporting Groups  Import /Export	Student test reporting groups information.
Student Import /Export	<p>Student information. <i>You should not update this information during a test administration.</i></p> <p>If your program uses permanent and temporary student categories:</p> <ul style="list-style-type: none"> <li>• Use this import to create <i>permanent</i> student records.</li> <li>• Users do not commonly use student exports because the export file does not differentiate permanent and temporary students.</li> </ul>
Student Delete Import	<p>A list of student records that you must delete from the system.</p> <p><i>You cannot delete a student record if the student test has an In Progress or Completed status.</i></p>

Student Registration Delete	<p>Student registration and test data. It may also include student primary demographic data, if student data does not have to be managed separately from the registration and student test data.</p> <p>The system cannot delete data from existing completed student tests.</p>
Student Registration Import /Export	<p>Student registration and test data. It may also include student primary demographic data, if student data is not managed separately from the registration and student test data.</p>
Student Test Update Import /Export	<p>Mass post-test updates for completed student tests.</p>
User Import /Export	<p>User information, authorized organizations, role assignments, and account active dates.</p>

User Reporting Groups Import /Export	Information of reporting group users.
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