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	Enrollment transfer lists that include student details and names of the organizations to which a student is being transferred to and from. Required Required Required Required Required A: Student Code — *50 character limit* B: Student Local Code — *50 character limit* C: Student Last Name — *100 character limit* D: Student First Name — *100 character limit* E: Student Middle Name — *100 character limit* F: Student Date Of Birth — *50 character limit* G: Student Gender — *1 character limit* H: Transfer From Organization Code — *100 character limit* I: Transfer From Organization Name — *200 character limit* J: Transfer To Organization Code — *100 character limit* K: Transfer To Organization Name — *200 character limit* Reject F — *3000 ch limit* 1 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 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 Download an **Enrollment Transfer File Layout.csv**.
Empty Session Export Empty Session Delete Import	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 Ir needing to manually delete within the UI. 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 fro
Organization Import /Export	Organization-specific information. *You should not update this information during a test administration.*
Organization Participation Import /Export	Organization-specific information, including test administration participation and enrollment counts.

Personal Needs Profile (PNP) Import /Export	Accommodations for both paper and online testing. However, only the online testing attributes are passed to TestNav. Some accommodations determine the forms assigned to the student.
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	Student information. *You should not update this information during a test administration.* If your program uses permanent and temporary student categories: • Use this import to create *permanent* student records. • Users do not commonly use student exports because the export file does not differentiate permanent and temporary students.
Student Delete Import	A list of student records that you must delete from the system. *You cannot delete a student record if the student test has an In Progress or Completed status.*

Student Registration Delete	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 studen The system cannot delete data from existing completed student tests.
Student Registration Import /Export	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.
Student Test Update Import /Export	Mass post-test updates for completed student tests.
User Import /Export	User information, authorized organizations, role assignments, and account active dates.

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