



KidPace 3

Importing Student Records

Student records may be imported into KidPace 3 from a Comma Separated Values file (CSV) prepared by your district. Student records for all schools may be imported at once. Please include the following fields—in order—in your CSV file:

Student Import Fields:

1. School Name **(Required)**
2. Prefix
3. First Name **(Required)**
4. Middle Name or Initial
5. Last Name **(Required)**
6. Suffix
7. Student Identification Number **(Required)**
8. Gender (Specify either M or F.)
9. Ethnicity Identifier (See [Section A](#) below.)
10. Date of Birth (Format: YYYY-MM-DD)
11. Grade (See [Section B](#) below.) **(Required)**
12. Limited English Proficiency (Specify either 0 or 1. See Section C below.)
13. Special Education (Specify either 0 or 1. See Section C below.)
14. Free and Reduced Lunch (Specify either 0 or 1. See Section C below.)
15. Migratory (Specify either 0 or 1. See Section C below.)
16. Retained (Specify either 0 or 1. See Section C below.)

Section A Ethnicity Identifiers

- American Indian / Alaska Native: 1
- Asian / Pacific Islander: 2
- Black: 3
- Hispanic: 4
- White: 5
- Not Reported: 6

