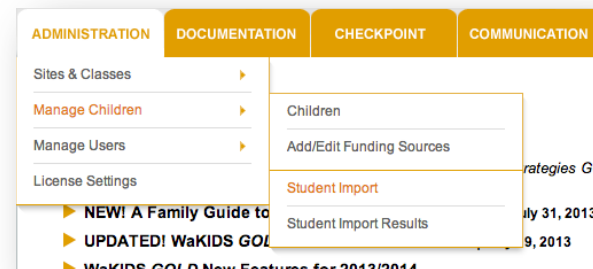


Importing Student Records into *Teaching Strategies GOLD*[®] for Arizona

Teaching Strategies wants to make it as easy as possible to export student records from your Student Information System (SIS) and import them to GOLD. This document provides the background you'll need about the process and the file format for importing student records into *Teaching Strategies GOLD*[®].

Import Process

1. Your Program, Site, Teachers, and Classes will need to be set up before you complete an import. Please contact technical support (1-866-736-5913 or techsupport@teachingstrategies.com) if you need assistance setting up your account.
2. Access GOLD online at www.TeachingStrategies.com with your GOLD online username and password. Go to Administration->Manage Children->Student Import.
3. Using your Student Information System (SIS) or Child Management System (CMS), export student records for all students who will be assessed in *Teaching Strategies GOLD*[®]. The results of this export needs to match the layout in the *Teaching Strategies GOLD*[®] Student Import Template (to download the Student Import Template, see the first bullet on the Student Import page). Use this template to create a CSV file (comma-separated value) that includes the required fields for the import (see below). If the CSV file submitted does not match the format of the Student Import Template, GOLD will not be able to import the student records. Save the completed CSV file to your computer.
4. The classID is a required field within the Student Import Template. See the second bullet on the Student Import page to retrieve a list of classIDs. **Student records cannot be imported if the template does not include a valid classID.**
5. Once you have finished entering child information to the Student Import Template, return to the Student Import page and select the completed CSV file to import. Click **Submit**.
6. Navigate to Administration->Manage Children->Student Import Results to view the status of your import or click the link in the fourth bullet.



If you have any questions about the import process, please contact Technical Support at 1-866-736-5913 or techsupport@teachingstrategies.com.

Importing Student Records into *Teaching Strategies GOLD*[®] for Arizona

Creating the CSV File (Student Import Template) with the Required Fields

Note: The columns highlighted in **BLUE** are required fields. If these fields are left blank or have invalid values, the import will not be processed. You may also reorder the columns within the template, but it must contain the required fields.

Field Name	Max Length	Required	Input Type	Example	Notes
birthdate	10	Yes	Numeric	01/10/2010	Valid format can be either MM/DD/YY or MM/DD/YYYY.
raceID	2	Yes	Numeric	1	See the detailed list of Race values below (please enter one numerical ID).
ethID	2	Yes	Numeric	1	See the detailed list of Ethnicity values below (please enter one numerical ID).
SAISID	10	Yes	Numeric	12345678	The Student Accountability Information System ID (SAISID) must be 8 to 10 digits in length and must be unique for each child. If a duplicate SAISID is found within your organization, the import for the child record will fail and you will receive a failure message: <i>Another child exists in your organization with the same SAISID.</i>
lastName	20	Yes	Alpha	Smith	Last Name of the student
firstName	20	Yes	Alpha	John	First Name of the student
spanishObj_fl	1	Yes	Numeric	1	Identify if this child is being assessed on Spanish Language and Literacy. Valid Format (please enter only one digit): <ul style="list-style-type: none"> • 0 = No • 1 = Yes
firstDayInProgram	10	Yes	Numeric	09/15/2014	Valid format can be either MM/DD/YY or MM/DD/YYYY.
colorID	1	Yes	Numeric	4	Valid Values (please use one digit): <ul style="list-style-type: none"> • Blank = IT2 (leave blank, the Student Import Tool will calculate value) • 4 = Preschool 3 class/grade (Green) • 5 = Pre-K class/grade (Blue) • 6 = Kindergarten (Purple)

Importing Student Records into *Teaching Strategies GOLD[®]* for Arizona

Field Name	Max Length	Required	Input Type	Example	Notes
genderID	6	Yes	Alpha-Numeric	M	Valid Values (please use full word or one digit): <ul style="list-style-type: none"> • 1 or M or Male can be used as value for Male • 2 or F or Female can be used as value for Female
sourceChildID	36	Yes	Alpha-Numeric	987654321	Use the unique child identifier from your Student Information System (SIS) or Child Management System (CMS).
CTDSProgramAttendance	9	Yes	Numeric	123456789	Please specify the County Type District School number. This number is exactly 9 digits in length and is used to identify a school, district or charter holder.
classID	50	Yes	Numeric	123456	The “classID” is created when a class is set up in GOLD. There is a unique classID in GOLD for each class. You must enter these unique classIDs for each class. To view your program’s classIDs, a list can be generated or downloaded directly from the Student Import page (Administration Tab->Manage Children->Student Import-> Notes on using the Import Tool).
languageID	3	Yes	Numeric	1	See the detailed list of Language values below (please enter one numerical ID).
childID	36	No	Numeric	123456	The ‘childID” is created when a child record is set up in GOLD. There is a unique childID in GOLD for each Child record. This field is used for updating existing child records within GOLD. To view your program’s childIDs, a list can be generated or downloaded directly from the Manage Children site (Administration Tab->Manage Children->Children).
middleInitial	1	No	Alpha	D	Middle Initial of the student
freeLunch_fl	1	No	Numeric	0	Valid Values (please enter only one digit): <ul style="list-style-type: none"> • 0 or Blank = No • 1 = Yes

Importing Student Records into *Teaching Strategies GOLD*[®] for Arizona

Field Name	Max Length	Required	Input Type	Example	Notes
IEPID	1	No	Numeric	1	Value Values: (please enter only one digit): <ul style="list-style-type: none"> • 0 = No • 1 = Yes <i>If OSEP is not enabled for your account, GOLD will disregard this field. This is only applicable to Preschool, PreK, and Kindergarten classes.</i>
partBEntryDate	10	Yes, if IEPID is Yes	Numeric	09/15/2014	Valid format: MM/DD/YY or MM/DD/YYYY <i>Only applies if IEPID = 1 (Yes). If OSEP is not enabled for your account, GOLD will disregard this field.</i>
partBEntryToolID	3	Yes, if IEPID is Yes	Numeric	100	The Part B Entry Tool will default to Teaching Strategies GOLD. You may leave this field blank or enter 100 as the value.
IFSPID	1	No	Numeric	1	Valid Values (please enter only one digit): <ul style="list-style-type: none"> • 0 = No • 1 = Yes <i>If OSEP is not enabled for your account, GOLD will disregard this field. This is only applicable to Infants, Toddlers, and Twos classes.</i>
partCEntryDate	10	Yes, if IFSPID is Yes	Numeric	09/15/2014	Valid format: MM/DD/YY or MM/DD/YYYY <i>Only applies if IFSPID = 1 (Yes). If OSEP is not enabled for your account, GOLD will disregard this field.</i>
partCEntryToolID	3	Yes, if IFSPID is Yes	Numeric	2	The Part C Entry Tool will default to Teaching Strategies GOLD. You may leave this field blank or enter 100 as the value.
customResponse1	35	No	Alpha	Navajo	This field is used to specify the Native American tribe for the child. The value entered must match exactly as it appears in the list below.

Importing Student Records into *Teaching Strategies GOLD*[®] for Arizona

Language

ID	Value	ID	Value	ID	Value	ID	Value
0	Unknown	26	Bulgarian	50	Jamaican Creole	74	Persian
1	English	27	Burmese	51	Japanese	75	Pima
2	Spanish	28	Cajun	52	Kannada	77	Portuguese
3	Other	29	Chamorro	53	Kickapoo	78	Romanian
5	Chinese (all dialects)	30	Cherokee	54	Korean	80	Samoan
6	French	31	Croatian	55	Kru, Ibo, Yoruba	81	Serbian
7	German	32	Cushite	56	Kurdish	82	Serbocroatian
8	Tagalog	33	Czech	57	Laotian	83	Sinhalese
9	Vietnamese	34	Danish	58	Lettish	84	Slovak
10	Italian	35	Dutch	59	Lithuanian	85	South/Central America Indian
11	Russian	36	Finnish	60	Macedonian	86	Swahili
12	Polish	37	Formosan	61	Malay	87	Swedish
13	Arabic	38	French Creole	62	Malayalam	88	Syriac
15	African	39	Greek	63	Mande	89	Tamil
16	Afrikaans	40	Gujarathi	64	Marathi	90	Telugu
17	Albanian	41	Hawaiian	65	Mon-Khmer, Cambodian	91	Thai
18	Aleut-Eskimo Languages	42	Hebrew	66	Navajo	92	Tongan
19	American Indian	43	Hindi	67	Nepali	93	Turkish
20	Amharic	44	Hocano	68	Norwegian	94	Ukrainian
21	Apache	45	Hopi	69	Pakistan N.E.C.	95	Urdu
22	Armenian	46	Hungarian	70	Punjabi	96	Yiddish
23	Bantu	47	India N.E.C.	71	Pashto	97	Somali
24	Bengali	48	Indonesian	72	Patois		
25	Bisayan	49	Irish Gaelic	73	Pennsylvania Dutch		

Importing Student Records into *Teaching Strategies GOLD*[®] for Arizona

Ethnicity

EthID	Value
1	Not Spanish/Hispanic/Latino
2	Mexican
3	Puerto Rican
4	Cuban
5	Dominican
6	Costa Rican
7	Guatemalan
8	Honduran
9	Nicaraguan
10	Panamanian
11	Salvadoran
12	Other Central American
13	Argentinean
14	Bolivian
15	Chilean
16	Colombian
17	Ecuadorian
18	Peruvian
19	Uruguayan
20	Venezuelan
21	Other South American
22	Spaniard
23	Unknown Hispanic
24	Other Hispanic
25	Unknown

Importing Student Records into *Teaching Strategies GOLD*[®] for Arizona

Race

RaceID	Value	RaceID	Value
1	White	26	Other Polynesian
2	Black or African American	27	Other Asian
3	Asian Indian	28	Hawaiian
4	Bangladeshi	29	Samoan
5	Bhutanese	30	Tahitian
6	Burmese	31	Tongan
7	Cambodian	32	Polynesian
8	Chinese	33	Tokelauan
9	Taiwanese	34	Guamanian
10	Filipino	35	Chamorro
11	Hmong	36	Other Pacific Islander
12	Indonesian	37	American Indian or Alaska Native
13	Japanese	38	Some Other Race
14	Korean	39	White and Black or African American
15	Laotian	40	White and Asian
16	Malaysian	41	Black or African American and Asian
17	Okinawan	42	All other combinations
18	Pakastani	43	Unknown
19	Sri Lankan	44	Two or More Races
20	Thai	45	Asian
21	Vietnamese		
22	Other Asian		
23	Native Hawaiian		

Importing Student Records into *Teaching Strategies GOLD*[®] for Arizona

Native American Tribes (for customResponseValue1 field):

Value
Ak-Chin Indian Community
Cocopah
Colorado River Indian Tribes
Fort McDowell Yavapai Nation
Fort Mohave
Fort Yuma-Quechan
Gila River Indian Community
Havasupai
Hopi
Hualapai
Kaibab-Paiute
Navajo
Pascua Yaqui
Salt River Pima-Maricopa
San Carlos Apache
San Juan Southern Paiute
Tohono O'odham
Tonto Apache
White Mountain
Yavapai-Apache
Yavapai-Prescott
Pueblo of Zuni