

CSV Import File Specification

Purpose

The import process reads the data directly out of the CSV files and it straight into the application(s).

This document describes each CSV file, every column it contains, what the column means, whether it is required, and the values it accepts. Customer data can be imported when these four in a csv format are received.

There are the four files that must be provided as a file in CSV format:

- Sites
- Groups
- Users
- Children

The field descriptions for these files are provided on the following pages.

Sites.csv

A Site is a physical location (a school, center, or campus). One row per Site.

#	Column	Required	Max length	Description
1	site_external_id	Recommended (required to link by External ID)	—	The customer's own stable, unique identifier for the Site. In a LAP Legacy export this is the Site's internal ID. Student Group and User rows reference this value to attach themselves to the Site. Must be unique within the file.
2	site_name	Yes	100	The Site's name from the application. Must be unique enough to be used for name-based linking.
3	address1	Yes	60	Street address line 1.

4	address2	No	60	Street address line 2 (suite, unit, etc.).
5	city	Yes	60	City.
6	state_province	Yes	60	State or province.
7	zip_code	Yes	20	ZIP / postal code.
8	contact_first_name	Yes	60	First name of the Site's primary contact.
9	contact_last_name	Yes	60	Last name of the Site's primary contact.
10	contact_email	Yes	255	Email address of the Site's primary contact.
11	school_year	Yes	—	The Site's current school year, as a four-digit year (e.g. 2026).

StudentGroups.csv

A Student Group is a classroom or group within a Site. One row per Student Group

#	Column	Required	Max length	Description
1	student_group_external_id	Recommended (required to link by External ID)	—	The customer's own stable, unique identifier for the Student Group. Student and User rows reference this value to attach to the group. Must be unique within the file.

2	student_group_name	Yes	100	The Student Group's display name.
3	site_external_id	Conditional	—	The site_external_id of the Site this group belongs to. Required when linking by External ID. Must match a Site in Sites.csv (or an already-imported Site).
4	site_name	Conditional	—	The site_name of the Site this group belongs to. Required when linking by Name. Must match a Site in Sites.csv (or an already-imported Site).

Students.csv

A Student is a child enrolled in a Student Group. **One row per student-per-group** — if a student belongs to more than one group, that student should appear on more than one row, and the shared demographic columns (name, date of birth, gender, etc.) must be identical on every one of those rows.

#	Column	Required	Max length	Description / Accepted values
1	student_external_id	Recommended	—	The customer's own stable, unique identifier for the student. Must be consistent across all of that student's rows.
2	first_name	Yes	100	Student's first name.
3	last_name	Yes	100	Student's last name.

4	birth_date	Yes	—	Date of birth. The LAP export emits ISO format yyyy-MM-dd (e.g. 2019-04-23). A valid calendar date is required; MM/dd/yyyy is also accepted.
5	student_group_external_id	Conditional	—	The student_group_external_id of the group this row enrolls the student into. Required when linking by External ID. Must match a group in StudentGroups.csv (or an already-imported group).
6	student_group_name	Conditional	—	The group's name. Required (together with site_name) when linking by Name. Must match a group in StudentGroups.csv (or an already-imported group).
7	site_name	Conditional	—	The name of the Site the group belongs to. Required when linking by Name. Must match a Site in Sites.csv (or an already-imported Site).

Users.csv

A User is a **staff/teacher** account and the access it is granted. **One row per user-per-access-assignment** — if a user is granted access to multiple Sites or Student Groups, **that user appears on multiple rows** (one per assignment), and the account columns (user_name, first_name, etc.) must be identical on each.

#	Column	Required	Max length	Description
1	user_external_id	Recommended	—	The customer's own stable, unique identifier for the user. Must be consistent across all of that user's rows.

2	user_name	Yes	256	The user's login name. Must be consistent for a given user_external_id; cannot conflict with an existing user that already maps to that external ID.
3	password	Yes	—	The user's password. See the password note below.
4	first_name	Yes	100	User's first name.
5	last_name	Yes	100	User's last name.
6	email	Yes	256	User's email address.
7	association_link_external_id	Conditional	—	The external ID of the Site or Student Group this row grants the user access to. Required when linking by External ID (except when association_link_type is Organization).
8	association_link_type	Yes	—	What kind of thing the user is being linked to. Either the literal Organization (organization-wide access), or the entity name configured in the target organization's hierarchy for the Site level or Student Group level (e.g. Region, District, Site, Classroom). Must exist in the organization's hierarchy.
9	association_link_name	Conditional	—	The name of the Site or Student Group this row grants access to. Required when linking by Name (except when association_link_type is Organization).

NOTE: Each password must meet Compass complexity rules: at least 6 characters, with at least one uppercase letter, one lowercase letter, one number, and one non-alphanumeric character.