



Document your desired roster changes in the **Roster Change Request** template included in this folder and upload into the correct institution's account (Your state will decide what is the correct account- see Specific State Rules below). Please review instructions on Changing a Student's Record, as well as the validation rules below before submitting your desired changes.

Changing a Student's Record

1. To **add a new student**, enter the required data in the row for that student's record and make sure the "Active" column is set to "Y".
2. To **change a student's school**, enter the new school ID for the student and other required data in the row for that student's record and make sure the "Active" column is set to "Y".
3. To **change other demographic information for a student** (grade, etc.), enter the correct data in the row for that student's record and make sure the "Active" column is set to "Y". Demographic information that is left blank will remain the same as the student's original record.
4. To **delete optional demographic data** from a student's record, enter "clear" in the field you wish to delete. (This will not work for required fields.)
5. To **remove a student from a roster completely**, enter the required data in the row for that student's record and make sure the "Active" column is set to "N."

Validation Rules

1. File validation
 - a) The file must be a .csv
 - b) All columns exist and must remain in the correct order
2. Data validation
 - a) Columns have correct lookup values (see table below)
 - b) School state identifiers correctly map to a school in the Cognia Improvement Platform under correct state
3. Business validation rules
 - a) For school transfers, the requesting institution (district) must be a parent of either the school being transferred from or to
 - b) No roster changes are allowed after a student submits a survey
 - c) Student id can be alphanumeric
4. Specific State business rules
 - a) For **North Dakota**, only the state may submit roster changes
 - b) For **Idaho**, only school principals or district (delegates) may submit roster changes. If you encounter a "multi-enrolled error," please contact the Client Care team directly at ClientCare@cognia.org so they can assist you in resolving this issue



5. Unresolved Roster Requests
 - a) Any unresolved roster requests are provided via email
 - b) In the unresolved file, column AH references the row number from the original roster change request
 - c) Column AI provides an explanation of the error type(s). A semi-colon separates each error within a row
 - d) Please delete columns AH and AI before resubmitting your revised change roster request

Column Header	Required	Description	Data type
SourceStateIdentifier	Y	State identifier for the state, district, or school providing the change file. This will be used to validate that the entity has rights to request the change.	Alphanumeric For state it will be the state code (ie SC, ND, etc). For districts and schools it will be the state identifier and should match the formatting in Salesforce/Cognia Improvement Platform
StudentId	Y	State provided student id	Alphanumeric
AlternateStudentID	N	State or Cognia-provided alternate student id (access code), if applicable. Leave blank if state uses StudentId for login.	Alphanumeric
SchoolStateIdentifier	N	School state identifier for the school where the student is (or will be) enrolled.	Alphanumeric This should match the formatting in Salesforce/Cognia Improvement Platform – a combination of district and school code
LastName	Y	Student last name	Alphanumeric
FirstName	Y	Student first name	Alphanumeric
MiddleName	N	Student middle name	Alphanumeric
BirthDate	Y	Student birth date	Date format: (MM/DD/YYYY)
Grade	Y	Student grade	Valid values: "PK" - Pre-Kindergarten "KG" – Kindergarten "01"- Grade 1 "02"- Grade 2 "03"- Grade 3 "04"- Grade 4 "05"- Grade 5 "06"- Grade 6 "07"- Grade 7 "08"- Grade 8 "09"- Grade 9 "10"- Grade 10 "11"- Grade 11 "12"- Grade 12



Column Header	Required	Description	Data type
Gender	N	Student gender	Valid values: "M" – Male "F" – Female "N" – Not reported
Active	Y		Valid values: "Y" (yes) / "N" (no)
PrimaryLanguage	N		Valid values are "English" and "Other". Other languages could potentially be added if needed.
AmericanIndianOrAlaskaNative	N		Valid values: "Y" (yes) / "N" (no)
Asian	N		Valid values: "Y" (yes) / "N" (no)
BlackOrAfricanAmerican	N		Valid values: "Y" (yes) / "N" (no)
NativeHawaiianOrOtherPacificIslander	N		Valid values: "Y" (yes) / "N" (no)
White	N		Valid values: "Y" (yes) / "N" (no)
DemographicRaceTwoOrMoreRaces	N		Valid values: "Y" (yes) / "N" (no)
HispanicOrLatinoEthnicity	N		Valid values: "Y" (yes) / "N" (no)
Bilingual	N		Valid values: "Y" (yes) / "N" (no)
SpecialEdIEP	N		Valid values: "Y" (yes) / "N" (no)
Plan504	N		Valid values: "Y" (yes) / "N" (no)
ELL	N	English language learner	Valid values: "Y" (yes) / "N" (no)
Migrant	N		Valid values: "Y" (yes) / "N" (no)
SES	N	Free/reduced lunch	Valid values: "Y" (yes) / "N" (no)
Title1Math	N		Valid values: "Y" (yes) / "N" (no)
Title1Eng	N		Valid values: "Y" (yes) / "N" (no)
Magnification	N		Valid values: "Y" (yes) / "N" (no)
ReadAloud	N		Valid values: "Y" (yes) / "N" (no)
ColorContrast	N		Valid values: "Y" (yes) / "N" (no)
Foster	N		Valid values: "Y" (yes) / "N" (no)
Homeless	N		Valid values: "Y" (yes) / "N" (no)
Military	N		Valid values: "Y" (yes) / "N" (no)