

# Student Import Tips

- If the [Student Import File Template](#) was used, remove the header row from the file before saving as a Text-Tab Delimited file (.txt). The first row in the file should be the first row with student data in it. Save the excel version of the file for future imports or changes to student information.
- If you save a file in Text-Tab Delimited format (.txt), make sure that all quotations have been removed before importing. Please see the document titled [How to Save a file in CSV or TXT format](#) for instructions.
- Review the [Student Import File Format](#) document to ensure you have the correct formatting for fields.

## Local Site Code

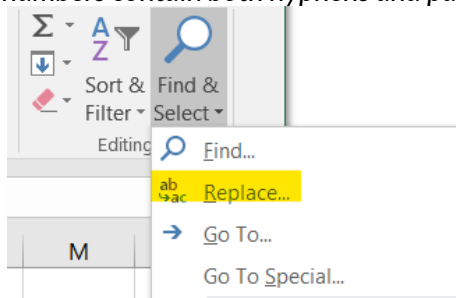
- Ensure that the local site codes in your student import file match what is listed in SNACS. You can find your site codes in SNACS under the Admin tab>Management>Student Import Codes.

The screenshot shows the SNACS web application interface. At the top, the logo "snacs" is on the left, and the text "SFA Realm : Albany School District - 230063 - Albany | My Profile | Logout" is on the right. Below this is a navigation bar with tabs: Dashboard, Eligibility Certification, Student Management, Reviews, Counting and Claiming, and Admin (which is highlighted). On the left side, there is a sidebar menu with categories: Sites and Users, Management (expanded), Reimbursement Rates, Eligibility Guidelines, Student Import Codes, and System Settings. The main content area is titled "Student Import Codes" and contains a form for "SFA Import Code" with fields for SFA (Albany School District), AGENCY CODE (230063), and Student Import SFA Code (230063), along with a "Save SFA Changes" button. Below this is a "Site Details" section with a table and a "Save Site(s) Changes" button.

Site	Code	Student Import Site Code
Albany El	20	<input type="text" value="20"/>
Albany Mid	60	<input type="text" value="60"/>
Albany Hi	40	<input type="text" value="40"/>

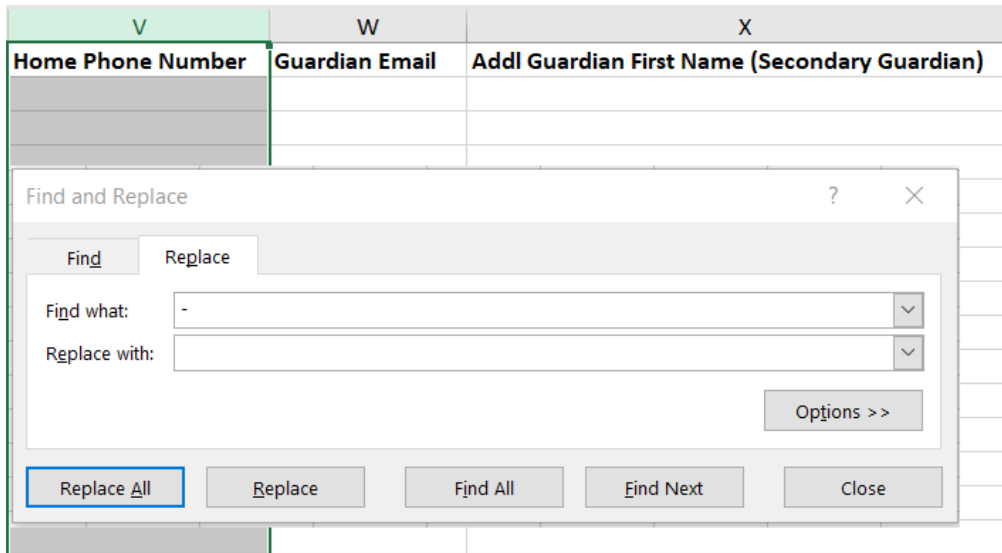
## Phone Numbers

- All phone numbers should be numeric only, meaning no hyphens or parentheses. To quickly reformat phone numbers in your file, highlight the column you wish to format, click "Find & Select," and choose replace (*note: this may need to be done multiple times if phone numbers contain both hyphens and parentheses*).



- To remove hyphens: Find: -, Replace with: (leave blank)
- To remove open parentheses: Find: (, Replace with: (leave blank)
- To remove close parentheses: Find: ), Replace with: (leave blank)

Click Replace All



## Withdrawal date

- This is the last column in the import file, and without a placeholder, the software sometimes has difficulty discerning where the file ends. Therefore, it is recommended that a "?" is used rather than leaving the column blank for any students without a withdrawal date.